

 **INSTRUCTIONS FOR FILLING OUT SHIFT AVAILABILITY CALENDARS**

* Your monthly availability calendars are included in this email as an attachment. These calendars will be used to communicate your availability to work.
* Fill out your availability for each month on a new calendar.
* Use the drop down menu to select the month and fill out every section entirely. Calendars that are not completed cannot be entered.
* In the Experience section, please select the options that you have been fully trained in and are able to work independently.
* In the current access section please select the options if you have current access. Do not make the selection if you passwords have expired.
* Make sure it says “BOOK EXPO RAPID FLOW CLINIC ONLY” in the comments section. Please add any other comments you would like to give the booking office.
* To complete page 2, fill in the day in the block of the calendar (if not already done). Do not leave any dates blank with no selection.
* Select each of the applicable options on the date, **by clicking the box with an “x”**, which will identify your availability:
* **AM/PM/Eve:** Identify the shifts you are available for as follows:

 ***Examples of the shift options are:***

* *AM: 08:30 – 12:00*
* *PM: 12:00 – 17:00*
* *Eve: 17:00 – 20:30*

***The Expo Rapid Flow Clinic only operates at specific times depending on the day of the week. All shifts are 7.75 hours long. No partial shifts will be booked. Alberta Health Services is currently requesting a minimum of 2 shifts per week average over the month.***

*If you are available for a full day shift, please select AM & PM. (This would be applicable to Wednesdays, Fridays, Saturdays and Sundays at the Expo Rapid Flow Clinic 08:45 – 17:00)*

*If you are available for a full afternoon shift, please select PM & Eve. (This would be applicable to Mondays, Tuesdays and Thursdays at the Expo Rapid Flow Clinic 12:00 – 20:15)*

* **Overtime:** If you are only willing to be booked for OT shifts, you may select this. However, please know that Expo does not approve OT when booking shifts. All OT must be discussed with your reporting manager and timekeeper to determine the appropriate coding for your timekeeping.
* **Deployed Shift:** **This selection is not required for Expo Rapid Flow Clinic.**
* **Casual Shift:** if you have casual availability outside of your FTE.
* **Unavailable:** if you are not available on this day.
* Use the following naming convention when saving the files: “LastnameFirstnameMonthYear.pdf” Example: SmithMaryDec 2020.pdf
* Submit your completed availability calendars by saving the document to your desktop and attaching it in your email to Expo. Send new and amended calendars to Expostaff@albertahealthservices.ca . Please be sure to include your first name, last name and role at Expo Rapid Flow Clinic (example: Immunizer, Vaccine Prep, Meditech Admin, General Admin)
* Shift confirmation emails will be sent to all staff who are booked. It is the responsibility of each staff member to review their shift confirmation and notify the IBO immediately of any discrepancies at Influenza.availability@albertahealthservices.ca .
* It is your responsibility to ensure you communicate changes to your availability. **When you have changes to your availability and you have already submitted a calendar, state “UPDATED AVAILABILITY” in the subject of your email.**
* ***For shift changes and cancellations within 48 hours you must call the Booking Office at 780-735-3006.***

For questions or general inquiries about this form, please email: Expostaff@albertahealthservices.ca .

Please note that the Expo Rapid Flow Clinic only stands up and down matching our operational needs.

Thank you for your support of the Expo Rapid Flow Clinic!