When to use OR Special Code

Orientation hours should include:
- Orientation Classes
- Core Classes
- Clinical Orientation Hours
- NCA II Classes
- NCA II Clinical Orientation
- PNAs

Orientation hours do not include:
- Charge nurse orientation
- Orientation on non-direct care role
Clocking for Orientation

- Swipe at a badge reader and be sure to enter the OR special code – which is 03.
- Goes on Both IN and OUT
- Only used in the new hire period

- SWIPE
- Type 03
- Enter
Clocking for a Float or Staffing Incentive

- If eligible for additional Float pay, you will enter the Float special code AND change your department number
  - Swipe
  - Type 31
  - Enter
  - Enter
  - Type Dept number
  - Enter
  - Type Facility number (if working in a different facility)

- If eligible for Staffing Incentive pay
  - Swipe
  - Type 21
  - Enter
  - Enter
  - Type Dept number (if working in a different unit)
  - Enter
  - Type Facility number (if working in a different facility)

- BOTH go on both the IN and OUT
Charge and Preceptor

- **CHARGE**
  - Swipe
  - Type 19
  - Enter

- **PRECEPTOR**
  - Swipe
  - Type 20
  - Enter

- RNs are only eligible for preceptor pay when precepting RNs not NCAs or students.
- Both CH and PR go on both IN and OUT
When to use Preceptor Code
From HR webpage

**PRECEPTOR - CLINICAL RN***
Premium provided to clinical nurses who serve as preceptors to new nurses.

$2.00 per hour

**PRECEPTOR - CARDIOVASCULAR INVASIVE SPECIALISTS**
Premium provided to Cardiovascular Invasive Specialists who precept other Cardiovascular Invasive Specialists or Registered Nurses

$2.00 per hour

**PRECEPTOR – SURGICAL TECHNOLOGIST (4156) AND SURGICAL TECHNOLOGIST ADVANCED (4555)**
Premium provided to surgical technologists who serve as a preceptor to new Surgical Technologists and/or provide training to RNs in surgical scrub procedures.

$2.00 per hour
Indirect Time

• Indirect Time
  • CNIII & IV administrative time
  • ANM administrative time
  • Staff meetings for direct caregivers
  • Special projects for direct caregivers
  • Meetings
  • Charge Nurse orientation
  • Attendance to require classed, BLS, ACLS, trauma education, etc.
  • Development workshops
  • Conferences

• Swipe
  • Type 02

• ID goes on both IN and OUT
• Note, ME and CE are no longer valid codes
Patient Attendant

• Swipe
• Type 14
• Enter (if home unit, done)
• (if float) Enter
• Type Depart number
• Enter
• Type facility number (if changing facilities)
• Use SR on both IN and OUT
DT – Dress Time

- Used in the ORs because of the location of the badge readers
- Can go on EITHER the IN or the OUT – doesn’t need to be on both
- 7 minutes is added to work time
- If DT added to both, still only 7 minutes is added

- Swipe
- Type 13
- Enter
- Enter
- If floating type dept number
- Enter
Other Special Codes

- 01 = Extended shift (worked over 24 hours)
- 07 = Stand By/Called Back
- 10 = PTO Fill
- 33 = Virtual Nursing

- NL should be entered as a request – OUT only

- Up to 4 special codes and be added
Correct Productivity Report Data

- Special codes that matter most
- OR – to track budgeted OR hours
  - Only for new hire orientation
  - Not for orientation to new roles or devices – that is ID
  - Shows on the ORNT skill level
- SR – to track patient attendant hours
  - Use regardless of job code
  - Shows on the PATT skill level
- ID – use correctly so ID time isn’t miscounted as OR time

- NA/HUC
  - All direct time for a person working as an NA/HUC shows on the productivity report as an NA
Staffing Templates vs Variable Staffing Plan

- API Staffing Template
  - Used for self scheduling
  - Used for schedulers to count coverage
  - Shows on schedule and roster reports (as vacancies)
  - Shows staffing variances for staffing decisions

- The budgeted staffing plan based on ADC
  - Also shows the variable staffing plan for different census and acuity levels

The API template and Variable Staffing Plan need to match
Vacancy rate- will be looked at more closely with the future GIG nursing. An API planning day is coming in September to try different configurations in API TEST to meet challenges. Issues with templates and operations will be top of list when looking at new WFM systems.
Correct Care Hub Staffing Tile

• Looks ahead up to 2 weeks
  • Gets info from schedule
  • Profile choice is important
  • Adding/removing/trading upkeep is important

• Current time
  • Gets info from clocking
  • Special codes are important
  • Floating correctly is important
Staff Are Paid Correctly

When Payroll is LOCKED, NO Updates Possible

Any changes $100 penalty