Viewing Census by Zone

Purpose: The purpose of this job aid is to address the changes Shift Managers can expect (in the Schedule Planner) after Census imports into the Kronos application.

Current Practice: The planned number of RNs and PCAs for each zone are determined and set according to the average daily census.

Future State: Census will import into Kronos every two hours and update the planned number of RNs and PCAs according to Census. The application will compare the number of RNs and PCAs scheduled to the number of RNs and PCAs required according to Census.

Census Intervals: Census imports into Kronos every two hours. Each import is designed to update the coverage counts for the **current and next zone**.

Census Imports	Updates Current Zone	Updates Next Zone
04:30	N (23:00 – 07:00)	D1 (07:00 – 11:00)
06:30	D1 (07:00 – 11:00)	D2 (11:00 – 15:00)
08:30	D1 (07:00 – 11:00)	D2 (11:00 – 15:00)
10:30	D2 (11:00 – 15:00)	E1 (15:00 – 19:00)
12:30	D2 (11:00 – 15:00)	E1 (15:00 – 19:00)
14:30	E1 (15:00 – 19:00)	E2 (19:00 – 23:00)
16:30	E1 (15:00 – 19:00)	E2 (19:00 – 23:00)
18:30	E2 (19:00 – 23:00)	N (23:00 – 07:00)
20:30	E2 (19:00 – 23:00)	N (23:00 – 07:00)
22:30	N (23:00 – 07:00)	D1 (07:00 – 11:00)
00:30	N (23:00 – 07:00)	D1 (07:00 – 11:00)
02:30	N (23:00 – 07:00)	D1 (07:00 – 11:00)

Coverage Counts: If the number of RNs or PCAs scheduled is below the number of RNs or PCAs needed according to Census, **the Shift Manager will need to evaluate if an open shift** needs to be created.

Time Span	7,11,15,19,23 - D2 ✕	Shifts	Coverage Setting ✕

3C ⌄

↓ 2	↑ 3	PLN 13	SCH 14	VOL 27	▲

Job	Planned	Scheduled	Variance
RN	7	6	↓ -1
SM	1	1	0
PCA	4	3	↓ -1
HUC	1	1	0
COMP	0	0	0

Open Shifts: In the example above, zone D2 has 6 RNs scheduled but according to Census, 7 RNs is planned (needed). Therefore, the Shift Manager will need to evaluate if an open shift needs to be created for the timeframe of 11:00 – 15:00. Below illustrates an open shift for the timeframe of 11:00 – 15:00.

Open Shift	RN	11:00 - 15:00	▼

Flexing Down: If the number of team members scheduled exceeds the number of team members required, the shift manager will need to determine if a team member needs to be cancelled due to low census. Shift Managers should take in consideration if there are any patients whose acuity is higher which requires an additional RN.

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

3C ⌄

↓ 4	↑ 1	PLN 13	SCH 10	VOL 27	▲

Job	Planned	Scheduled	Variance
RN	7	8	↑ 1
SM	1	1	0
PCA	4	1	↓ -3
HUC	1	0	↓ -1
COMP	0	0	0

Flexing Up: If the number of RNs scheduled matches the number of RNs needed according to Census and the Shift Manager determines another RNs is needed because of one of the patient's acuity. The Shift Manager can create an open shift for the time period.

Assigned to								
Unassigned ▾		Shift Details 19:00-7:30(12.50h)			Primary Job None			
Insert Template ▾		Shift Label P						
	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
[+] [×]	7/19/2021	Regular	19:00	7:30	7/20/2021	12.50	.../MED-SURG/3C/RN		

Note: The changes made to the planned number of team members is a recommendation based upon Census. Shift Managers will need to make a clinical decision based upon patient acuity and projected census i.e., direct admits, incoming transfers and upcoming discharges.

Additional Questions?

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

  🔲 IT HELP

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