SCHEDULING IN THE 21ST CENTURY
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Background information
Previous scheduling system for on-call, paid time off (PTO), staffing and scheduling:
• Paper dependent
• Unable to view electronically
• Lost, illegible, and confusing paperwork
• Time consuming, inefficient and costly
• Did not support sign up process for on-call and PTO
• Inadequate for multiple shift start times
• Unable to assess staffing levels efficiently

Objectives of project
Automated scheduling system would:
• Increase efficiency, accessibility, accuracy and legibility of on-call, PTO, staffing and scheduling systems
• Allow all scheduling processes to be accessed in a timely manner

Process of implementation
1. Using Microsoft Excel, available, requested and approved on-call and PTO hours are easily viewed, tracked and updated by management and/or staff
2. Developed and implemented a staffing and scheduling system utilizing Microsoft FoxPro
3. Current email/calendar system utilized to assign, maintain and view on-call, PTO, staffing and scheduling changes electronically

Statement of the successful practice
New scheduling system resulted in:
• Positive staff feedback regarding electronic access to schedules
• Decreased paper shuffle
• Ability to analyze scheduling patterns
• Improved accuracy and efficiency of staffing and scheduling

Implications for advancing practice
Automation of staffing and scheduling processes results in maximized efficiency, flexibility and accuracy while providing easy access to the information