



 shiftkey

How to Post Orientation Shifts

What's the benefit of activating the Orientation Shifts feature in the ShiftKey platform?

With the Orientation Shift setting activated in the app, all independent professionals using ShiftKey will need to request an Orientation Shift before they can request traditional shifts at your facility. This helps you ensure and track compliance by only allowing those who have completed your orientation to request standard shifts going forward.

How to get the most out of Orientation Shifts

Schedule orientation shifts at a regular cadence (weekly, biweekly, monthly, etc.) to help you build access to a pool of qualified independent healthcare professionals who have completed your orientation and are ready to provide care when needed.



Only accepting orientation shift requests from independent healthcare professionals who have the reliability and acuity level that you are looking for allows you to be more intentional about who you bring into your building.

How to post Orientation Shifts

You'll need to post one Standard Shift for each kind of Orientation Shift you would like to post (RN, LPN, etc.), (You only need to post one shift per specialty total, no need to post one for each shift time.)

Once you accept an Orientation Shift request from one independent professional, any other independent professionals who have requested that shift will no longer be available to accept it, UNLESS you have scheduled additional orientation shifts for that same shift time.

Make sure you have at least one orientation shift posted for each professional that you plan to accept.

1. Once you've posted one Standard Shift for each specialty, select **Schedule**  at the top left of your screen.
2. Select the **Post Shifts**  icon, or click on the date of the shift you wish to schedule. The date will be highlighted.
3. You will see two shift types, Standard Shift and Orientation Shift.

- 4. Select **Orientation Shift**.
- 5. Under **Shift Information**, add the coordinator name, phone number and extension, building and floor.

Shift Information

Coordinator Name*

Primary Phone* (123) 456-7890 Ext. 123456

Building Floor Door Code

I confirm the posted shift(s) are solely for orientation purposes and will not be utilized as standard shifts.

- 6. Tick the box to confirm that the posted shifts are purely for orientation purposes.
- 7. Under **Shift Dates**, select the dates you would like to schedule.

Shift Dates

December 2022 January 2023

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Shift Details

Shift 01

Specialty: CNA, LVN, RN

Skill: Long Term Care

Openings: 1

Rate: \$65.00

COVID-19 SHIFT

Shift Time - Eastern: 07:00 - 15:00, 15:00 - 23:00, 23:00 - 07:00

- 8. Under **Shift Details**, select the specialty, skill, rate, number of openings and shift times.

Pro-tip: You can use the Reliability Score to find independent professionals with a history of reliability.

- 9. If you would like to add additional specialties and shift times, select **Add Another** [+ ADD ANOTHER](#) and repeat step eight.
- 10. Select the **Post Shifts** [POST SHIFTS](#) button.
- 11. You'll see a blue box in the upper right corner, saying **Shifts Added Successfully**.
- 12. Your **Orientation Shifts** have been added successfully!

Contact information for questions

Name:

Title:

Phone:

Email: