Agenda

1. Announcements
   - Classes
   - Downtime
   - International RNs
   - B4h app
   - ITP standby activity code
   - ITPs and Dukeshift
   - Mini upgrade

• Reminders
  - DukeShift rules
  - Special Codes and When to Use Them
    • Swiping guides for your staff
  - Productivity Report
  - GE Staffing Tile
  - Avoid $100 payroll fine
EDS732 Staffing and Scheduling for Managers Class are on the 3rd Wednesday at 8am. You can register in EdTrack. If the person registering needs API SS Access, be sure to send request to apiresourcebox@duke.edu. Registrants will receive a Zoom link for the class.

When your enroll in EdTrack, remember to leave the Enrollment Status AND Facility blank – when you search for available classes.

Next classes

Sept 20
Oct 18
International RN Program

• RNs through the program are initially hired into API Dept 2401.
  • RNs through the program complete DUHS and NPCS orientation.
  • RNs spend at least 3-7 weeks in our cost center depending on entity (DRAH has a full week of Nursing Orientation) and the amount of shadows assigned (1-3 shadow weeks).

• Time Cards
  • INP ANMs will continue to approve the time cards after the RN has matched to their assigned unit.
  • This will occur until the transfer to the appropriate cost center is complete.
  • INP ANMs will flip the API code to the assigned unit while the transfer is in process.
International RNs and API Timings

Transfer after a department match

• Match process occurs on a Thursday.
• DHIP transfer form gets submitted to ASM by Bernie Rice the Thursday before a new pay period.
• When a RN matches outside of the pay cycle their info will get submitted the following week.
• Wait for employee download into API (Friday of new pay period).
• It usually takes 1-2 weeks for the RN to show up in API.
• Delayed placement feedback and not having an available LMC will also cause a delay in the RN being seen in API.
B4h mobile app is coming

We are currently evaluating a pilot. DUH 7800 and PCICU and DRaH PCU are pilot departments.
ITP Standby Code

- Unit managers do not have access to ITP timecards to enter STDBY
- Use the activity code if you place an ITP on call
  - ITPSB-A
  - ITPSB-P
ITPs will be able to pick up DukeShifts

- Starting with the October 9 schedule
- ITPs will continue to be ineligible for
  - Staffing Incentive
  - Float Pay
  - CH or PR pay
- The ITP management team will request accounts for the ITP staff
- ITPs have to be eligible/oriented to work in the area where they pick up the shifts
Scheduling ITPs for the Holidays

• In the ITP contract, an ITP is not expected to work more than 2 holidays (major or minor) in their 12 week assignment

• Some ITPs have all the majors in their next assignment
  • Thanksgiving Day
  • Christmas Day
  • New Years Day

In the ITP contract, ITPs are expected to work 3 of the following 6 shifts

• Thanksgiving Day
• Day After Thanksgiving
• Christmas Eve
• **Christmas Day**
• New Year’s Eve
• **New Year’s Day**

So, 3 shifts, but no more than 2 of the gold/bold shifts
DukeShift rules being broken

- Watch for long work stretches
  - > 60 hours in a week
  - < a full 8 hours between shifts
  - Prescheduled 16 hour shifts
- People using DukeShift when they should be secondary
  - Must work in same job code as their primary job code
    - Ie, an FCC can not pick up as a PSA
    - An NCA can not pick up as an MCA or visa versa
    - Even you have a NCA listing, you have to be hired as an NCA to pick up an NCA shift
  - Must be oriented/credentialed to work in the area