


## Remove the Charge Skill

*Note: The “Charge” skill controls whether or not an employee can pick up a charge shift while the “Charge Staff Management” (Chrg Staff Mgmt) skill gives the employee the ability to perform staffing functions. Removing the employee’s Charge Staff Management skill also removes their ability to perform daily staff management activities. Units will need to be prepared to have staff available (ANMs/NMs/Schedulers) who can perform those functions in lieu of the Charge nurses.*

Navigate to the appropriate employee’s Profile by either:

- Right-clicking on them from the Schedule and selecting **Go To: People**
- or
- Searching for them by last name using the magnifying glass  and selecting **Go To: People**

1. Once you are in the person’s profile, navigate to Skills & Certifications and populate:
  - a. Skills: Chrg Staff Mgmt
  - b. Status: Inactive
  - c. Effective Date: today

Scheduling

Skills & Certifications

	Skills*	Display Name	Proficiency Level	Status	Effective Date*
+	Charge	CHG	ANY	Active	3/01/2021
+	Chrg Staff Mgmt	StfMg	ANY	Active	3/01/2021
+					



2. **Save** the employee profile
3. The skill will still be listed, but with the status of Inactive. Click the trash can to then delete the skill altogether.

	Skills*	Display Name	Proficiency Level	Status	Effective Date*
+	Charge	CHG	ANY	Active	3/01/2021
+	Chrg Staff Mgmt	StfMg	ANY	Inactive	4/16/2021
+					

4. Click **Yes** on the pop-up to confirm you want to delete the row.



5. **Save** the employee profile again.

The employee’s access will not change until the import runs the next morning.