



## Nurse Scheduler Orientation

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. General Orientation for Nursing Service was completed on:** \_\_\_\_\_ (if a CNA)

**C. Job Specific Orientation below.**

Criteria	Information Source	Employee Signature	Instructor signature	Date
1. Schedules nursing service in accordance with facility staffing	DON/ADON			
2. Assist in maintaining record of call-outs, days absent, tardiness as directed by the DON	DON/ADON Human Resources			
3. Reviews all scheduling changes and obtains approval from the DON or ADON prior to implementing	DON/ADON			
4. Maintains current hall divisions, feeding bathing assignments and updates when necessary	DON/ADON			
5. Notifies Resident Care Manager of changes in scheduling that may affect the	DON/ADON			

Criteria	Information Source	Employee Signature	Instructor signature	Date
operation of their unit or facility				
6. Daily Mon-Fri post direct care staffing	DON/ADON			
7. Complete PPD report and faxes to Corporate Director of QA - Mon-Fri	DON/ADON			
8. Maintains current employee phone numbers and addresses	DON/ADON			
9. Notifies personnel director of absence related to FMLA	DON/ADON Human Resources			
10. Obtains approval for vacation or scheduled days off from DON/ADON before scheduling	DON/ADON			
11. Clerical duties as assigned by the DON/ADON or Administrator	DON/ADON			
12. Assist personnel director in maintaining attendance records	Human Resources			
13. Job Description	DON/ADON			

**D. CNA Skills Check Completed on:** \_\_\_\_\_ (if a CNA.)

*(Attach skills check to this orientation)*