

BEHIND THE SCHEDULE

The overwhelming ordeal of NURSE SCHEDULING

HERE'S WHAT CREATING ONE SCHEDULE CAN INVOLVE:

1



SOLICIT SCHEDULE REQUESTS

Solicit schedule requests using:

EMAIL

BREAKROOM SIGN-UP

INTRANET PROGRAM

This step may take 40 HOURS to complete.

2



BUILD SCHEDULE

In addition to requests, the scheduler must take several other factors into consideration:

PRE-SCHEDULED WEEKENDS

SEASONAL ADJUSTMENTS

PTO/VACATIONS/FMLA

The scheduler may often have to go back to STEP 1.

FTE STATUS
Full Time
Part Time
On call
Per Diem
Agency

PREFERRED STRETCHES
(e.g. two consecutive days max, prefer 24 hours between shifts, favorite work partners)

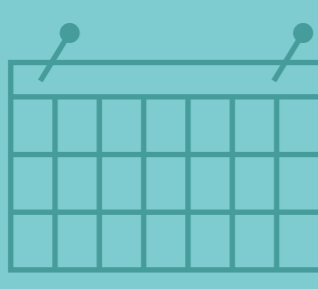
SHIFT TYPES
Night Shift
Day Shift
Swing Shift
Other Shifts

CHARGE COVERAGE

EDUCATION DAYS

STAFF MEETINGS

3



FINALIZE AND DISTRIBUTE SCHEDULE

Distributing the schedule poses its own challenges, often with no way to check it at home.

EMAIL ATTACHMENT

POST IN BREAKROOM

INTRANET PROGRAM

4



MANAGE CHANGES

SICK CALLS

CENSUS FLUCTUATIONS

SWAPS

EMAILS

TEXT MESSAGES

FACEBOOK GROUPS

PHONE CALLS

BREAKROOM

SCHEDULER UPDATES SCHEDULE

STAFF CHECKS SCHEDULE TO REVIEW CHANGES

THIS PROCESS CONTINUES FOR EVERY NEW SCHEDULE THAT NEEDS TO BE MADE