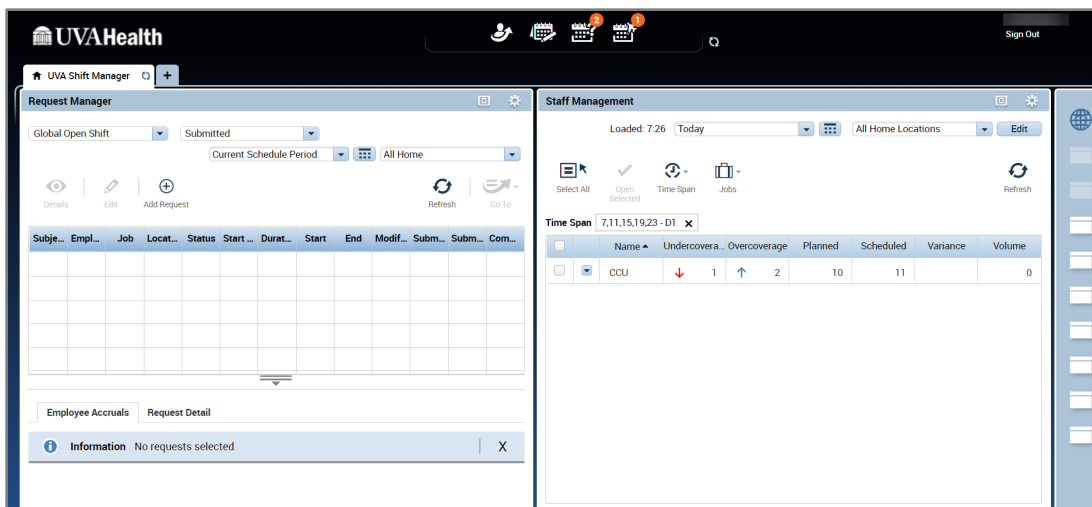



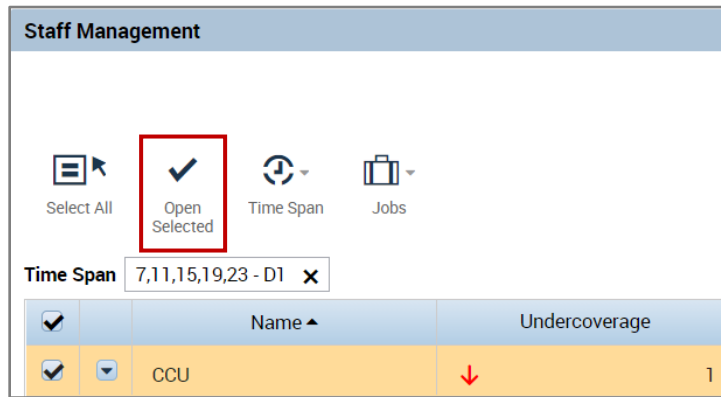
Creating a Companion Request Using the Staff Management Widget

Charge Nurses/Shift Managers/SRO Clerks primarily work from the following widgets in Kronos. The *Staff Management Widget* is used to view team members working the current shift or the next 24 hours. If the charge nurse needs to view the schedule for a longer period of time, the Schedule Planner can be utilized.

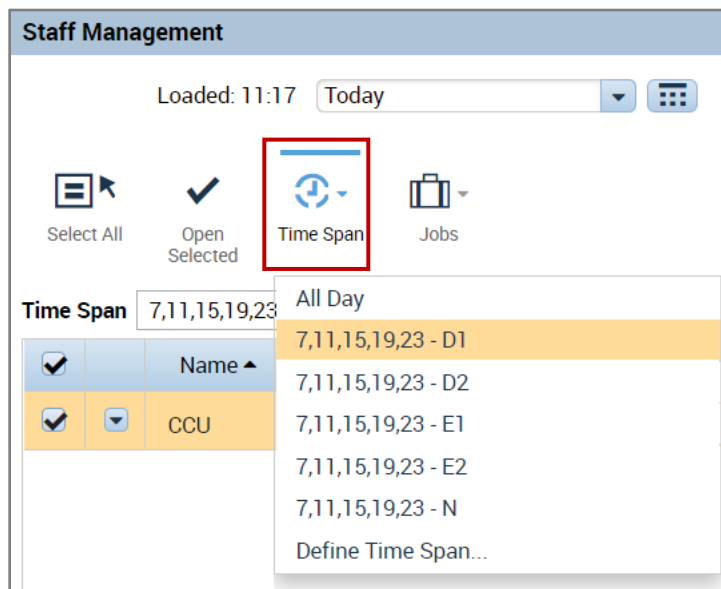
Creating a Companion Request Using the Staff Management Widget




- From the right hand corner of the *Staff Management Widget*, click  to maximize the screen
- Check the box beside the unit(s) to open
 - Click the *Open Selected* icon
 - *Select All* may be utilized if all units that are available are needed



- Select the time span for the companion request
 - Companion requests are entered in 4 hour blocks



- A companion is needed for 1500-1900
 - Select E-1
- Click  to Add a Shift



Staff Management

Loaded: 11:28 Today [dropdown] [grid icon] All Home Locations [dropdown] Edit

Quick Actions Available Employees Sort Time Span Jobs Shifts Compact View Summary Refresh

Time Span 7,11,15,19,23 - E1 x Shifts Coverage Setting x

CCU			
↓ 1	✓ 0	PLN 10	SCH Add Shift
		RN	Close Unit
		RN	Move To First Position
			Move To Last Position

- The following fields open in order to enter the shift information

Add Shift

Assigned to: Unassigned [dropdown] Shift Details: 0:00-1:00(1.00h) Primary Job: None

Insert Template [dropdown] Shift Label [input]

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	3/09/2021	Regular	0:00	1:00	3/09/2021	1.00			

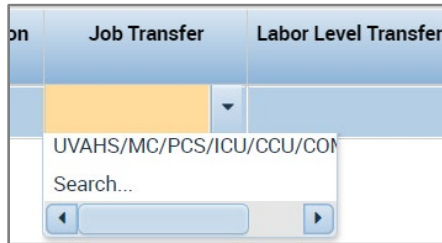
Comments (0) Add Comment

Cancel Apply

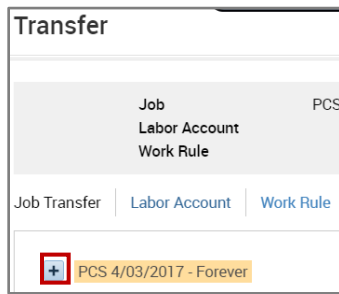
- Enter the *Start Time* and *End Time* for the shift
 - The *Duration* should equal the number of hours between the start and end time.



		Start Date	Type	Start Time	End Time	End Date	Duration
+	x	3/09/2021	Regular	15:00	19:00	3/09/2021	4.00

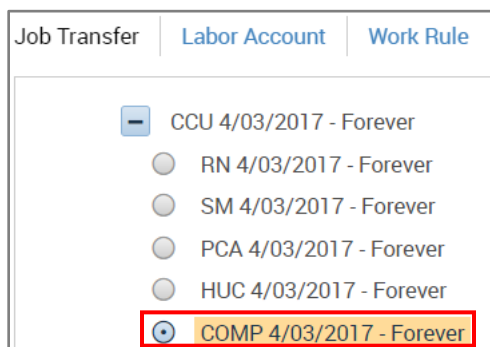
- Click the *Job Transfer* dropdown to select the job



- If *Companion* is the last job entered, then it will be listed in the top selection
 - If the job is not listed, then select *Search...*



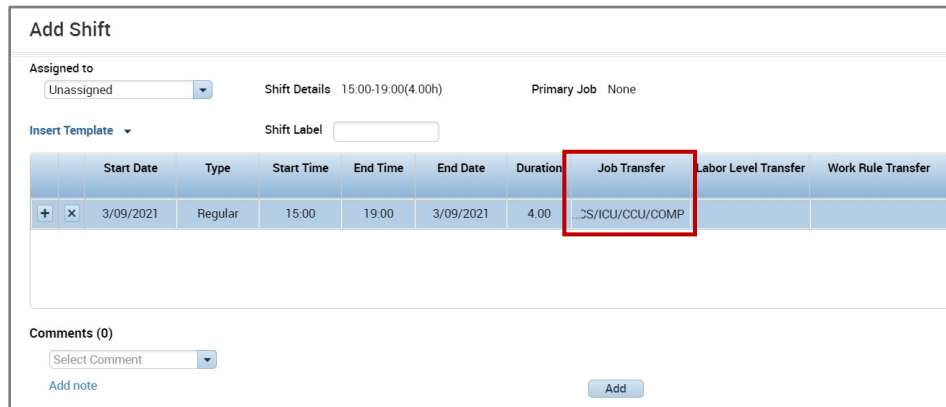
- Open the  to locate the unit
- Click  to view the job within the unit
- Scroll down to find the job



- Select Apply



- The *Companion Job* displays under the *Job Transfer*



Add Shift

Assigned to: Unassigned | Shift Details: 15:00-19:00(4.00h) | Primary Job: None

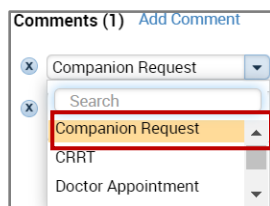
Insert Template: | Shift Label:

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	3/09/2021	Regular	15:00	19:00	3/09/2021	4.00	...S/ICU/CCU/COMP		

Comments (0)

Select Comment: | Add note: | Add

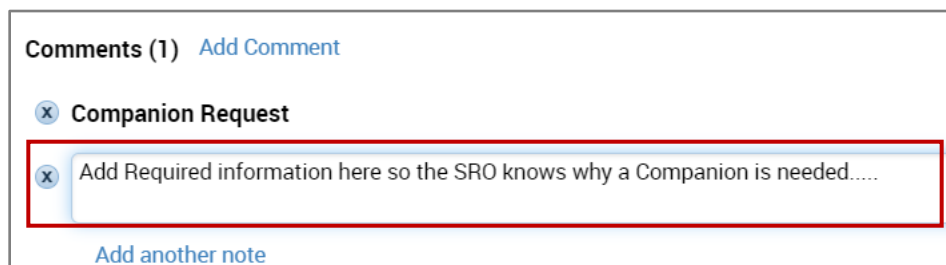
- From *Comments* dropdown, select *Companion Request* (comments are in alphabetical order)



Comments (1) Add Comment

- Companion Request
- CRRT
- Doctor Appointment

- Enter the required information for the companion request in the note's field
 - Some examples are the room number, reason for the companion request, etc.
 - Do not identify the patient by name (HIPAA)
 - Refer to the policy for information to be added in the *Notes*



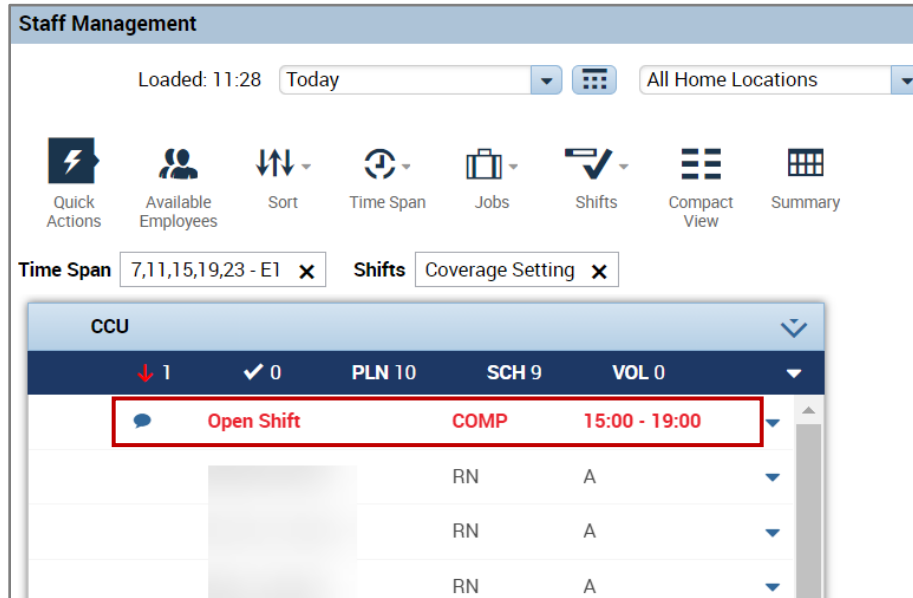
Comments (1) Add Comment

Companion Request

Add Required information here so the SRO knows why a Companion is needed.....

Add another note

- Select **Apply** and the Companion Request displays as an Open Shift
 - The Open Shift is displayed
 - The Open Shift notifies the SRO of the need
 - The SRO will assign patient companions to the patients/units with the greatest need



- Repeat the process to add additional companion requests
 - The requests need to be entered in 4 hour increments

Additional Questions?

- Call the Help Desk at 434-924-5334
- OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line