

Photon Scheduling Guide

Photon Scheduling is a complete schedule management solution for healthcare providers. Using simple drag and drop functionality in conjunction with mobile access for providers to request schedule changes; it streamlines the entire process. Integrated with the Photon application, it allows on-call users to know who is on-call in real-time.

Scheduling Roles:

The following lists all available roles and a description for each.

Scheduling Administrator	<ul style="list-style-type: none">- Builds facility infrastructure for all on-call specialty and sub-specialty schedules (Schedule Lists)- Access to <u>ALL</u> facility schedules (Ortho, RNs, Hospitalists, etc.)- Access to Reports on specific users & monthly/daily schedules- Assigns managers to specific schedules
Schedule Manager	<ul style="list-style-type: none">- Approves and publishes schedules and change requests- Able to see pending, requested and approved requests- Edits list of on-call Specialists
Scheduler	<ul style="list-style-type: none">- Inputs and approves schedule
On-Call Specialist*	<ul style="list-style-type: none">- Access to personal schedule- May accept, deny, cancel or generate a schedule change

**Ensure all end users have "On-Call Scheduling" selected under permissions for proper functionality*

Scheduling Groups/Sub-Groups:

Scheduling groups are created either by a Photon member or a Scheduling Administrator. If Orthopaedic Surgery is the main scheduling group, Hand Surgery and Spine Surgery may be the sub-groups. These will differ between facilities, so are made to be customizable.

Enter Users:

Once groups / subgroups are defined, users may be added to the appropriate group for which they take call or shifts.

Add Schedule Managers/Schedulers:

A Scheduling Manager and Scheduler must be allocated to each group. Each group may have more than one, and in some cases the Scheduling Manager and Scheduler may be the same person.

Build and Publish a Schedule:

Schedules are ready to be built once the scheduling groups / subgroups have been created, on-call users allocated and Scheduling Managers/Schedulers assigned.

The Scheduler will -

1. Drag and drop each user name into the appropriate shift
2. Accept the schedule – Placing it into a queue for the Scheduling Manager to publish

Once published, users will be able to view the schedule.

Schedule Change Requests and Split Shifts:

Users (On-Call Specialists, RN's, etc.) may want to switch or split shifts with another user. To –

- A. **Switch Shifts:** A user must submit a change request to a certain on-call user or the whole on-call group, which if accepted by an on-call peer will be sent to the Schedule Manager responsible for that specific schedule. The Schedule Manager will accept or deny the request.
- B. **Split Shifts:** A user must submit a request directly to the Scheduling Manager

Reports:

Scheduling reports available: User Hours, Monthly Schedule and Daily Schedule.

End User Application:

End users will be able to view their schedule by logging into Photon and clicking the “My Schedule” tab.

A user may -

- A. **Switch Shifts** through initiating a change request by clicking the desired shift shown on the calendar and selecting recipients (group or individual). More than one on-call specialist can offer to take the shift or part of, however the Manager decides which provider receives it.
- B. **Split Shifts** by submitting a request directly to the Scheduling Manager

All requests must be approved by the Scheduling Manager and will update in real-time once published.