The Staffing and Scheduling application in MEDITECH's Human Resource Planning solution allows single- and multi-facility healthcare organizations to create and manage detailed, accurate work schedules for your staff members. You can update schedules with per diem or special request routines, determine staff availability based on job skills, as well as stay within budget by creating shifts based on FTEs and acuity levels. Staffing and Scheduling will save your managers and department heads considerable time and effort by providing all information needed to simplify scheduling.

**Centrally Manage Staff and Scheduling from a Single Desktop**

All locations within your organization can use roles-based desktops to schedule and manage their specific staffing needs from a single location. In addition, users can keep track of employee skills, continuing education requirements, certification expirations, and skills specific to each location. Staff can use desktops to:

- Create standard and custom work schedules.
- Schedule staff with the right job skills for each shift.
- Confirm that staff is scheduled to handle patient acuity (if applicable).
- Determine if proposed shifts exceed budget limitations.

Schedules are template-based and automatically pull in all available staff members specific to a location, as well as each employee's typical schedule. Groups with varying needs can set their own criteria, ensuring all necessary information is available to create schedules. This allows staff to schedule certain employee types with the necessary skills for specific shifts and locations, ensuring both safety and fairness in the scheduling process.

**Streamline the Special Request Process**

Managers, department heads, and employees can use Staffing and Scheduling to manage the entire special request process, including requesting, approving, or scheduling requests. This includes requested vacations, planned sick days, and jury duty. When an employee has made a special request online, managers can:

- Review requests for a specific location and make edits.
- View an employee's schedule to see how the request affects them.
- Approve or deny the request online.

When a request has been approved or denied, an email message is automatically generated and sent to the employee. Approved requests automatically update existing schedules.
Maximize Resources with Per Diem Tracking Functionality

The system’s per diem capabilities assist managers in finding staff to fill shifts. Schedulers can enter and log calls to staff, requesting them to work a single shift or several shifts. The system displays the most appropriate staff to fill the shift based on date, time, location, and staff type. In addition, the system keeps record of:

- All past calls made to eligible staff (so duplicate calls are avoided)
- Availability of per diem staff members
- Reasons and comments particular to decision-making.

Users can expedite this process by eliminating potential conflicts and checking for availability, seniority, or previous commitments.

Maximize Your Budget for Cost-conscious Scheduling

Staffing and Scheduling helps cost-conscious managers better evaluate the cost-effectiveness of their proposed schedules by allowing them to review budgets in both annual hours and annual dollars, view budgeted hours for all staff types from Budgeting and Forecasting, and compare the cost of their proposed schedules to the funds available. In addition, users can set standards and make changes based on workload to ensure a shift is not overstaffed. They can also run reports from the Scheduling Desktop to verify that both FTE tracking and acuity staffing levels are accurate.

Accomplish Secure and Flexible Scheduling

Staffing and Scheduling offers multiple security levels to control access to schedules. On a global level, scheduling can be centralized or decentralized for your entire healthcare organization. Centralized scheduling offers added control by allowing Scheduling staff to create a master schedule for all areas of the hospital. The decentralized approach enables each department to take responsibility for their own schedules and quickly update these schedules with call-ins and switches. Your organization can limit editing access based on: a user’s own schedules, others’ schedules, per diem staff members, special requests, timecards, and budgets.

The Benefits of Integration

Integration between Staffing and Scheduling and MEDITECH Expanse helps your organization better manage staff hours, information, skills, and acuity. You will be able to share:

- Acuity levels with Patient Care and Patient Safety, based on customized care plans and treatments, to identify any additional staffing needs
- Data from Budgeting and Forecasting to stay within budget
- Benefit hours, phone, address information, and new and edited employee skills with Human Resources.

For more information, contact a MEDITECH Marketing Consultant.