EMORY GYNOB

GO LIVE: MARCH 1, 2015
Why Are We Implementing QGenda?

• **Enhanced Organization**
  – All schedule information is in 1 place
  – No risk of losing papers
  – Syncs with your other calendars

• **Improved administrative workflow / processes**
  – Can login and view from anywhere
  – Point to point electronic contact saves time and increases efficiency for all

• **Increased transparency**
  – Up to date schedule easily accessible by nursing, clinical coordinators, residents, fellow faculty members

• **Advanced Planning and Schedule Publication**
Faculty Responsibilities with QGenda

• Own your schedule by:
  – entering your own requests and swaps
    • in accordance with guidelines presented here
    • as far in advance as you know them
    • in accordance with due dates

• Monitor your schedule regularly

• Sync schedule with other calendars

• Have a question? ASK for help!
General QGenda Definitions

• Staff
  – Any clinical provider in QGenda

• Task
  – Any clinical or non-clinical duty they may be assigned in QGenda

• Published
  – schedule has been made and is visible to all

• Landing Page
  – Emory GYNOB QGenda webpage with links to published schedules for anyone to view
General QGenda Definitions cont.

• View
  – To view the published schedule for your area
• Swap
  – To exchange a clinical assignment with another staff
• Request
  – To request leave or no call
• Pending Approval
  – Has not been signed off by the required approver(s)
Emory GYNOB QGenda Definitions

• Administrator / Approver
  – Your division director or other ‘sign off’ for requests

• Closed staff member
  – Administrative tracking for Clinics and ORs that should be closed due to physician absence
Emory GYN/OB QGenda
Administrators

• **General** – John Horton / Demetrius Woods
• **FPARH** – Carrie Cwiak
• **Gyn Onc** – Alan Gordon
• **Gyn Specialties** – Alan Gordon
• **FPMRS** – Gina Northington
• **MFM** – Michael Lindsay
• **Grady (clinical assignments only)** – Nick Fogelson / Michael Lindsay
• **REI** – Jessica Spencer
• **REI (clinical assignments only)** - Meaghan Bowling
• **Midwifery** – Denise McLaughlin
• **All** – Ira Horowitz, Penny Castellano
• **Backups** – Georgia Brogdon, Samantha Griner, Khristi Jackson
Login from anywhere:
www.qgenda.com

Use Firefox or Chrome web browsers
Homepage

Your schedule for the next 10 days
Sync with your other calendar(s)

Step by step instructions to sync QGenda with other calendar types, including iPhone and Outlook.
The View Tab

To view the entire published schedule for your division

Mobile Phone Access
You can now access QGenda from any mobile device by visiting www.QGenda.com
* If you're not automatically redirected to the mobile site then try accessing it directly at: m.QGenda.com

Personal Calendar Auto Sync
You can now automatically sync your own QGenda schedule with your personal calendar
Google Cal, iCal, Yahoo Cal, Outlook and any other calendar program that supports subscription feeds!
Click "Sync" above to find out how...

Feedback - Likes, Dislikes, etc...
The View Tab

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Adjusting Date Range and Type
Adjusting Start Date

Must select specific day on all tabs and click “Go”
Adjusting View Type
Emory GYN/OB Schedule Publication

• Tentative schedules are now published 6 months out for all divisions, excluding common Grady activities
  – Schedules are subject to change based on division director and specific rules
  – Days a faculty member should expect to be assigned shared Grady activities will be reflected as “Available for Grady” until these assignments are made

• Division Directors will work toward schedule publication 6 months in advance unless otherwise noted
The Swap Tab

To ask a colleague to swap a scheduled clinical assignment.
Emory GYN/OB Swap Workflow

Scenario: Faculty A would like to swap a clinical assignment

- Faculty A opens the swap tab in QGenda
- Faculty A finds the date in question and sees Faculty B is available to swap
- Faculty A sends the swap request to Faculty B within QGenda
- Faculty B receives an automated QGenda email re: swap request
- Faculty B logs in to QGenda to view request
- Faculty A receives an automated email from QGenda
- Faculty B approves swap request
- Faculty A receives an automated email from QGenda
- Faculty A and Faculty B are emailed confirmation of division director decision
- Request routed to division director for final approval
- Faculty B rejects swap request
- Faculty A receives an automated email from QGenda
Swap Tab

The image shows a Swap Schedule interface from Qenda. The interface includes a calendar with days from July 15 to August 4, and a list of staff names on the left. Staff names include Baker, Burke, Cadenza, Cameron, Cook, Elson, Kohan, Lauren, Finkle, Preston, Reardon, Shree, Smith, and Thompson. The schedule includes time slots for EarlyCall 9 and LateCall 6. The interface has options for View, Swap, Request, Statistics, and Admin.
Initiating Swap by Clicking Arrows
Performing Drag-and-Drop Swap

<table>
<thead>
<tr>
<th>Staff</th>
<th>Jul Mon 15</th>
<th>Jul Tue 16</th>
<th>Jul Wed 17</th>
<th>Jul Thu 18</th>
<th>Jul Fri 19</th>
<th>Jul Sat 20</th>
<th>Jul Sun 21</th>
<th>Jul Mon 22</th>
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Warning: You currently have one or more tasks hidden.
Approving/Rejecting a Pending Swap
The Request Tab

To request time off, away, and no call for approval by your division director.
Emory GYN/OB Request Types

Replacing the paper Leave Request form

• PTO / Vacation
• PL / Professional Leave
• Away / Other Leave
• CDC and EHC Admin Away
  – time away due to other roles/responsibilities
# Emory GYN/OB Other Request Types

These requests should only be made when the activity cannot be scheduled at a time that does not interfere with clinical duties.

When requesting these you will be prompted to enter both a start and end time.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Possible examples of Appropriate Requests</th>
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<tbody>
<tr>
<td>AM off / PM off</td>
<td>Personal doctor’s appointment</td>
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<tr>
<td>Academic AM / Academic PM</td>
<td>Giving a lecture or teaching a course</td>
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<tr>
<td>Admin AM / Admin PM</td>
<td>Attendance at a work-related administrative meeting</td>
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</table>

An appropriate time frame and note explaining the request must always be included.
# Emory GYN/OB Request Types

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Routed to for Approval</th>
<th>Request MUST include a Note</th>
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<tbody>
<tr>
<td>PTO/Vacation</td>
<td>Your division director</td>
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<tr>
<td>PL / Professional Leave</td>
<td>Your division director</td>
<td>✓</td>
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<tr>
<td>Other / Away</td>
<td>Your division director and Dr. Horowitz</td>
<td>✓</td>
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<tr>
<td>AM off / PM off</td>
<td>Your division director</td>
<td>✓</td>
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<tr>
<td>Academic AM / Academic PM</td>
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<tr>
<td>Admin AM / Admin PM</td>
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<tr>
<td>No call</td>
<td>Director for your call pool</td>
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<tr>
<td>Grady only: Labor Nights and Labor Weekends</td>
<td>Dr. Fogelson and Dr. Lindsay</td>
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<td>Request Type</td>
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<tr>
<td>PL / Professional Leave</td>
<td>ACOG lecturer, San Francisco, CA</td>
<td>conference</td>
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<tr>
<td>AM off / PM off</td>
<td>Personal doctor’s appointment at 9:00am</td>
<td>Personal urology appointment with Dr. Smith for my kidney stones</td>
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<tr>
<td>Academic AM / Academic PM</td>
<td>Lecture on pelvic floor disorders for medical students</td>
<td>Lecture</td>
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<tr>
<td>Away / Other</td>
<td>Asked to give oral boards</td>
<td>Used all vacation days and need a break</td>
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</table>
Emory GYN/OB Other Request Guidelines

YOU are responsible for the input of ALL of your own requests

• Allocations for PTO and Professional Leave remain the same
• Usage of new “other” requests will be monitored
• For details on “no call” please see your specific call pool guideline handout
## Request Tab

### Task Schedule

The image shows a task schedule for the week ending August 25. The schedule is color-coded with staff names and their availability. For example:

- **Baker, (AB)**: Available throughout the week.
- **Burke, (RB)**: Available except for August 23.
- **Calista, (JC)**: Available except for August 21.
- **Carmen, (HC)**: Available except for August 19.
- **Cook, (LC)**: Available except for August 24.

### Instructions

- **View**: Changes the view from employee to calendar.
- **Swap**: Swaps a task with another task.
- **Request**: Requests a task.
- **Statistics**: Displays statistical information.
- **Admin**: Accesses administrative settings.

### Notes

- **Warning**: The company currently has one or more tasks hidden.

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### URLs

- [QGenda](https://www.qgenda.com)
- [Request Schedule](https://www.qgenda.com/Request/RequestSchedule.aspx?compKey=e3dac42c-94aa-43ef-b512-870575ad5b71&mode=Request)
Click on the request day

Your individual request options
Adding a Request Note

| Lauren, (LS) | VAC | VAC | VAC | VAC | VAC |
| Mckee, (DM)  |     |     | VAC |     |     |
| Preston, (DP)|     | VAC |     |     |     |
| Ronald, (MR)|     |     | VAC |     |     |
| Shea, (GS)   | VAC | VAC | VAC | VAC | VAC |
| Smith, (HS)  |     |     | VAC |     |     |
| Thompson, (TS)|   |     |     | VAC |     |

Request Summary

- Add VAC to Preston (DP) on 8/22/2013  Note: [Niece's Wedding]
- Add VAC to Preston (DP) on 8/23/2013  Note: [ ]
## Undo Request

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<th>Status 3</th>
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### Request Summary

**Add VAC to Preston (DP) on 8/22/2013**

**Note:**

- Pending Admin Approval
- undo Request

**Add VAC to Preston (DP) on 8/23/2013**

**Note:**

- Pending Admin Approval
- undo Request

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# Request Limits

The number of existing requests for the specified task.

The maximum number of requests allowed for the task (if specified).

The existing number of requests plus number of assignments for the task.

The total number of requests plus assignments allowed for the task (if specified).

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<th>Date Range</th>
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For Questions or Help please contact:

Samantha Griner
segrine@emory.edu
404-778-1505

QGenda Service Line (9am-6pm M-F)
770-399-9945 ext. 2

Cullen Nicholl
cullen.nicholl@qagenda.com