



5 Ways ShiftWizard Saves Your Time as a Nurse Manager

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Some RNs move into management because they relish the opportunity to mold a department into one of those units nurses never want to leave. They envision themselves creating a department that becomes legendary for delivering the best patient care, with an efficient use of resources and a staff team known to be the happiest in the hospital.

And then the reality of administrative details sets in.

It's hard to create that vision of an ideal department when you find all your time eaten up by things like performing hours of data entry to onboard new employees or chasing down nurses who missed a punch. If only you had time to devote to the truly visionary aspects of your job.

Well, you're in luck. ShiftWizard scheduling software gives you back hours of time – precious minutes to spend on your top priorities instead of piddling administrative details. ShiftWizard reduces the amount of time you must spend on managerial tasks by:

1. Eliminating manual data entry related to new hires & terminations
2. Automatically passing shift incentives over to your payroll vendor
3. Automatically notifying employees of missed punches
4. Alerting you about which employees are on-premise
5. Giving you reports customized for your specific needs

1

Eliminating manual data entry related to new hires & terminations

It's not a good use of a nurse manager's time to perform data entry to put new employees into the scheduling system and remove those who have left your employ. And maybe you have a unit secretary to perform those tasks, but chances are she has more important priorities, too.

ShiftWizard virtually eliminates data entry for new hires by automatically interfacing with your hospital's HRIS to create an account profile for new nurses, pull it into the scheduling software and present it to you for approval. Each time you log on as a manager, ShiftWizard will alert you to any new profiles that require your approval. Quickly review them and click a button. Done!

And when an employee terminates, you don't have to remember to remove their access to ShiftWizard, either. The software will receive the termination code from HRIS and automatically revoke the employee's access to the scheduling software. Not only does this give you back valuable time, but it enhances your scheduling system's security.

2

Automatically passing shift incentives over to your payroll vendor

Incentives represent an excellent strategy for covering those chronically hard-to-fill shifts, but implementing an incentive program also can create a lot of administrative work for a nurse manager. Someone has to track which shifts have been incentivized, what the incentive is, who worked the shift and how (and when) they should receive the incentive. Busy nurse managers don't have time for that, which may be why nurse executives often express reluctance to use incentive programs.

ShiftWizard relieves all of the hassles involved with administering an incentive strategy. You can easily choose the shifts to incentivize and attach the incentive with a couple of mouse clicks. ShiftWizard then tracks which nurse chose that shift and automatically transfers the incentive information over to your payroll vendor at the appropriate time. With your administrative time and effort reduced to almost nothing, you now can afford to revisit the idea of developing a shift incentive program for your department.

3

Automatically notifying employees of missed punches

Of all the tiny administrative details you don't need cluttering up your brain, missed punches must rank near the top. They happen, of course. No nurse is perfect, and forgetting to clock in or out naturally occurs. But rectifying those errors within the time and attendance system can become a serious time thief, including the time and effort you must invest in tracking down those employees to straighten everything out.

ShiftWizard makes those annoyances a thing of the past by automatically notifying a nurse if she misses a punch. ShiftWizard interfaces seamlessly with your time-and-attendance system to make sure everyone clocks in and out properly. If they don't, ShiftWizard will proactively alert them, so they can correct the record through the scheduling interface. No more scribbled notes stuck to your computer monitor to remind you to catch such-and-such person when she reports for her next shift.

Alerting you about which employees are on-premise

There are many reasons you may want to know which employees are currently on-premise. Perhaps your unit had a no-show, and you need a nurse right this minute to work the shift. You can simply log on to ShiftWizard to find out who happens to be on site and then offer her the hours. Or maybe you didn't see someone arrive and want to make sure they showed up. Instead of walking all around the floor to locate someone, you can just look in ShiftWizard to see if they're on the campus.

Of course, security concerns represent a different reason why you might need to know if a particular employee is currently on-premise. For instance, if you need to have a disciplinary discussion with a staff member, ShiftWizard can proactively alert you when the person enters the premises so you can catch him or her for a conversation prior to their shift. ShiftWizard can simultaneously alert security, too, so you need not waste time tracking down a security person if you think it would be prudent to have their presence at the impromptu meeting.

5

Giving you reports customized for your specific needs

Some nurse managers like to review large aggregate reports of staffing in order to get a top-level view of how their department is operating. Other managers like to get more granular and break the data down into lots of small slices. Neither way is inherently “right” or “wrong.” Every nurse manager develops her own effective ways to run a unit.

Unfortunately, some scheduling software products provide you with only a limited selection of reports you can run on your data. So, if you’re a manager who likes to slice-and-dice the data in several different ways, you might be out of luck if you discover the vendor doesn’t offer you reports that can accomplish that. You’ll be faced with either changing the way you’ve always managed your data or possibly investing hours in maintaining your own spreadsheets to view your staffing data the way you like to see it.

ShiftWizard can save you a ton of time and effort (and aggravation) here. Any of the product’s reports can be customized to do things your way – the way you’ve always done things. Want big overviews that span a long period of time? Done. Prefer highly detailed reports with lots of line items? Great!

Nurse managers shouldn’t have to waste time maintaining spreadsheets or performing other work-arounds to display data in a manner that works for them. With ShiftWizard’s customizable reports, you can devote your time to actually analyzing the data instead – and using it to better run your department.

Scheduling Software that Gives You Back Your Time

Automation as a great time-saver has always been the promise of software, and ShiftWizard delivers on that promise. Not only is the product easy and intuitive to use (no arduous learning curve here), but its features truly serve nurse managers by giving them back precious time.

If you could use more hours in your day, spend just one minute right now to call us to schedule a demo. It could be the most savvy decision you make today.



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