

# Staff Assignment Training

Spacelabs SafeNSound 5.x – Enterprise Software

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It is recommended that you review the Operations and Service Manuals in conjunction with viewing these materials.

All data shown in this video is from Spacelabs' simulation program and is not actual patient data.

Specifications subject to change without notice.

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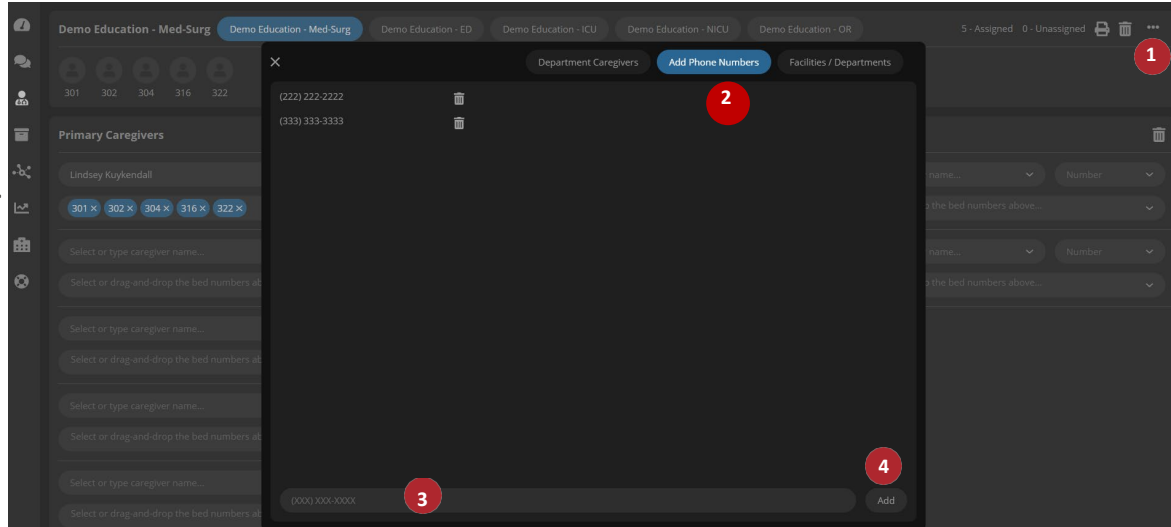
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# Staff Assignment – How To

## Adding Phone Numbers

1. Click the Ellipsis Icon
2. Select **Add Phone Number** Tab
3. Type in Phone Number
4. Click **Add**

The phone number is now available for the caregiver staff assignment.



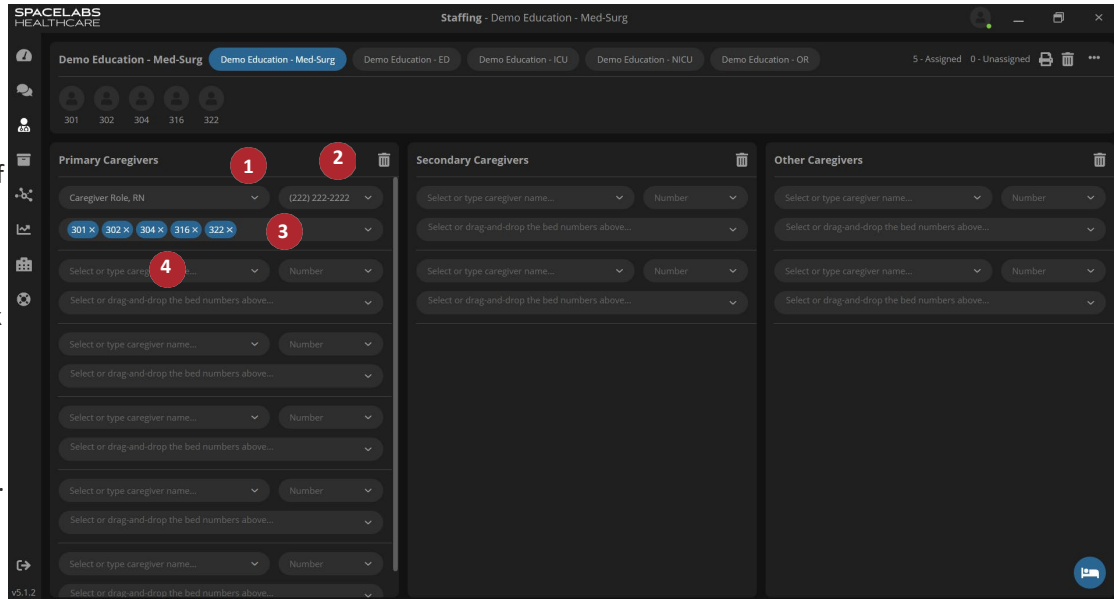
# Staff Assignment – How To

## Assigning Staff

1. Select the Caregiver
2. Select the Phone Number
3. Select the Rooms
4. Repeat steps 1-3 for each staff member

\*When a Monitor Tech communicates by phone or quick messages these assignments are used. Quick messages will automatically send between the Secondary, Primary & Department contacts if necessary.

\*This process varies between organizations.



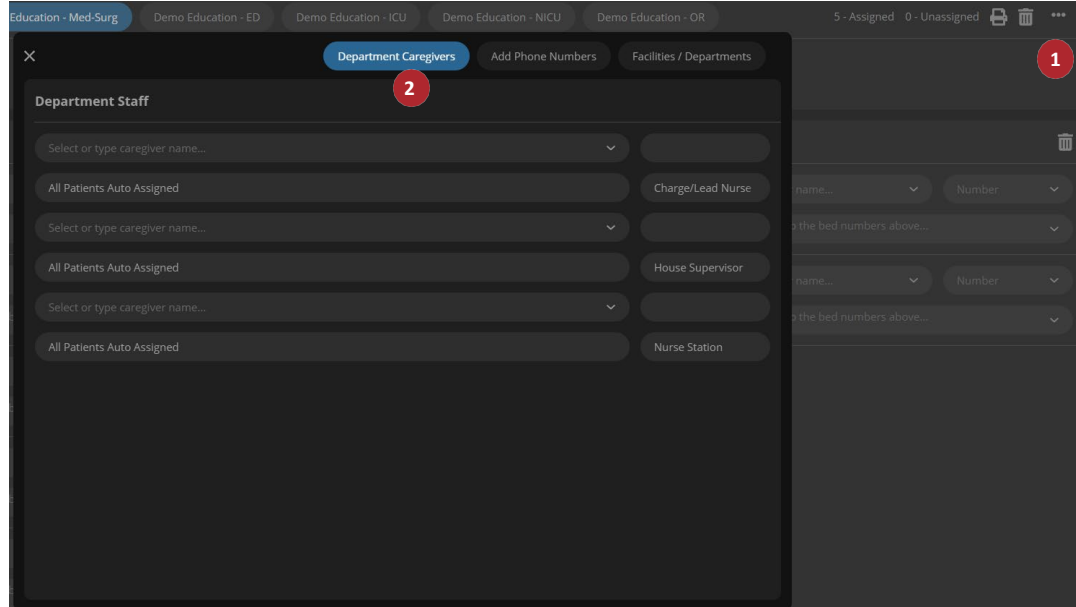
# Staff Assignment – How To

## Assigning Department Info

1. Click on the Ellipsis Icon
2. Select **Department Caregivers** Tab

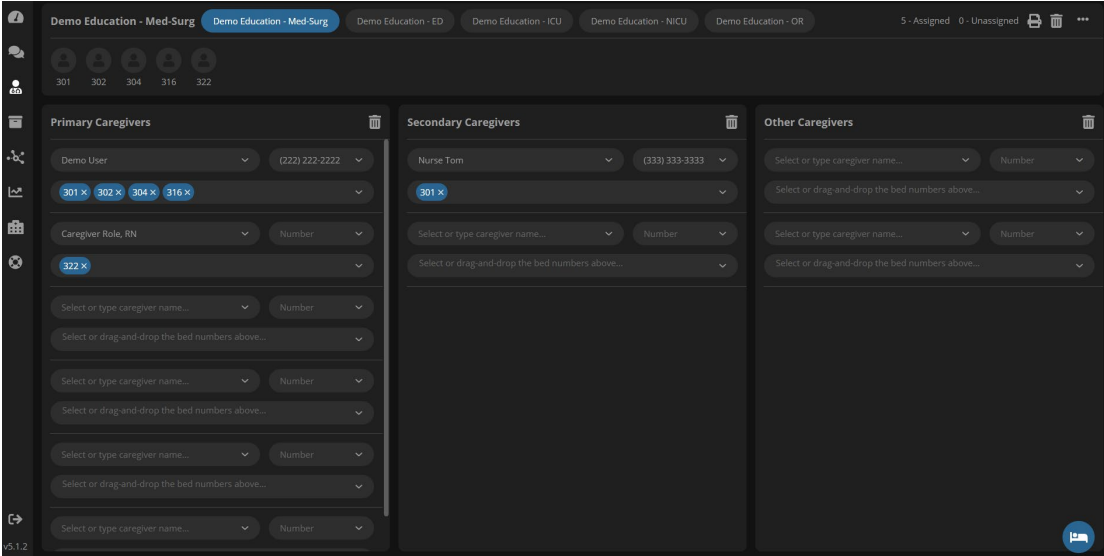
Add a Charge Nurse, House Supervisor & Nurses Station. Then, Lock the numbers in place by selecting the Lock icon.

These contacts automatically assign to each Patient on a dmit.



# Staff Assignment – How To

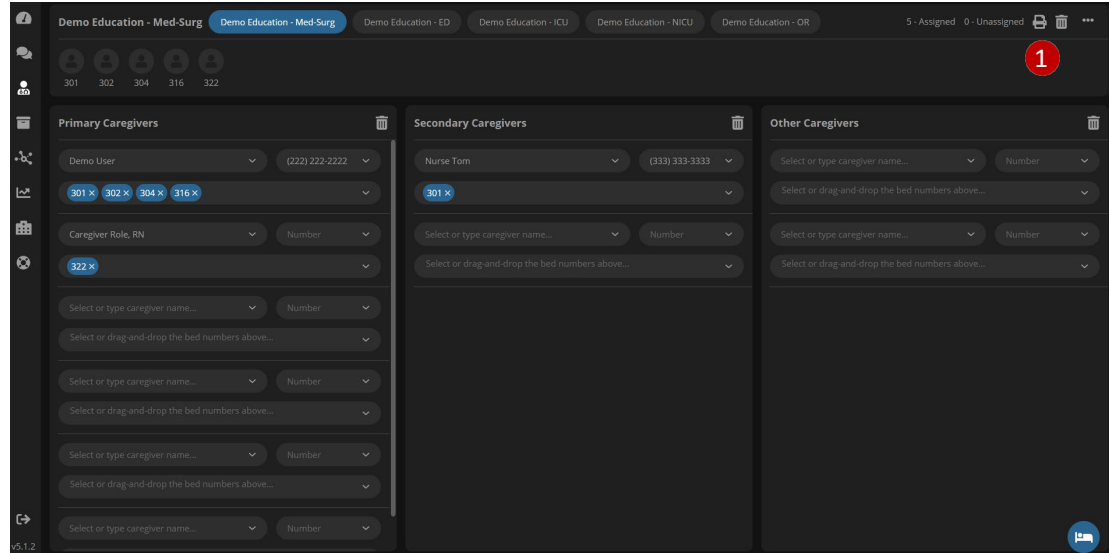
Once you have added the full staff, you are all set! Changes will save automatically.



# Staff Assignment – How To

## Optional List

If you'd like a physical copy of the Staff Assignments, select the **Print** icon.



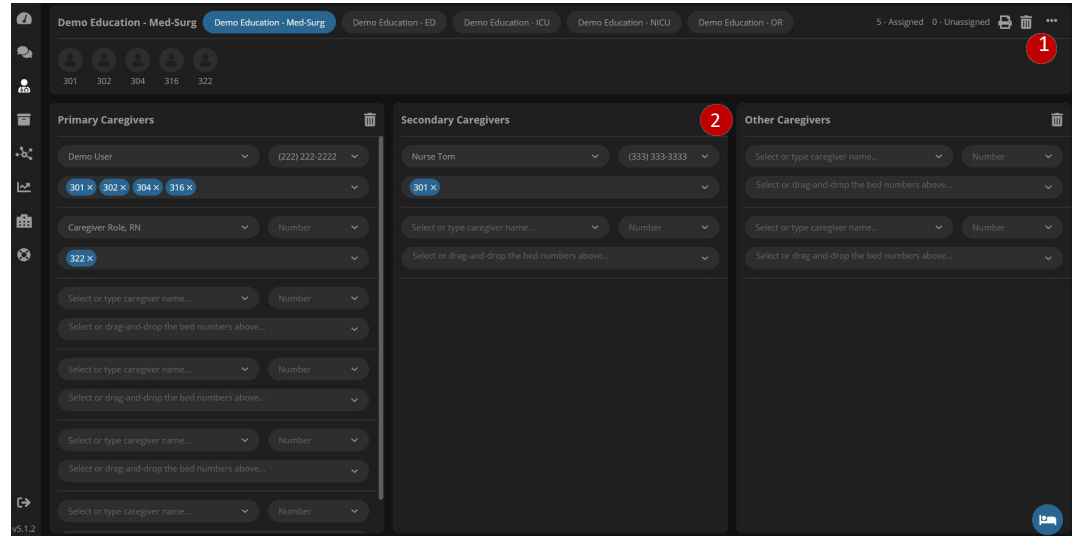
# Staff Assignment – How To

## Clearing Assignments

During shift change, you can clear the staff assignment 2 ways.

1. **Clear All** – Clears the entire staff assignment list to allow for quick adding of new staff.
2. **Clear Caregiver Role**– This clears the staff members under a certain role (primary, secondary, or other).

\*\*\* To change assignments midshift you can use the drop down to change the caregiver or remove and add removes. The list saves automatically with each change.





# Contact Information

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