In this issue:
Going 'Live': Who is Live now, Who is Next?  
Charge Nurse Training Dates  
Helpful Hints and News from Users  
Show and Tell: Scheduling  
Availability, how do I make sure I don’t show up as Available for 24hrs?  

Being 'Live' in the VandyWorks system is defined as:  Web-based self scheduling,  
Automated Leave requests, Automated Shift Trading, Compliance to scheduling  
policies, Employee performance indicators for mgrs, Operational Reporting for  
Managers, Overtime tracking, Attendance tracking, and Alerts for Nurse Licensure  
Expiration.  Currently we have over 1500 users ‘Live’ in the system!  The units that are  
‘Live’ are:  9N/9S, 7VCH, 8N/8S, 4RW, 11S, Burn Clinic, Internal Medicine, TVC Obs,  
3/4RW, 6N, 5S, 4E and 3N.  Here’s who is slated to come up next:  5/6 RW, CSRC, 7RW,  
11N, 7SMICU, CVICU, 8VCH, 6VCH, Float VCH.  Welcome Aboard!

Charge Nurse Training Dates
For Charge Nurses, there is an extended 3 hour training class on the MVS (Multi-View  
Scheduler) side of the system as well as an expanded training on the ETM – If you are  
in a unit that is going ‘live’ and you are a Charge Nurse and have Not attended a  
training session, be sure to go to the E-scheduler and sign up for class!  
https://www.etraining.mc.vanderbilt.edu  
Here are dates of the Feb. Classes (more are available on the e-scheduler):

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Feb</td>
<td>0800-1230</td>
<td>407 OH</td>
</tr>
<tr>
<td>13-Feb</td>
<td>0730-1100</td>
<td>1010 OH</td>
</tr>
<tr>
<td>13-Feb</td>
<td>1230-1600</td>
<td>1010 OH</td>
</tr>
<tr>
<td>14-Feb</td>
<td>1230-1600</td>
<td>VCH B319</td>
</tr>
<tr>
<td>15-Feb</td>
<td>1630-2000</td>
<td>1010 OH</td>
</tr>
<tr>
<td>19-Feb</td>
<td>0730-1100</td>
<td>407 OH</td>
</tr>
<tr>
<td>20-Feb</td>
<td>1230-1600</td>
<td>1010 OH</td>
</tr>
<tr>
<td>22-Feb</td>
<td>1700-2030</td>
<td>407 OH</td>
</tr>
<tr>
<td>26-Feb</td>
<td>0730-1130</td>
<td>407 OH</td>
</tr>
<tr>
<td>27-Feb</td>
<td>0730-1130</td>
<td>1010 OH</td>
</tr>
</tbody>
</table>

Helpful Hints and News from You!
From VUH 8th and 9th Floor Rounding:
“At first we were having a problem with ‘stranded’ transition times when people  
were forgetting to put in their entire shift in shift trades (06:45-19:15) instead of  
putting in (07:00-19:00) so staff showed up on the schedule for 15 minutes of  
time, but I think people are used to doing it now, and they know to trade their whole shift."

“A lot of my staff are showing up as available for day and night shift, instead  
of just their shift.”

Note: To schedule your availability correctly -- make sure that you not only select the date you are available, but also the times.  Otherwise you will show up on the unit schedule as being available for 24 hours.
Daylight Savings Time

Beginning March 11, 2007, DST start and end dates for the United States will transition to comply with the Energy Policy Act of 2005. DST dates in the United States and parts of Canada will start three weeks earlier and will end one week later than previously observed.

So what does this mean for VandyWorks?
Because VandyWorks is a time and date sensitive application, this change is a complex issue, as it is for many other types of applications. We were delivered a ‘fix’-patch by the company that developed VandyWorks, WorkBrain, a Canadian company that has developed many other scheduling systems. The ‘fix’-patch that we were delivered did not fix the DST issue at Vanderbilt, and we are awaiting resolution from the company.

So what will I see on my schedule until the fix is applied?
In the meantime, here are some things you will see. For the night of March the 10th, you will appropriately see that you are working 11 hours, and not 12. Any shift trading that you do, continue to use the correct shift times of 18:45-07:15 for night shift, and the system will automatically deduct that extra hour. This part of DST is working as expected. The part that isn’t is the Multi View Scheduler. If you are in a Charge Nurse or Manager role, this will not affect you. If you are, the current problem displays all day shift employees on the night shift, and all night shift on the day shift. The correct hours are in the system, but their name is populating in both lists. This can be frustrating if you are trying to book someone off, etc. and you can’t tell by which staff are on the list which day part you are in, so be sure to pay close attention to the heading of which day part you are working with. The fix will correct this, and we anticipate resolution within the next two weeks. This will not interrupt self scheduling, and it will not interrupt day to day working in the MVS for the current schedule.

Have any questions?
Contact us using the Help Desk or via email.

Having technical problems with VandyWorks? Call 3-HELP (3-4357 or 343-4357)