

Task Title: PSW Shift Scheduling

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will create and analyze a weekly shift schedule based on staffing requirements and employee availability.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Complete and create documents/B3.2a
* Understand and Use Numbers/Manage time/C2.3

**Materials Required:**

* Pen/pencil and paper or computer/digital device

# Learner Information

In many healthcare settings, employees work on a shift schedule. Some workers may have 4, 6, 8, 10 or 12-hour shifts within a 24-hour period. More employees are typically required during the day while fewer are needed at night when most patients are asleep. In many healthcare environments, it is common for employees to switch shifts, take overtime shifts, or request new shift assignments at the beginning of a new month or year.

Read the “Scheduling Scenario” and scan the “Weekly Schedule Template”.

**Scheduling Scenario**

At Centreville Longterm Care Centre, some Personal Support Workers (PSW) work dayshifts from 8am-4pm. Other PSWs work 12-hour shifts, either 7am-7pm (dayshift) or 7pm-7am (nightshift). The scheduling requirements are as follows:

**Dayshift:**

2 PSWs are required every day on the dayshift from 7am-7pm

2 additional PSWs are required for the 8am-4pm dayshift Monday-Friday

1 additional PSW is required for the 8am-4pm dayshift on Saturday and Sunday

**Nightshift:**

2 PSWs are always required for the nightshift 7pm-7am

**Weekly Schedule Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 12-hour dayshift (7am-7pm) |  |  |  |  |  |  |  |
| Weekday 8-hour dayshift (8am-4pm) |  |  |  |  |  |  |  |
| Weekend 8-hour dayshift (8am-4pm) |  |  |  |  |  |  |  |
| Nightshift (7pm-7am) |  |  |  |  |  |  |  |

Work Sheet

**Task 1: Using the Weekly Schedule Template, create a schedule based on the following parameters.**

* **Tani works the nightshift on Monday, Wednesday, Saturday, and Sunday.**
* **Jose works the 8am-4pm shift every day except Wednesday.**
* **Raisa works the 12-hour dayshift on weekdays.**
* **Ana works the nightshift on Thursday, Friday, Saturday and Sunday.**
* **Jen works the nightshift every weekday.**
* **Tim works the 12-hour dayshift on weekdays.**
* **Shannon works the 12-hour dayshift on Saturday and Sunday. She also works one nightshift a week on Tuesday.**
* **Leslie works the 12-hour dayshift on Saturday and Sunday. She also works one 8-hour dayshift on Wednesdays.**
* **Ben works the 8-hour dayshift Monday through Friday.**

Answer:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 12-hour dayshift (7am-7pm) |  |  |  |  |  |  |  |
| Weekday 8-hour dayshift (8am-4pm) |  |  |  |  |  |  |  |
| Weekend 8-hour dayshift (8am-4pm) |  |  |  |  |  |  |  |
| Nightshift (7pm-7am) |  |  |  |  |  |  |  |

**Task 2: Calculate the total number of hours each person is working this week and complete the chart.**

|  |  |
| --- | --- |
| **Name** | **Total Number of Hours** |
| Tani |  |
| Jose |  |
| Raisa |  |
| Ana |  |
| Jen |  |
| Tim |  |
| Shannon |  |
| Leslie |  |
| Ben |  |

**Task 3: Most employees in Ontario are entitled to overtime pay after working 44 hours in one week. Based on this schedule, which employees are entitled to overtime?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: Using the Weekly Schedule Template, create a schedule based on the following parameters.**

* **Tani works the nightshift on Monday, Wednesday, Saturday, and Sunday.**
* **Jose works the 8am-4pm shift every day except Wednesday.**
* **Raisa works the 12-hour dayshift on weekdays.**
* **Ana works the nightshift on Thursday, Friday, Saturday and Sunday.**
* **Jen works the nightshift every weekday.**
* **Tim works the 12-hour dayshift on weekdays.**
* **Shannon works the 12-hour dayshift on Saturday and Sunday. She also works one nightshift a week on Tuesday.**
* **Leslie works the 12-hour dayshift on Saturday and Sunday. She also works one 8-hour dayshift on Wednesdays.**
* **Ben works the 8-hour dayshift Monday through Friday.**

Answer:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 12-hour dayshift (7am-7pm) | Raisa  Tim | Raisa  Tim | Raisa  Tim | Raisa  Tim | Raisa  Tim | Shannon  Leslie | Shannon  Leslie |
| Weekday 8-hour dayshift (8am-4pm) | Jose  Ben | Jose  Ben | Leslie  Ben | Jose  Ben | Jose  Ben |  |  |
| Weekend 8-hour dayshift (8am-4pm) |  |  |  |  |  | Jose | Jose |
| Nightshift (7pm-7am) | Tani  Jen | Jen  Shannon | Tani  Jen | Ana  Jen | Ana  Jen | Tani  Ana | Tani  Ana |

**Task 2: Calculate the total number of hours each person is working this week and complete the chart.**

Answer:

|  |  |
| --- | --- |
| **Name** | **Total Number of Hours** |
| Tani | 12 x 4 = 48 hours |
| Jose | 8 x 6 = 48 hours |
| Raisa | 12 x 5 = 60 hours |
| Ana | 12 x 4 = 48 hours |
| Jen | 12 x 5 = 60 hours |
| Tim | 12 x 5 = 60 hours |
| Shannon | 12 x 3 = 36 hours |
| Leslie | (12 x 2) + 8 = 32 hours |
| Ben | 8 x 5 = 40 hours |

**Task 3: Most employees in Ontario are entitled to overtime pay after working 44 hours in one week. Based on this schedule, which employees are entitled to overtime?**

Answer: Tani, Jose, Raisa, Ana, Jen, Tim

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.2a | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | follows instructions on documents |  |  |  |
| C2.3 | finds, integrates and analyzes numerical information |  |  |  |
|  | organizes and displays numerical information (e.g. Gantt chart, schedules) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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