

The Administrative Information Management System (AIMS)

## *Staff Scheduling for Charge Nurses*

The implementation of the Administrative Information Management System (AIMS) will bring changes to the way staff are scheduled.

A video has been created for anyone, like Charge Nurses, who perform scheduling duties during regular and off-hour shifts.

The information covered includes:

### Replacing Staff

- Booking off
- Managing open shifts
- Call-in lists
- Scheduler dashboard

### Adding Additional Staff

- Book on additional staff
- Extend current staff
- Call-in lists

### Unit Schedules

- View schedules

### Validating Time

- Interim process
- Premium hours

To view this important video, please click [here](#). This video can also be found in the AIMS Manager Toolkit, which can be accessed through [MyConnection](#) > Announcements > Managers Toolkit.