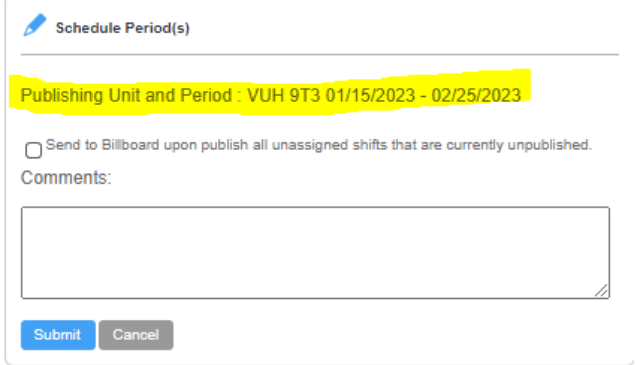


VandyWorks Advisory Meeting

Date:	1/18/2023	Next Meeting:	4/19/2023
Time:	09:00	Time:	09:00
Location:	Microsoft Teams	Location:	Microsoft Teams

Time	Presenter	Item and Outcomes	Goal Alignment	Summary/Decisions
9:00	Elizabeth Vorholt	Introduction and Welcome	People	
9:10	Shiela Thompson	VandyWorks Pearls of Wisdom How-To Videos on VandyWorks HELP RSL Training Survey	Service	<p>If your team takes a long time to load in the Advanced Schedule View, here's a pro tip for publishing your finalized schedule! Instead of loading the full six-week scheduling period, you can load only 1 day and then press the Publish button. The pop-up will confirm which unit and period you are publishing for. Then, click Submit and your schedule will publish for the whole scheduling period.</p>  <p>Timing of Master Rotation requests – please try to submit requests for new or updated Master Rotations before you generate your shift template for the next scheduling period. This will ensure that shifts covered by Master Rotations will be automatically deducted from your template and self-scheduling process.</p>

				<p>We cannot add Master Rotations for dates in the past. If you are delayed requesting a Master Rotation, we will add it effective immediately, but back-dating will need to be edited manually (can be done using Mass Edit!)</p> <p>Please remember to notify us of any changes to Master Rotation schedules and when an employee transfers or is terminated from your team. Otherwise, their Master Rotation will continue to appear on your schedule.</p> <p>The VandyWorks HELP page is a hub for all kinds of VandyWorks resources! Click on HELP in the black toolbar within VandyWorks or visit https://www.vumc.org/vandyworks for tip sheets, How To videos, links and descriptions of all our Instructor-Led Classes, self-guided interactive LMS modules, and more!</p> <p>RSL Training is currently a 2-hour live, instructor-led course via Zoom that requires the participants be on VUMC WiFi, VPN, or virtual network. Our goal is to tailor content to what is most relevant for RSL role in a format that is accessible and maximizes efficiency. If you are a manager, CSL, assistant nurse manager, or someone else who supports the RSL training process for your department, please take a few minutes to complete this survey - https://forms.office.com/r/XhAfVAWgA9</p>
9:15am	Stephanie Staed	Conversions to Advanced Schedule View are complete! Next steps for checking in with teams	Innovation	<p>ALL teams in VandyWorks are now operating on the Advanced Schedule View!</p> <p>Next steps – We will be checking in with teams to understand how you are using the system and offer support. If you have questions or pain points, please reach out to us! We can work together to look at your team’s set up and identify opportunities to make VandyWorks work better for you!</p>

9:20	Kaitlin Phillips	VandyWorks LMS Interface and booking off ISV time	Service	<p>VandyWorks has an interface with LMS that books off an employee's schedule for courses they are enrolled in. If you or your educator has an LMS course that you would like to reflect in VandyWorks, please send the exact name as it is in LMS to vandyworks@vumc.org along with the book off code that should be used.</p> <ul style="list-style-type: none"> • NR-ISV = in-service for nurse residency training • ISV = in-service hours • ISV-WK = in-service hours that count toward FTE • ISV-EPIC = in-service for Epic Training
9:25	Elizabeth Vorholt	Workday and VandyWorks	Innovation	<p>Leave Requests will continue in VandyWorks and feed to Workday Advantages of VandyWorks Leave Requests</p> <ul style="list-style-type: none"> • Can customize workflow routing by job role • Can have multiple/backup approvers • Books off scheduled shifts
9:35	Elizabeth Vorholt	Staffing Collaborative shift billboards	People	<p>Staffing Collaborative employees will be supplemental staffing across the whole health system. They will be granted access to teams/billboards in VandyWorks according to their orientation and status as either an assignment-based or per diem employee. AJ Melton is the Staffing Collaborative manager and Bethany Manning is the Staffing Collaborative educator</p>
9:50am	Group	Question & Answer	Service	