



Nursing Scheduling Manager

The Nurse Scheduling Manager coordinates and provides nursing staff coverage to ensure that all shifts are staffed adequately for inpatient care. Responsible for keeping several units of midsized hospital fully staffed.

Duties

The Nurse Scheduling Manager generates, manages and updates master schedules while making adjustments as needed according to budgetary constraints, census fluctuations, call-ins, and pre-planned leaves of absence. Additional duties include:

- Review requests for paid time off (PTO), vacation, maternity leave, Family Medical Leave Act (FMLA), and unpaid leaves of absence
- Fulfill staffing vacancies in advance to ensure adequate coverage for all shifts
- Keep meticulous attendance records and assisting with the progressive disciplinary process if staff members accrue excessive absences and/or tardies
- Communicate with unit managers and the director of nursing / chief nursing officer regarding floor orientation scheduling for newly hired employees in the nursing department
- Check time clock punch records against master schedules and noting the appropriate changes
- Sign time correction forms for events such as missing meal periods or forgetting to clock in/out
- Approve contracts with temporary staffing agencies who send nurses / nursing assistants to the facility
- Utilize computer software to prepare, change and update the master schedule

Technical Skills

Must have proficient computer skills as the staffing assignments are processed electronically. Office skills, including the ability to use most common office equipment such as fax machines and copiers, are required. The manager must have experience using telephones with multiple lines. Knowledge of the medical field and general nursing staff requirements are necessary.

Work Environment

Normally work indoors in climate-controlled office settings. Some aspects of the job may involve infrequent twisting, bending and lifting of lightweight objects such as binders and reams of paper.

Educational Requirements

High School Diploma, Associate Degree or Equivalence. **Must be experienced.**

Qualitative Skills

Excellent interpersonal communication and multitasking skills are a must. The manager's ability to efficiently staff medical departments with the appropriate nursing staff is highly dependent upon the

ability to communicate with medical department heads. Excellent problem-solving abilities are a requirement, since schedule conflicts are bound to arise that will require creative solutions.

Personal Attributes

Ideally, nurse scheduling manager should possess outstanding communication skills and solid interpersonal skills because they interact with managers, supervisors, nurses, nursing assistants, techs, and many other staff members on a daily basis. Nurse scheduling manager should be flexible with last-minute changes and fair when managing the needs of individual members of staff.

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