

Beaumont Health Staffing and Scheduling Taskforce Minutes

December 11, 2014

Attendees: Dawn Nieman; Brandon Buchta; Debi Price; Annette Sciberras; Paula Bigger; Geri Calcogno; Peggy Tweety; Crystal Gray; Marti Sejnost-Good; Kim Guesman

Facilitator: Anne Stewart

1. Welcome and introductions

Completed; new members Geri Calcogno, Marti Sejnost and Kim

Guesman welcomed.

2. OneStaff/ANSOS Version:

Oakwood: Version 3.8.1

Botsford: 3.6.1.3

Beaumont (system) 3.8.1

Anne will investigate the process to bring forward the need/cost of bringing Botsford up to the Version Oakwood & Beaumont (system) are on.

3. Staffing Float Pools

Levels/tiers: All have some type of tiered requirements; Oakwood and Beaumont (system) have a benefited contingent. Botsford is just looking to start them. One member from each legacy hospital is to bring their respective 'tiers' to the next meeting.

Holiday requirement: All have some type of holiday commitment except the Beaumont (system) hospitals do not typically schedule them on the holiday due to cost; but they are available.

Hospital/unit/system based?

Oakwood: System pool, hospital pool and unit based pool

Botsford: Unit based

Beaumont (system): Troy: Unit based; R.O. centralized and some unit based; G.P. centralized

Oakwood centralized float pool:

Dawn and Crystal described the Oakwood centralized pool and the process it took to put in place. Also briefly talked and answered questions about the centralized staffing office-this will be deferred at this time.

4. Electronic Shift Scheduling

Type:

Botsford: does not have at this time

Oakwood: e-shift

Beaumont (system): web-scheduler

Roles:

Botsford: N/A

Oakwood: All are on e-shift to fill holes and pick up additional time (tiered-release approach).

Beaumont (system): R.O. is starting to roll out web-scheduler on the IP nursing units as well as it is used with the contingents; Troy does

not use it; G.P. uses web-scheduler with contingents, none on the units.

5. Scheduling

Process?

Botsford: Plan sheets are put out on units; managers input the schedules ("selfish scheduling")

Oakwood: Plan sheets that are inputted via the manager

Beaumont (system): Troy uses plan sheets and there are two secretaries that input and work on the schedule; R.O. uses pencil schedule/plan sheets that are worked and inputted by a unit secretary as well as some units are going up on web-scheduler; G.P.

has a mix of pencil schedules input by the managers

6. Staffing office/process models

7. **Video-monitoring programs**

8. Next Steps

Next Meeting: January 12, 2015 PNC classroom #5

Beaumont Health Staffing and Scheduling Taskforce Minutes
January 12, 2015

Attendees: Dawn Nieman; Brandon Buchta; Debi Price; Annette Sciberras; Paula Bigger; Geri Calcogno; Peggy Tweety; Crystal Gray; Marti Sejnost-Good; Kim Guesman; Wendy Jolley; Pat Avery; Janet Hamlin; Sara Conry; Marlene Gulibk;

Facilitator: Anne Stewart

1. Welcome and introductions

Completed; new members welcomed

2. Review of minutes

Approved as written

3. McKesson/ANSOS demo

Demonstration completed; questions answered. Next steps to be identified

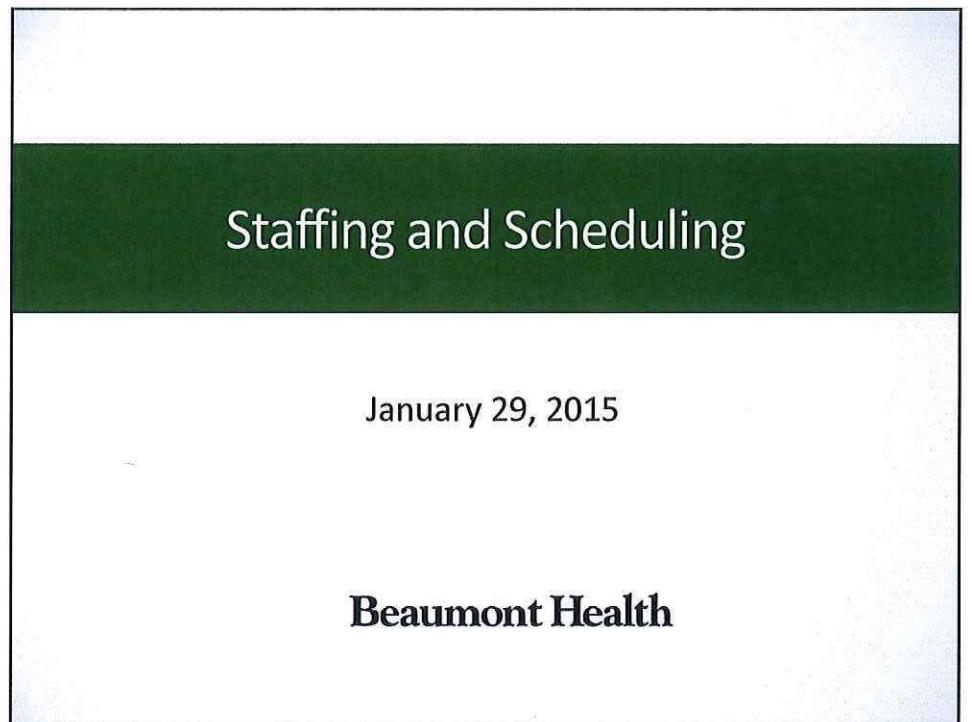
4. Staffing Float Pools (contingent) contracts/tiers

To be sent to Anne; she will compile them in a manual for reference as we move forward.

5. Centralized Video-monitoring at Oakwood

Just started; Oakwood team will update the group next meeting

Discussion regarding the next meeting location and date ensued. Anne will have Mary send a survey for input on standing meeting location and day/time of the month.



Nursing CTT: Staffing and Scheduling Progress to Date

- Familiarize one another with general staffing and scheduling practices at each facility.
- Types of float pools/contingents
- Electronic shift scheduling practices
- Scheduling models: self/master/plan sheet
- Staffing office model
- Sitter process/video monitoring programs
- Evaluate versions of ANSOS
- Demonstration by McKesson on ANSOS

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Nursing CTT: Staffing and Scheduling 2015 Potential Areas of Focus

- ANSOS platform
- Staffing float pool-type or model (system, hospital based, unit based)
- Contingent contracts or tiers
- Electronic scheduling method (e-shift vs. web-scheduler)
- Centralized video monitoring (Oakwood)

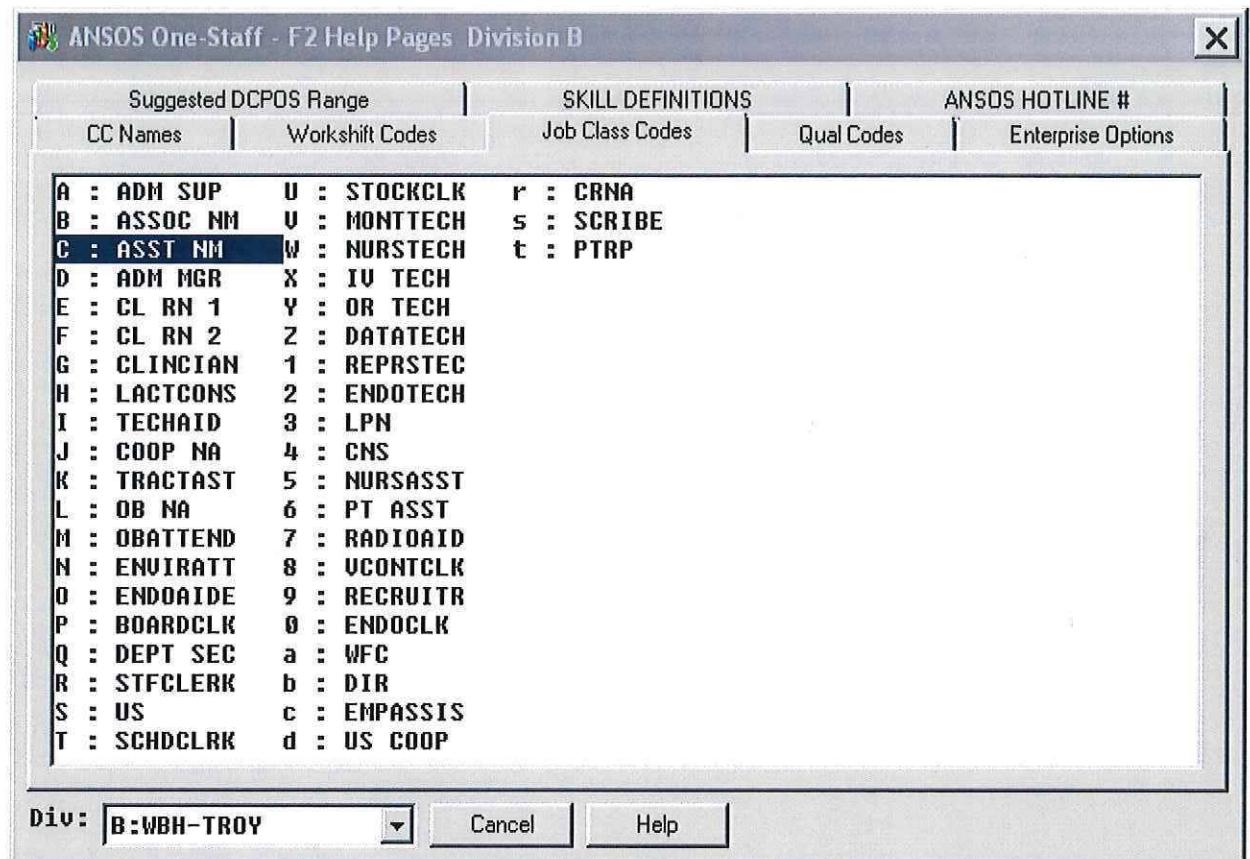
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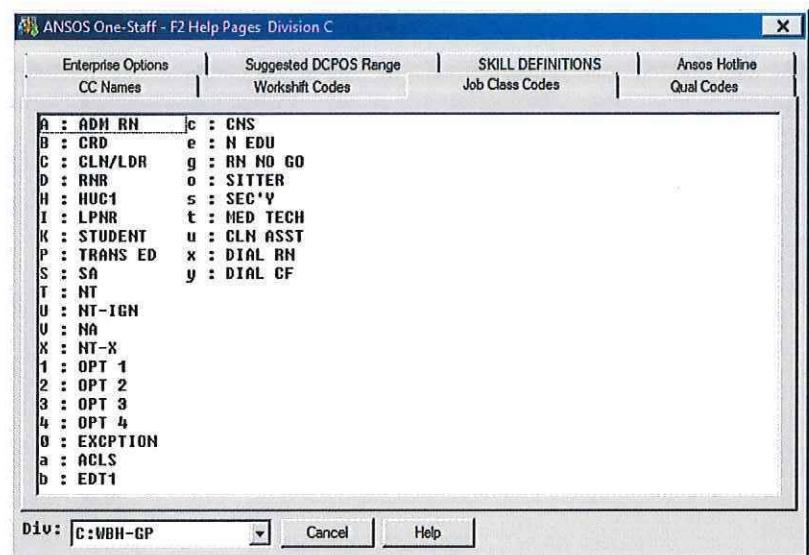
Nursing CTT: Staffing and Scheduling Key Recommendations & Next Steps

- Identify the platform for the Staffing Model (ANSOS upgrades or system platform)
- Assess the system float/contingent model
- Evaluate the business plan for centralized staffing for 8 hospital system

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Troy





Royal Oak

ANSOS One-Staff - F2 Help Pages Division A

| Suggested DCPOS Range | | HOTLINE # | | Skill Definitions | |
|-----------------------|-----------------|-----------------|--------------|--------------------|--|
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options | |
| A : U-CTO-NE | U : 9:30-6P | k : 8A-4:30P | (: EX AB | | |
| B : 10A-2P | U : CTO-SCH | l : 12N-1030 |) : UNEX AB | | |
| C : CON | W : 830A-5P | m : 7A-7P | + : 16H D/E | | |
| D : 8HD | X : W/E OFF | n : 11P-7A | = : 16H E/N | | |
| E : 8HE | Y : 12N-8:30 | o : ORIENT E | : PREC | | |
| F : 7A-3P | Z : 11A-11P | p : 11P-9:30 | . : EMPD-NE | | |
| G : 9A-5:30P | ? : NP MN | q : 9A-7:30P | { : 16H N/D | | |
| H : HOL | @ : JURY | r : 1P-11:30 | [: OR 12HD | | |
| I : 7A-12P | # : 2300-300 | s : 7A-7:30P |] : ShowUp | | |
| J : 8A-8P | \$: UNPD AB | t : 7P-7:30A |] : OR 12HN | | |
| K : 7P-3:30A | a : 11A-3P | u : 2:30P-11 | < : BEREAVE | | |
| L : LOA | b : 11A-7:30 | v : ORIENT N | > : EXTRA | | |
| M : 5A-5:30P | c : 3P-3:30A | w : CLASS | ? : ON CALL | | |
| N : 8HM | d : 7A-530P | x : 2P-10:30 | / : FMLA | | |
| O : Orient D | e : 9P-9:30A | y : 6:30A-3P | : : XHOLIDAY | | |
| P : 3p-11p | f : 3P-7P | z : 7P-7A | " : CTO EX | | |
| Q : 7:30A-4P | g : 7A-11A | % : NP DAY | - : 4P-12:30 | | |
| R : REQ OFF | h : 7P-11P | ^ : LOCEN | ~ : TEACH... | | |
| S : EX-SICK | i : 6A-2:30P | & : NP EVE | ' : EMPD_EX | | |
| T : TARDY | j : 6A-4:30P | * : EARLYOUT | ; : CHARGE | | |

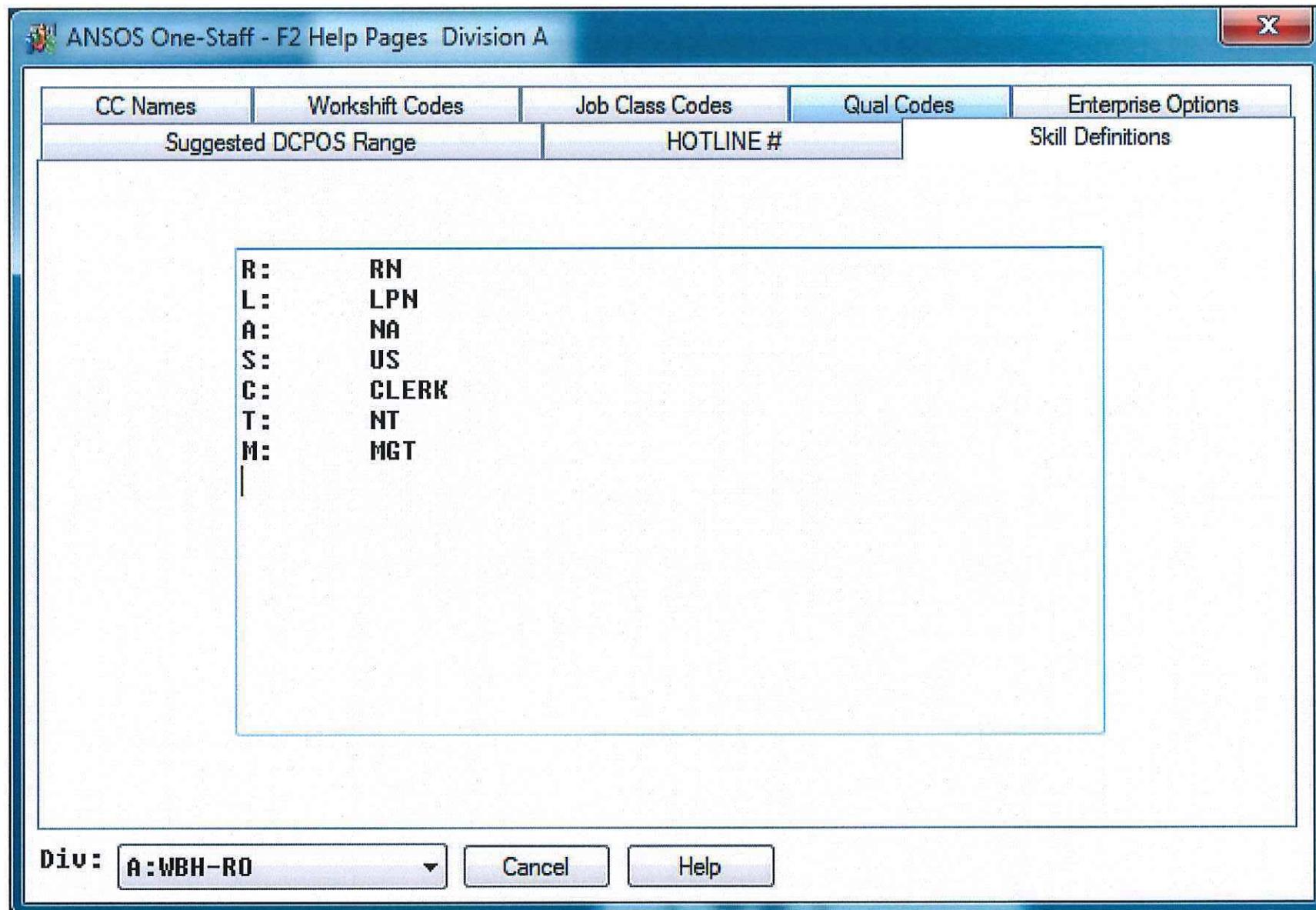
Div: A:WBH-RO Cancel Help

| ANSOS One-Staff - F2 Help Pages Division A | | | | |
|--|-----------------|-----------------|-------------------|--------------------|
| Suggested DCPOS Range | | HOTLINE # | Skill Definitions | |
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options |
| A : HAS | U : TECH AID | i : DATA TEC | | |
| B : Pt.Adv. | W : OBA | k : CPD CRD | | |
| C : STAFF ED | X : STAT RN | l : CPD TECH | | |
| D : CLINICIA | Y : PT ASST | m : CLN ASST | | |
| E : ANM | Z : UCC | n : CRNA | | |
| F : ADM MGR | 1 : NCSI INU | o : CPD CLK | | |
| G : CN I | 4 : EC CLERK | s : SITTER | | |
| H : CN II | 5 : EC CL SU | t : CCT | | |
| I : LPN I | 6 : COMP RN | | | |
| J : LPN II | 7 : COMP NA | | | |
| K : NSE TECH | 9 : CU COORD | | | |
| L : NSE EXTR | 0 : NCSIC | | | |
| M : NSE ASST | a : ECESCORT | | | |
| N : CST | b : BRD CLK | | | |
| O : EDT | c : OFF MGR | | | |
| Q : BEREAVE | d : STF CRD | | | |
| R : RN FA | e : DPT SEC | | | |
| S : SCH | f : IS CRD | | | |
| T : OR SC CL | g : NA/COOP | | | |
| U : OR CLK | h : MOB ASST | | | |

Div: A:WBH-R0

Cancel

Help



ANSOS One-Staff - F2 Help Pages Division A

X

| Suggested DCPOS Range | | | HOTLINE # | | | Skill Definitions | |
|-----------------------|-----------------|-----------------|------------|--------------------|--|-------------------|--|
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options | | | |
| A ADT | U NEPH | k 5 E | (.... | | | | |
| B TMP | U | l |) | | | | |
| C FBC | W HOSP | m AGCY | + ORNM | | | | |
| D MBC1 | X INTN | n 8N | = NRTR | | | | |
| E NADM | Y ENDO | o 6-MP | | | | | |
| F NICU | Z KBU | p 6-HF | . STAT | | | | |
| G PEDS | ! HOLD | q KCNB | { | | | | |
| H PICU | @ MLP | r 3ET | [.... | | | | |
| I 3CE | # PNC | s SIT | > | | | | |
| J 3CE | \$ EPIC | t MBC2 |] ROHS | | | | |
| K 9NT | a 6E | u | < | | | | |
| L 6CS | b ORTH | v PACU | > | | | | |
| M DNC | c GYN | w 3N | ? NRT3 | | | | |
| N RHB | d 5N | x MISC | / NMW | | | | |
| O OR | e 7 NT | y S100 | : OTC | | | | |
| P NSU | f MSOU | z NAS | " | | | | |
| Q 4E | g GFC | % NRT2 | - OPNS | | | | |
| R TAU | h USC | ^ | ~ | | | | |
| S MPCU | i 2E | & | ' | | | | |
| T 9C | j | * 8CT | ; COPY | | | | |

Div: A:WBH-RO Cancel Help

Dearborn Workshifts

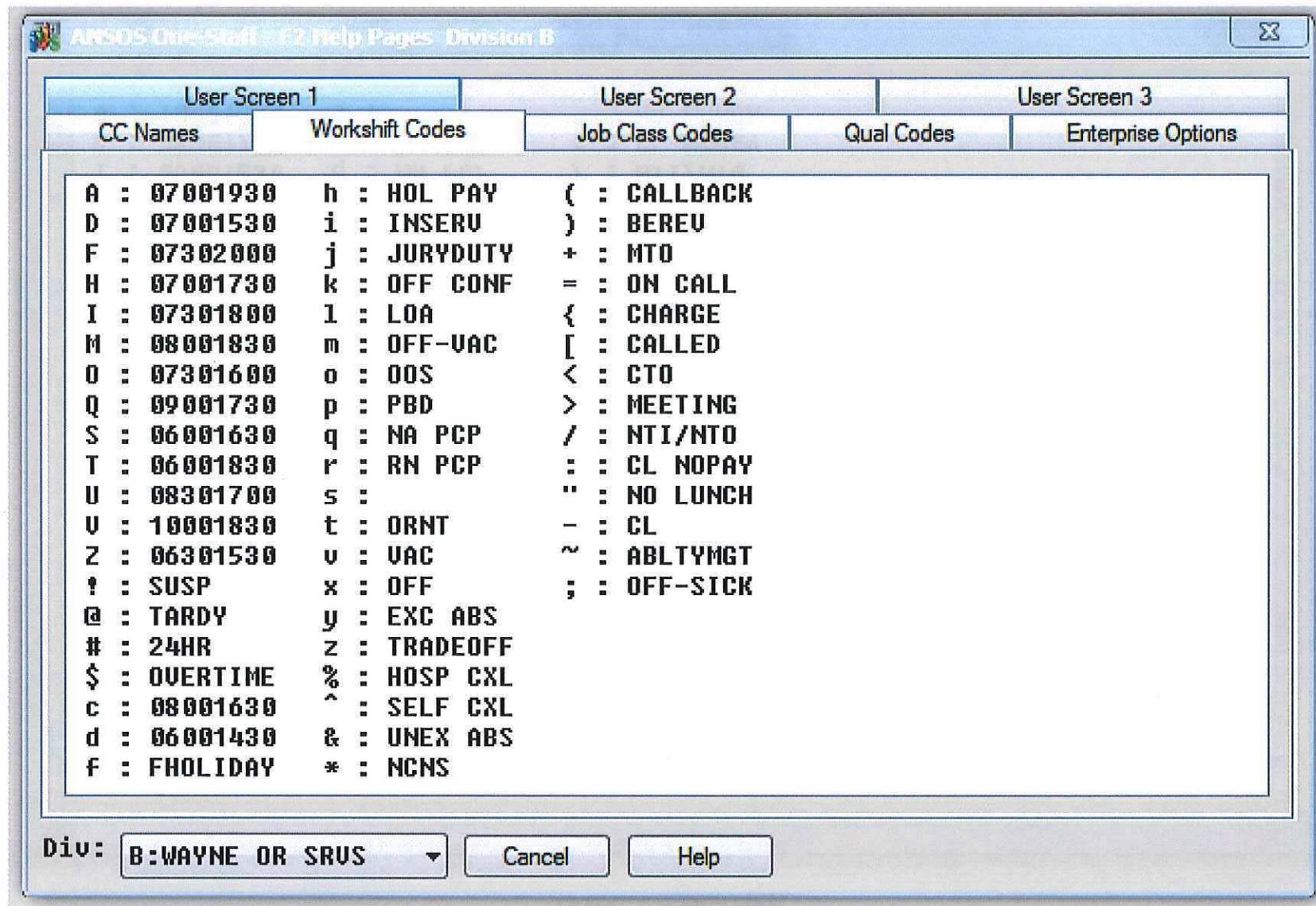
| Telephones | | User Screen 2 | | User Screen 3 | |
|--------------|-----------------|-----------------|---------------------|--------------------|--|
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options | |
| A : 07302000 | U : 08301700 | k : OFF CONF | (: CALLBACK | | |
| B : 19300800 | U : 10001830 | l : LOA |) : BEREU | | |
| C : 03301200 | W : 13000130 | m : OFF-UAC | + : MTO | | |
| D : 07301600 | X : SITTER | n : NOPAY UB | = : ON CALL | | |
| E : 15302400 | Y : 05001530 | o : OOS | : EPIC | | |
| F : 11302000 | Z : 06151415 | p : PBD | . : /////////////// | | |
| G : 11302400 | ! : SUSP | q : MA PCP | { : CHARGE | | |
| H : 23301200 | @ : TARDY | r : RN PCP | [: AVA | | |
| I : 19300400 | # : CALLED | s : SICK | > : EXMPWEEK | | |
| J : 15300400 | \$: OVERTIME | t : ORNT |] : NO CALLS | | |
| K : 03301600 | a : 23000730 | u : PAY UB | < : CTO | | |
| L : 23300400 | b : 16000030 | v : UAC | > : MEETING | | |
| M : 03300800 | c : 08001630 | w : WKND CAD | ? : B60 | | |
| N : 23300800 | d : 07001530 | x : OFF | / : NTI/INTO | | |
| O : 07301200 | e : 15002330 | y : EXC ABS | : : CL NOPAY | | |
| P : 11301600 | f : FHOLIDAY | z : TRADEOFF | " : NO LUNCH | | |
| Q : 15302000 | g : EXMPWKND | % : HOSP CXL | - : CL | | |
| R : 19302400 | h : HOL PAY | ^ : SELF CXL | ? : ABLTYMGT | | |
| S : 06001800 | i : INSERU | & : UNEX ABS | ' : B50 | | |
| T : 18000630 | j : JURYDUTY | * : NCNS | ; : OFF-SICK | | |

Div: Cancel Help

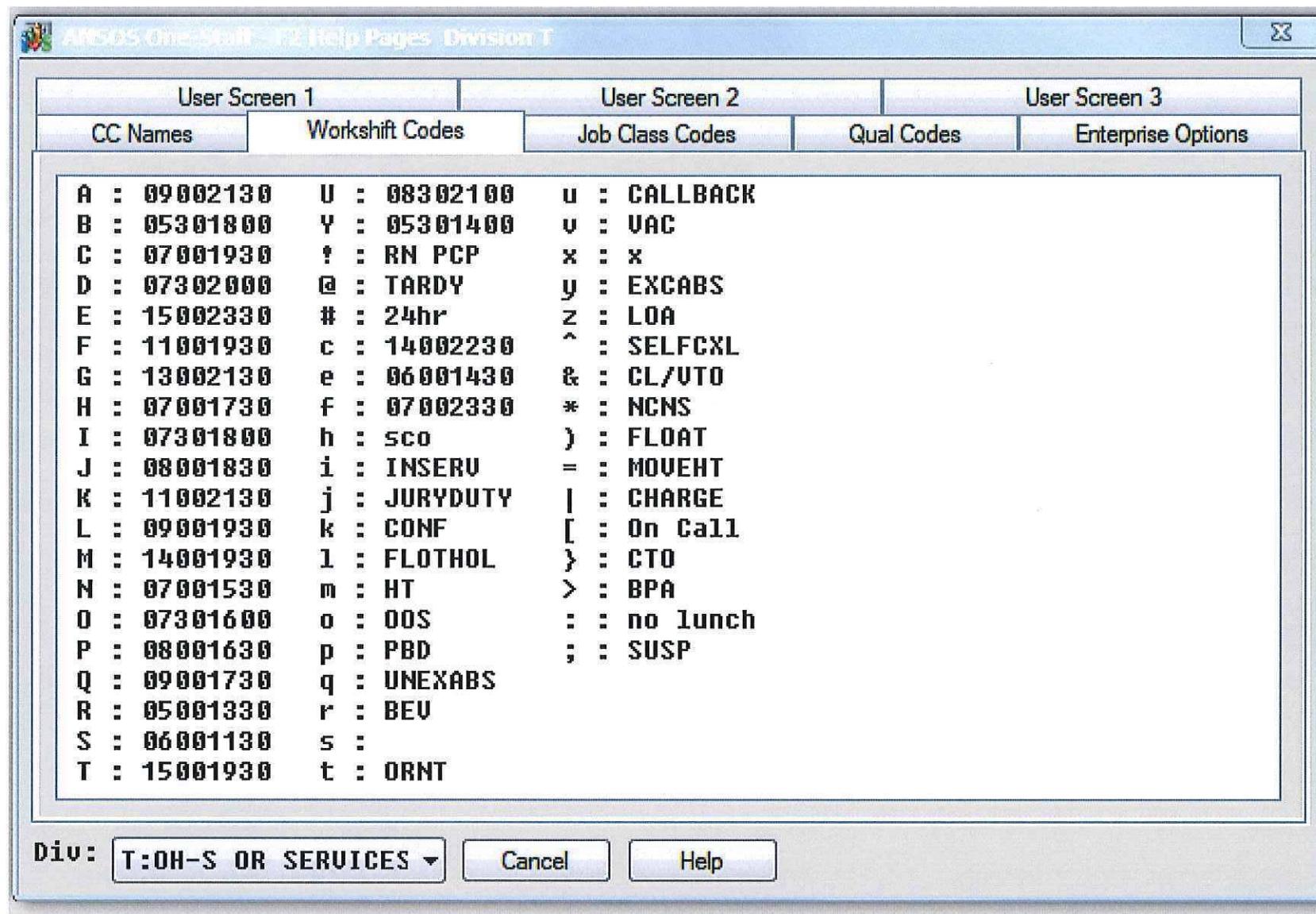
Dearborn – Pre Anesthesia, Anesthesia, Cardiovascular OR, & General OR

| User Screen 1 | | | | | User Screen 2 | | User Screen 3 | | |
|---------------|---------------|-----------------|--------------|-----------------|---------------|------------|---------------|--------------------|--|
| CC Names | | Workshift Codes | | Job Class Codes | | Qual Codes | | Enterprise Options | |
| A : 06001430 | U : 08301700 | k : OFF CONF | < : CTO | | | | | | |
| B : 06301500 | U : 19000700 | l : LOA | > : BPY | | | | | | |
| C : 06451515 | W : 06452115 | m : OFF-VAC | : : CL NOPAY | | | | | | |
| D : 06451915 | X : 04301300 | n : 16002000 | - : CL | | | | | | |
| E : 06451715 | Y : 05301400 | o : OOS | ; : OFF-SICK | | | | | | |
| F : 07001530 | Z : 05001330 | p : PBD | | | | | | | |
| G : 07002030 | ! : SUSP | r : RN PCP | | | | | | | |
| H : 07002100 | @ : TARDY | t : ORNT | | | | | | | |
| I : 07302000 | # : CALLED | x : OFF | | | | | | | |
| J : 07301600 | \$: OVERTIME | y : EXC ABS | | | | | | | |
| K : 08001630 | a : 06452315 | z : TRADEOFF | | | | | | | |
| L : 08001830 | b : 09002130 | % : HOSP CXL | | | | | | | |
| M : 09001730 | c : 09002330 | ^ : SELF CXL | | | | | | | |
| N : 11001930 | d : 11001500 | & : UNEX ABS | | | | | | | |
| O : 15002330 | e : 11002330 | * : NCNS | | | | | | | |
| P : 14452315 | f : FHOLIDAY | (: CALLBACK | | | | | | | |
| Q : 15000300 | g : 03001500 |) : BEREV | | | | | | | |
| R : 23000700 | h : HOL PAY | + : 24HR | | | | | | | |
| S : 09301730 | i : INSERV | = : ON CALL | | | | | | | |
| T : 10001830 | j : JURYDUTY | { : CHARGE | | | | | | | |

Wayne OR Services



Southshore OR Services



Royal Oak

ANSOS One-Staff - F2 Help Pages Division A

| Suggested DCPOS Range | | HOTLINE # | | Skill Definitions | |
|-----------------------|-----------------|-----------------|--------------|--------------------|--|
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options | |
| A : U-CTO-NE | U : 9:30-6P | k : 8A-4:30P | (: EX AB | | |
| B : 10A-2P | U : CTO-SCH | l : 12N-1030 |) : UNEX AB | | |
| C : CON | W : 830A-5P | m : 7A-7P | + : 16H D/E | | |
| D : 8HD | X : W/E OFF | n : 11P-7A | = : 16H E/N | | |
| E : 8HE | Y : 12N-8:30 | o : ORIENT E | : PREC | | |
| F : 7A-3P | Z : 11A-11P | p : 11P-9:30 | . : EMPD-NE | | |
| G : 9A-5:30P | ! : NP MN | q : 9A-7:30P | { : 16H N/D | | |
| H : HOL | @ : JURY | r : 1P-11:30 | [: OR 12HD | | |
| I : 7A-12P | # : 2300-300 | s : 7A-7:30P | > : ShowUp | | |
| J : 8A-8P | \$: UNPD AB | t : 7P-7:30A |] : OR 12HN | | |
| K : 7P-3:30A | a : 11A-3P | u : 2:30P-11 | < : BEREAVE | | |
| L : LOA | b : 11A-7:30 | v : ORIENT N | > : EXTRA | | |
| M : 5A-5:30P | c : 3P-3:30A | w : CLASS | ? : ON CALL | | |
| N : 8HN | d : 7A-530P | x : 2P-10:30 | / : FMLA | | |
| O : Orient D | e : 9P-9:30A | y : 6:30A-3P | : : XHOLIDAY | | |
| P : 3p-11p | f : 3P-7P | z : 7P-7A | " : CTO EX | | |
| Q : 7:30A-4P | g : 7A-11A | % : NP DAY | - : 4P-12:30 | | |
| R : REQ OFF | h : 7P-11P | ^ : LOCEN | ~ : TEACH... | | |
| S : EX-SICK | i : 6A-2:30P | & : NP EVE | ' : EMPD_EX | | |
| T : TARDY | j : 6A-4:30P | * : EARLYOUT | ; : CHARGE | | |

Div: A:WBH-RO



Botsford

ANSOS One-Staff- F2 Help Pages Division N

| User Screen 1 | User Screen 2 | User Screen 3 | | |
|---------------|-----------------|-----------------|--------------|--------------------|
| CC Names | Workshift Codes | Job Class Codes | Qual Codes | Enterprise Options |
| A : 7A-730P | U : UNSCH-PD | K : 3A-730A | (: 7PM-7AM | |
| B : BEREAU | V : 830A330P | I : 730A-8P |) : 5p-11:30 | |
| C : 7A-7P | W : 630A-3P | m : MAKEUP | + : C/4P-7A | |
| D : 7A-330P | X : DAYOFF | n : 11P-7A | = : INCENTIV | |
| E : 3P-1130P | Y : 11A-730P | o : 530P113P | : SB2weT | |
| F : FMLA | Z : 5A-330P | p : 3P-11P | . : EXTRA | |
| G : 9A-530P | ! : NOCALL/S | q : 330P113P | { : APA/M-P | |
| H : HOLIDAY | @ : 11A1130P | r : 6A-230P | [: APA/M-U | |
| I : 8A-4P | # : 830A-5P | s : SCHED-UP | } : APA/U-P | |
| J : JURY | \$: OVERTIME | t : 11A-330P |] : APA/U-U | |
| K : 9A-5P | a : 8A-430P | u : UNSCH-UP | < : LATENOTE | |
| L : LOA | b : 7P-1130P | v : 430113P | > : CALL-IN | |
| M : MEET | c : 9A-330P | w : 7P-1030P | ? : NOPUNCH | |
| N : 11P-730A | d : 7A-3P | x : ADM-DAY | / : PRECEPTR | |
| O : ORIENT | e : EDUC | y : ADM-EVEN | : | |
| P : 7P-730A | f : 3P-730P | z : ADM-NITE | " : | |
| Q : 730A-4P | g : 730A-3P | % : 8A-1230P | - : | |
| R : REQUEST | h : 6A-2P | ^ : 6A-630P | ~ : 7A-1130A | |
| S : SCHED-PD | i : 1:1 SIT | & : 1P-1130P | ' : | |
| T : TARD/DE | j : 11P-330A | * : 6p-11:30 | ; : 7A-5:30P | |





ANSOS One-Staff - F2 Help Pages Division N

| User Screen 1 | User Screen 2 | User Screen 3 |
|---------------|-----------------|--------------------|
| CC Names | Workshift Codes | Job Class Codes |
| Qual Codes | | Enterprise Options |

A : ASSIST
C : CHARGE
D : ADMIT/DC
F : FACILAT
I : ICU/CCU
K : PCUTECH
L : TEAMLEAD
P : PRECEPT
R : RESEARCH
S : STRESS
T : TECH
a : ACU
c : COORDINA
p : PIC
s : SITTER
t : TRAUMA

Div: N:NURSING - BGH Cancel Help

Grosse Pointe

ANSOS One-Staff - F2 Help Pages Division C

| Enterprise Options | | Suggested DCPOS Range | | SKILL DEFINITIONS | | Ansos Hotline | |
|--------------------|---------------|-----------------------|--------------|-------------------|--|---------------|--|
| CC Names | | Workshift Codes | | Job Class Codes | | Qual Codes | |
| A : 7A-7P | U : UCTO | k : ED N-GHG | (: 12-2030 | | | | |
| B : 700-1900 | U : 15-1930 | l : PRECPT |) : CNCL SHF | | | | |
| C : S-CTO-NE | W : 1900-700 | m : MGT | + : 11-1530 | | | | |
| D : 700-1530 | X : OFF | n : NCNS | = : SIT-PMS | | | | |
| E : ACLS/BLS | Y : 19-2330 | o : ON CALL | : | | | | |
| F : FUNERAL | Z : 430-1300 | p : 11-1930 | . : 19-0130 | | | | |
| G : 800-1630 | ! : SIT-DAY | q : 1230-21 | { : CHARGE | | | | |
| H : HOL | @ : 23-0330 | r : LOA | [: CA Lunch | | | | |
| I : 3P-2330 | # : OT P/UP | s : 1030-19 | } : CA LUNCH | | | | |
| J : JURY | \$: UNPD ILL | t : 13-1930 |] : TRADE | | | | |
| K : ED D-CHG | a : LOCENS | u : UNEX AB | < : 0-7A-7P | | | | |
| L : LATE | b : SIT 3-7 | v : ORIENT-N | > : 12MN ORT | | | | |
| M : EMRG CTO | c : 1900-330 | w : 300-700 | ? : 900-1930 | | | | |
| N : 2300-730 | d : 7P-11SIT | x : 1130-8PM | / : SIT MNS | | | | |
| O : ORIENT-D | e : ED DAY | y : ED FT RN | : : SIT 12D | | | | |
| P : 7P-7A | f : MTG/CNCL | z : 11A-11P | " : 700-1130 | | | | |
| Q : CHG MNS | g : SUSP | % : 700-1730 | - : 19-0130 | | | | |
| R : FMLA | h : H-ORIENT | ^ : REQ/PULL | ~ : 900-1530 | | | | |
| S : 1500-330 | i : 545-1415 | & : 900-1900 | ; : SIT 12MN | | | | |
| T : CHRG-DAY | j : 900-1730 | * : PREMIUM | | | | | |

Div: C:WBH-GP