

Blood Center – Collections Track (Hemasphere®)

Tuesday, August 31, 2010

Time	Session Name / Description
7:30AM	Registration Opens
8:00AM	Continental Breakfast (provided)
9:00AM	General Plenary Session
10:45AM	Break
11:00AM	Hemasphere General Plenary Session <ul style="list-style-type: none"> • Acquisition / Transition - One year in • Hemasphere - New version <ul style="list-style-type: none"> - Features and updates - Roll-out dates
12:00 Noon	Lunch (provided)
1:00PM (Select One)	Take Control of Your Hemasphere Sign-up Sheet– Group Discussion The Sign-up sheet is the single most important document in the success or failure of your blood drive. Customize it to handle automated collections, large amounts of no-shows or other drive elements. Learn best practices from your fellow Hemasphere users for topics including Employee Lunch Breaks, Walk-ins, No-shows, Drives with Automation, Community Drives, and High School Drives.
	What to Expect with the Hemasphere Database Schema Changes Learn the New Columns, Table Changes and View Updates. New features include how to report on new data in Hemasphere and how to utilize other schema
	Hemasphere 101 Refresh your knowledge of what makes Hemasphere great! Review the basic features and tools that will maximize your use of Hemasphere. Topics will include Dashboards, Managing your Favorites, Drive List, Calendar Icons and what they mean, Goals, Goals and more Goals, Managing Daily Constraints by day or date range, Loading Reports, views and functions and why does my report require a login?
3:00PM	Break
3:15PM (Select One)	Block Scheduling It's finally here! The fall release of Hemasphere will incorporate the full ability to group drive and staff resources into pre-defined blocks. Block scheduling can provide a more consistent drive scheduling environment and help reduce collection staff turn-over.
	New Functional Administration Tools for Hemasphere Learn about the Custom Goal Tool, adding attachments within Hemasphere and your reports, Maximizing Security Roles and Templates, and Data Import options to maximize Hemasphere information.
5:00PM	Personal Time



Wednesday, September 1, 2010

Time	Session Name / Description
8:00AM	Continental Breakfast (provided)
9:00AM	Are We Normal? Industry-wide Collections Statistics The most anticipated information of the conference! Learn the average collections benchmarks for the industry and compare them to your own center's individual results.
10:15AM	Break
10:30AM	Best Practices in Schedule Change Management – Group Discussion Share your best tips and insights for managing the inevitable changes that occur once the staff schedule has been posted. Discussion will cover calendar locks, drive changes and cancellations, employee call-outs, tracking and reporting projected vs. actual times and forecasting resource needs.
12:00 Noon	Personal Time
1:30PM	Scheduling Module Update Learn what new features have been added and how to take advantage of them. For instance, staffing by teams has been completely updated as well as the ability to staff by FTE type. Discuss your best Hemasphere staffing process insights with fellow staff schedulers from around the country.
3:00PM	Break
3:15PM	Collection Topics Interfacing Hemasphere with your time keeping system. Don't perpetuate double entry for employee time data. Hemasphere can interface with your timekeeping system!
6:00PM	Host City Event





Thursday, September 2, 2010

Time	Session Name / Description
8:00AM	Continental Breakfast (provided)
9:00AM	Hemasphere Plenary Session
(Select One)	Top Ten Help Desk Calls and How to Avoid Them Learn what the most common challenges for Hemasphere users are and what your organization can do to avoid costly mistakes or time-consuming calls to correct them.
	2010 Hemasphere Report/Dashboard Review You put the data in, but are you getting it out? See what's new with the latest updates in reports and dashboards for both recruitment and collections.
	Hemasphere Optimization Audit Are you underutilizing Hemasphere? Are there current processes that could be streamlined by adjusting your Hemasphere configuration? We will provide a self-auditing document to ensure that you are getting most out of your Hemasphere investment.
11:30AM	Closing Session Wrap-up and event survey
12:00 Noon	Conference Ends

