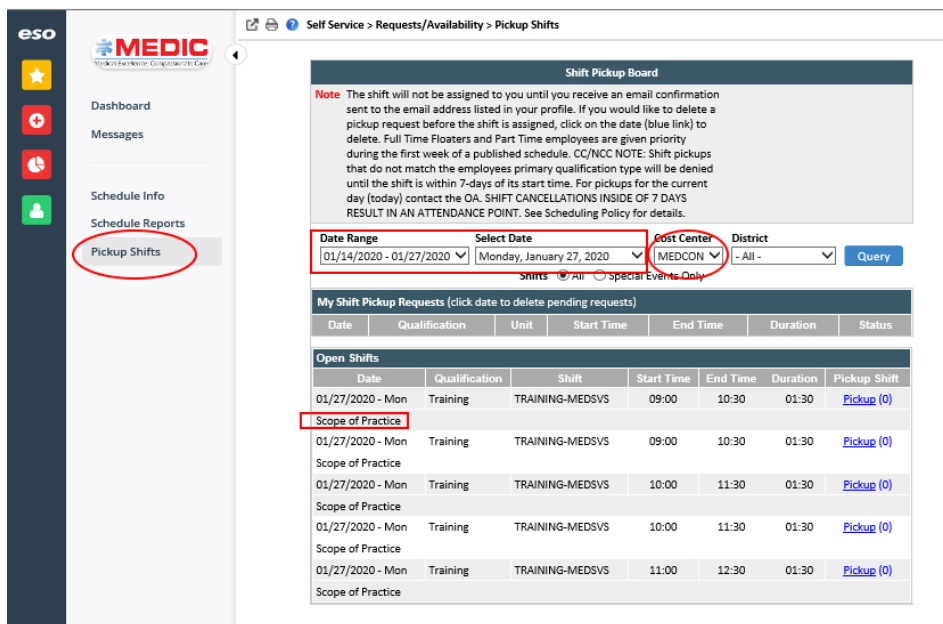


## *Schedule your Scope of Practice Practical:*

Scope of Practice dates and times will be accessed through ePro. With some exceptions, Scope of Practice will be the second full Pay week of each month. The schedule is typically built out including the next 4 – 6 weeks, so if you are attempting to choose a date outside that time period, you may need to wait until that pay period is posted to ePro.

Once you have chosen the day from the calendar above that you would like to sign up for your Scope of Practice, log in to ePro and follow these steps:

1. Under the Self Service button, choose “Pickup Shifts”.
2. Choose the correct Date Range, and then the specific date you would like to choose.
3. Be sure to select “MEDCON” as the Cost Center from the drop-down box.
4. Click “Query”



**Shift Pickup Board**

**Note:** The shift will not be assigned to you until you receive an email confirmation sent to the email address listed in your profile. If you would like to delete a pickup request before the shift is assigned, click on the date (blue link) to delete. Full Time Floaters and Part Time employees are given priority during the first week of a published schedule. CC/NCC NOTE: Shift pickups that do not match the employees primary qualification type will be denied until the shift is within 7-days of its start time. For pickups for the current day (today) contact the OA. SHIFT CANCELLATIONS INSIDE OF 7 DAYS RESULT IN AN ATTENDANCE POINT. See Scheduling Policy for details.

Date Range: 01/14/2020 - 01/27/2020 | Select Date: Monday, January 27, 2020 | Cost Center: MEDCON | District: -All- | Query

Shifts  All  Special Events Only

Date	Qualification	Unit	Start Time	End Time	Duration	Status
<b>Open Shifts</b>						
01/27/2020 - Mon	Training	TRAINING-MEDSVS	09:00	10:30	01:30	Pickup (0)
01/27/2020 - Mon	Training	TRAINING-MEDSVS	09:00	10:30	01:30	Pickup (0)
01/27/2020 - Mon	Training	TRAINING-MEDSVS	10:00	11:30	01:30	Pickup (0)
01/27/2020 - Mon	Training	TRAINING-MEDSVS	10:00	11:30	01:30	Pickup (0)
01/27/2020 - Mon	Training	TRAINING-MEDSVS	11:00	12:30	01:30	Pickup (0)

This should now show you the available slots remaining for that date. **Ensure that the shift you are choosing says “Scope of Practice” as it’s note**, and click [Pickup \(0\)](#). Remember that if it says [Pickup \(1\)](#), that means someone has already requested this slot, but has yet to be assigned.

The policies and procedures for this shift are the same as any other shift on the schedule, and the same Attendance rules apply. If you have any questions regarding this process please Clinical Improvement at [SOP@medic911.com](mailto:SOP@medic911.com).

## *On the day of your scope:*

As this is an official function, please arrive in uniform.

Additionally, please bring with you your Eye Protection and N95 (If you have a clean one).

On arrival, please clock in, with a note stating "Scope" or something similar. It will be as important to clock out before you leave with a similar note.

You will be able to meet a member of CI staff at the Sound Stages:

