



# Staff to Patient Coverage Using Patient Census

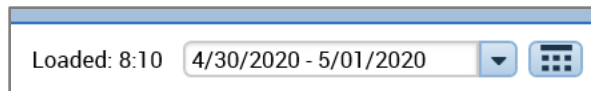
## Purpose:

Explain how Kronos displays the number of scheduled team members by zone and timeframe for each type of team member (ex: RN, PCA, HUC, etc.).

- Follow unit/department staff to patient ratio
- Verify with the SRO if a team member needs to be deployed to another unit or department prior to cancelling the shift.
- Cancel Team members using the low census cancellation from Kronos

## Number of Scheduled Team Members by Role

- From the *Schedule Planner* select the date range that is being reviewed (typically for current and/or next 24 hours)

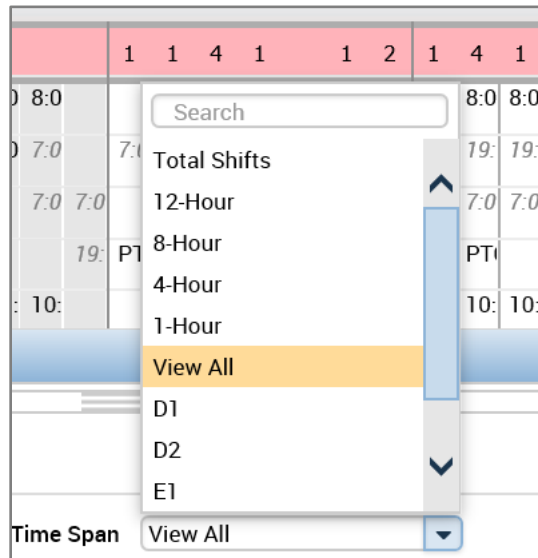


- At the bottom of the *Schedule Planner* select **Daily Coverage**

By Employee							4/05 - 4/11			4/12 - 4/18			4/19 - 4/25			4/26 - 5/02													
Person Name	Job	S... Per	S... Hot	T... Wo	Ov...	Pay...	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	RN	8...	2...	1...		26...	7:0	7:0	7:0	7:0			7:0	7:0	7:0	8:3	7:0	19:	19:	19:	Un:	Un:	Un:	19:	8:0	19:	19:		
	RN...	2...	1...	6...																	23:					19:			
	RN	7...	2...	1...																									
	RN	2...	2...	3...																									
<div style="border: 1px solid gray; padding: 5px;"> <p>Total Jobs</p> <p>List All Jobs</p> <p>UVAHS/MC/PCS/ICU/CCU/RN</p> <p>UVAHS/MC/PCS/ICU/CCU/SM</p> <p>UVAHS/MC/PCS/ICU/CCU/PCA</p> <p>UVAHS/MC/PCS/ICU/CCU/HUC</p> <p>UVAHS/MC/PCS/ICU/CCU/COMP</p> <p>UVAHS/MC/PCS/ICU/CCU/Donning Doffing Basic</p> <p>UVAHS/MC/PCS/ICU/CCU/Donning Doffing Adv</p> </div>																													
<div style="border: 1px solid gray; padding: 5px;"> <p>Indicators</p> <p><b>Daily Coverage</b> Rule Violations Staffing</p> <p>View Counts Job UVAHS/MC/PCS/ICU/CCU/RN Time Span View All</p> </div>																													
D2							3/7	6/7	4/7	6/7	5/7	5/7	4/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	3/7	4/7	5/7	4/7	5/7	5/7	4/7	4/7	4/7
E1							3/7	6/7	4/7	6/7	5/7	5/7	4/7	5/7	5/7	5/7	5/7	5/7	5/7	5/7	3/7	4/7	5/7	4/7	5/7	5/7	4/7	4/7	4/7
E2							4/7	4/7	4/7	6/7	4/7	3/7	4/7	5/7	5/7	4/7	4/7	5/7	5/7	4/7	4/7	4/7	4/7	4/7	4/7	4/7	4/7	4/7	5/7
N							4/7	4/7	4/7	6/7	4/7	3/7	4/7	5/7	5/7	4/7	4/7	5/7	5/7	4/7	4/7	4/7	3/7	4/7	4/7	4/7	4/7	4/7	5/7



- Under *Views*, select *Counts* (outlined in green in the above screenshot)
  - *Zones* or *Shift Labels* are identified on the left hand column
- Under *Job*, select the *Role* (RN shown) being reviewed (outlined in blue in the above screenshot)
- Under *Time Span*, select the time span for review (note: *View All* is selected in the above screenshot)
  - *View All* will list all time spans for the day being reviewed
  - Below are the available selections under *Time Span*



- In the screen shot below, the following items are selected:
  - *View - Counts*
  - *Job - RN Job*
  - *Timespan - View All*

D2	4/7	4/7
E1	4/7	<b>4 scheduled / 7 planned</b>
E2	4/7	5/7
N	4/7	5/7

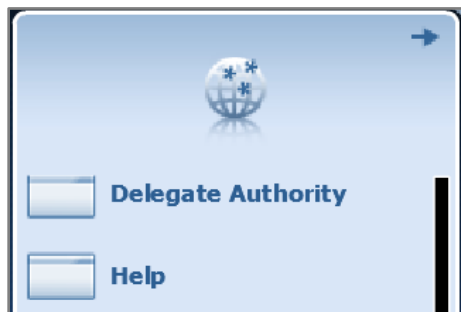
- The left number is the number that is scheduled for the selected time and job. The right number is the number that is planned for the selected time and job.



- 4 RN's are scheduled for D2 and 7 RN's is the planned number of RNs for the time span D2.
- The shift manager will need to view the patient to staffing ratio to see if the plan is still accurate. If the patient to staffing ratio does not require 4 RNs, (X) number of staff needs be cancelled due to low census.

**Note:** The unit/department staff to patient ratio can be obtained from the department manager.

- Note: a job aid for *Low Census Cancellation* can be found under *Help*, located in the *Related Items Pane* or from Kronos Welcome using *Search* from *KNOWLEDGELINK*



## 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*