



Centricity™ ShiftSelect® Features and Functionality

Centricity ShiftSelect by API Healthcare is a web-based staffing and scheduling solution that enables organizations to create core schedules and manage open shifts.

Key benefits

Staff Profile Management

- **Staff Profiles** – employees enter their own demographics, contact information, employment details, credentials and skills.
- **Approving Profiles** – managers can review any staff profiles pending approval from their home page.
- **Limiting Access** – managers may limit the access of specific individuals to home unit only or view-only in certain circumstances and can provide an expiration date for that limitation.
- **Professional Detail Changes** – managers can update professional details in real-time or to go into effect at some specified future date.
- **Credential Tracking** – credentials can be tracked including expiration dates, alerts, and lock outs. Certain credentials, such as licensure, can be used to prevent scheduling when expired.

Core Scheduling

- **Track or Pattern Scheduling** – managers or schedulers can easily build schedules from scratch or load a “track” or repeating schedule from a baseline.
- **Self-scheduling** – managers may choose to use self-scheduling to engage the unit-based staff to help “fill out” the core schedule.
- **Matrix Calendar View** – grid-style layout allows for easy viewing of dates, staff, and shifts. Provides weekly totals, highlighting overtime, and compares actual to budgeted staffing in 4, 8, or 12 hour blocks.
- **Unit Calendar View** – provides staffing view of the schedule for a single unit, allowing for easy viewing of open shifts, over/under staffing targets, overtime and other shift notations.
- **Multi-unit Calendar View** – allows for custom views of up to 15 units on the screen.
- **Shift Notations** – designations such as Charge, Preceptor, Orientation, Vacation, etc. can be identified within the calendar views using shift notations.

- **Shift Notes** – free form notes can be attached to each shift to facilitate communication between managers and the staffing office or house supervisors, or to just record unique aspects of that shift for the record.
- **Printing** – managers can customize their view and print the schedule at any time during the scheduling process.

Open Shift Features

- **Upcoming Open Shift Postings** – once the core schedule is created and approved, open shifts are posted based on gaps in coverage.
- **Situational Open Shift Postings** – dynamic changes in staffing needs can be posted by clicking on the date, shift and skill level where the new shift is needed.
- **Open Shift Incentives** – incentives may be strategically utilized to promote and reward desired behaviors of employees to address unmet staffing needs.
- **Multi-phase Posting of Open Shifts** – open shift visibility may be controlled by pre-defined phased groups including hospital, by department, by job title, by employee status, by seniority.



- **Awarding Shifts** – managers/schedulers have data to inform effective staffing decisions, located in one screen.
- **Rationale Documentation** – managers/schedulers will be able to document rationale for award decisions.
- **Schedule Updates** – awarding an open shift will automatically update staff schedules in real-time.
- **Last Minute Availability** – builds a list of staff who are qualified, not already working, and not over safety limits. The list is then ordered according to expressed interest/availability and cost.

Staff Engagement

- **Announcements** – staff are able to read both global and unit-specific announcements posted by the manager or staffing office.
- **PRN/Per Diem Commitment Tracking** – PRN/Per Diem Staff are able to view their work commitment status, including weekend, evening or night requirements. Open shifts are governed by commitments so until commitments are met, no shift incentives are presented to PRN/Per Diem Staff.
- **Calendar Viewing** – staff can view their schedule which includes working shifts, on call, and non-duty, such as education. Staff can view the entire unit calendar as well. This may include past, present, and future approved schedules, and optionally pending schedules which are still in process, all with real-time data.

- **Available and Personal Shifts** – staff can add personal events to their calendar, as well as indicate additional dates/times when they are available for a last minute call-in.
- **Vacation Requests** – staff can request non-duty shifts, such as vacation or jury duty, and view the approval status.
- **Open Shift Viewing and Requesting** – staff can view ALL open shifts for which they qualify to work based on their job title and skill set.
- **Credential Tracking and Alerts** – staff can track their credentials, along with expiration dates. They will be notified on their home page, as well as by email/text when expiration dates are approaching. Managers are notified as well.
- **Search Options** – staff can search for specific types of open shifts (unit, day of week, d/e/n), and can opt in for alerts via email or text messages when a shift matching their preferred criteria becomes available.
- **Email and Text Alerts** – staff can opt in to receive email or text notifications to multiple addresses for several events, including schedule approved, open shift request being awarded, and shift canceled.

Centricity ShiftSelect Modules

- **ShiftRewards®** – staff can view the number of points offered for each shift, earn extra points for non-shift related performance (preceptor, attendance, etc.), and track their points. They can then access a list of reward options, from

an online catalog of over 3,500 items where they can shop with their points and make redemptions.

- **StaffReach®** – when there is a last minute staffing need, staff can be contacted sequentially, via an interactive service. Staff can accept or deny the shift, the schedule is immediately updated and the manager is notified. The customizable call list is built based on staff expressed interest in working that day/time, as well as their general interest in receiving last minute requests.

Centricity ShiftSelect Interfaces

- **Employee Information** – staff profile information and department transfers, changes in status, and terminations can be uploaded manually or automatically to Centricity ShiftSelect to keep the information in sync with the HR system.
- **Time and Attendance Information** – Centricity ShiftSelect has established interfaces to pass the schedule data to a third party time and attendance system as well as receive actual clocked time from Centricity Time and Attendance to provide visibility to overtime conditions.
- **Census Information** – Census can be entered manually or fed from the ADT system, and based on your staffing grids, the targets displayed on the screen will adjust accordingly.

Request a Demo

To learn how Centricity ShiftSelect can help your organization turn workforce data into better outcomes, please contact us at (262) 670-2828.

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