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SMART SHIFT SCHEDULING SYSTEM

Tang Hsiu-Ping* 1, Wu Ruoh-Yu1
1.SHIN KONG WU HO-SU MEMORIAL HOSPITAL, TAIPEI, Taiwan

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INTRODUCTION

In recent years, due to the rapid revision of the Labor Standards Act, including the addition of "one fixed day off and one flexible rest day", 4-week irregular working hours, and the inclusion of resident physicians in the management of the Labor Standards Act, etc., the original system structure or attendance rules can no longer meet the adjustment and management needs after legal changes. It is expected that through the establishment of Smart Shift Scheduling System, a high-quality system will be built in the short term; the medium-term goal is to realize key processes; the long-term goal is to implement target management and improve medical quality.

AIM



Build a quality system



Implement key processes



Implement management by objectives

short -term goal

Medium-term Goal

Long-term goals

- Import system automatic scheduling.
- Improve leave injustice.
- Time management.
- Scheduling checks do not violate the Labor Standards Act.

- Simplify the operation process of each unit.
- Paperless.
- Improve the management efficiency of attendance system.
- Improve the efficiency of HRM system management.

- Precise manpower control.
- reduce hospital costs.
- Reduce employee overtime hours.
- reduce employee stress.
- Improve the quality of medical care.

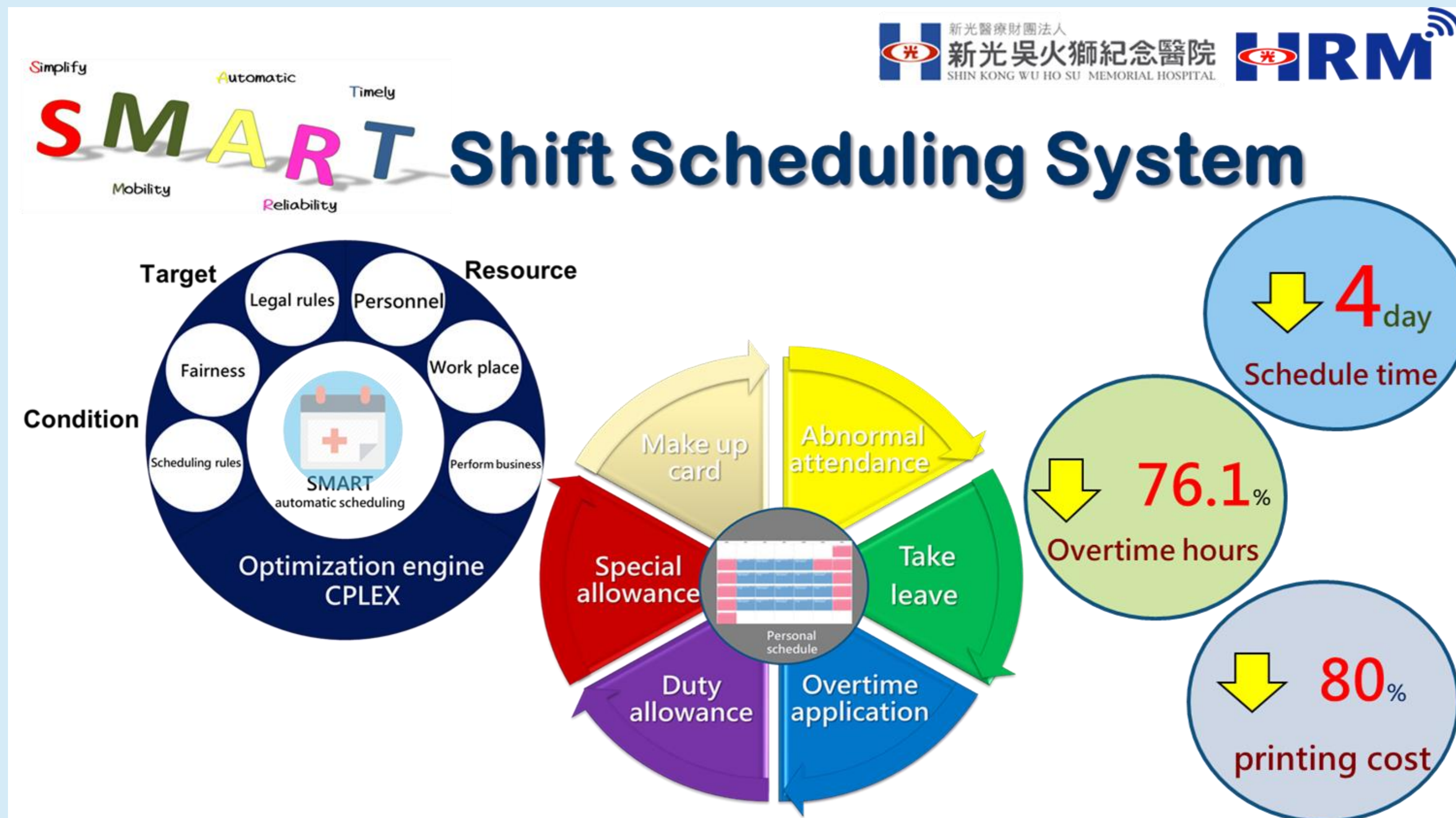
RESULTS

• Shift Scheduling System Optimization Features

In the past, HR required extensive manual review to check and compare shift scheduling data. By systematize shift scheduling, interface system shift scheduling data with attendance and payroll systems. HR units can quickly grasp the current manpower usage, accurately control costs and manpower, and speed up the monthly working hours of HR personnel.

• Shift scheduling system optimization and combined attendance system benefits

1. Reduce the risk of violating labor laws and regulations .
2. The process and operation of the generation and adjustment of the shift schedule are transparent, and all adjustments and modifications are recorded for inquiry, which solves the fairness that has been criticized by hospital colleagues in the past.
3. Reduce the time required by the unit supervisor to arrange shift schedules for unit colleagues by 4 working days.
4. The engine is used for shift scheduling, systematizing 13 operations that originally required paper, educing 80% paper costs.
5. Systematize the original paper application work, improve the correctness and completeness of application materials, reduce working hours and manual review time for paper applications due to errors, and reduce overtime hours by 76.1%.



METHOD

1. Sort out and clarify relevant laws and regulations (such as the Labor Standards Act) and confirm the system construction goals.
2. Regularly and irregularly hold meetings with various units to confirm the shift scheduling needs. In the process of system development, continue to conduct tests with various units, modify system engine parameters, and strengthen system design.
3. Define shift codes and standardize scheduling rules and combine with the attendance system to calculate related overtime pay, allowances, bonuses, etc., which can be automatically transferred to the payroll system and generate details for employees to query.

CONCLUSIONS

Law aspect

- Reduce the risk of violating labor laws.
- Easily prepare labor inspection documents.

Beneficial result aspect

- Reduce assign the shifts time.
- Reduce check requisition information time.
- Reduce paper printing costs.
- Improve employee rights and schedule timeliness.

System aspect

- Quickly respond to the adjustment of laws and regulations.
- Quickly set according to the characteristics of each unit.
- Most automated operations and paperless applications.

ACKNOWLEDGEMENT

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PROSPECT

- Continuously optimize the system.
- Simplify assign the shifts and attendance procedures.
- Unit manpower utilization tracking.
- Avoid staff overload › reduce employee turnover.
- Lean human resource management operations
- Improve the quality of medical services.

CONTACT INFORMATION

Tang Hsiu-Ping : R000100@ms.skh.org.tw