

Central Wisconsin Anesthesiology Policy and Procedures Statement

Policy Name: CRNA - Schedule Rules	
Policy Number:	2.6.05
Effective Date:	10/2013
Category:	Corporate Operations
Subcategory:	Schedules
Subject:	CRNA - Schedule Rules
Updated on:	05/10/2017, 2/15/2019, 6/10/19, 7/8/2020

Policy Statement
<p>We have call, no call with rotation, no call without rotation, .8 position (M-W 7 to 3:30, Th 7 to 11:00 am) and 3-12's position (M, Tu, Th 7 to 7, W 7 to 10:30 am) (T, W, F 7 to 7 T 7 to 10:30 am) positions.</p> <p>The no call positions do not work weekends or holidays. The no call with rotation are included in the 3rd and 4th late positions as well as the 9-6 shifts. If there are any no call without rotation positions, the CRNA works 7-4 except during the months when they are included in the 9-6 rotations but receives an early out the day after a 9-6.</p>

Applies To: CRNA

Definitions	
Term	Definition
CRNA:	Certified Registered Nurse Anesthetist

Procedures/Guidelines:

1. Every call provider has an equal number of 1-2 calls per block. All CRNAs (except part-time or 3-12's have equal 9-6 shifts in April and November 15th - January 15th. Thursday, Friday, Saturday and Sunday are equalized by call and by day while Monday - Wednesday are equalized as a whole by total weekdays.
2. Call is equalized for each 15-week or 16-week blocks (varies by the number of call CRNAs available) regardless of the amount of PTO.
3. No calls with rotation cover 3rd and 4th calls. *To eliminate the separate rotation for "no call" CRNAs by including them with the "call" CRNAs in the rotation of equalized late stays (3rd call and below*; e.g. 4th, 5th, 6th, etc.) and early outs in the CRNA daily call schedule and include the equalized language in the CRNA call scheduling rules.*

Weekday Call

Call Day/Standard	Subsequent Day	Call Day/ April, Nov 15 to Jan 15	Subsequent Day
1 st Call	Off	1 st Call	Off
2 nd Call	1 st out	2 nd Call	1 st out
3 rd Call	2 nd out	3 rd Call	2 nd out
4 th Call	3 rd out	4 th Call	3 rd out
1 st call next day	4 th out	9 to 6	4 th out

2 nd call next day	5 th out	9 to 6	5 th out
3 rd call next day	6 th out	1 st call next day	6 th out
4 th call next day	7 th out	2 nd call next day	7 th out
		3 rd call next day	8 th out
		4 th call next day	9 th out
		9 to 6 next day	10 th out
		9 to 6 next day	11 th out
1 st , 2 nd , 3 rd , and 4 th call is to be equalized over a block. Each CRNA should have 4 1 st calls and 4 second calls.			

Weekend Call

Friday	Saturday	Sunday	Monday
1 st Call	2 nd Call	1 st Call	Off
2 nd Call	1 st Call	2 nd Call	Off
1 st and 2 nd weekend call is to be equal over a block. Each CRNA should have 1 first call weekend and 1 2 nd call weekend			
Note: If it is a 4-day holiday weekend, both CRNAs have next day off. <u>The Thursday Call linkage should be maintained.</u>			

1. Providers are not assigned call the weekend before or the weekend after a weeklong PTO unless requested.
2. Maximize spacing between calls as much as possible. Hard rules are:
 - a. Three workdays between 1st call and another 1st call. Two workdays between 1st call and 2nd call. One workday between 1st call and 3rd or 4th or 9-6 call.
 - b. Three workdays between 2nd and 1st call. Two workdays between 2nd call and 2nd call. One workday in between 2nd call and 3rd or 4th or 9-6.
 - c. One workday between 3rd/4th call or 9-6 and 1st/2nd call, however we will try to minimize this occurrence, as ideally, we would like 2 workdays between. One workday between 3rd/4th call and another 3rd/4th call.
 - d. EZ Call software is not able to add a hard-scheduling rule to the software to recognize holidays. A manual manipulation of the schedule is required. In addition, 9-6 and 3-4 assigned the day before a holiday or observed holiday cannot be on 1-4/9-6 call the first workday immediately following the observed holiday.
 - e. No back to back 3rd or 4th and 9-6 call including Friday to Monday. Unless no other solution or if provider has excessive PTO/leave during the period of time the schedule covers.
 - f. Weekends will be self-scheduled utilizing their (1) request. There should be 3 weeks' minimum between call weekends unless the provider has scheduled it as such.
 - g. Thursday linkage of 1st and 2nd call will ALWAYS be honored with the previous weekend.

For example:

Memorial Day, 2020 (set 4-day holiday example)

Position	Workday Prior to Holiday	Observed Holiday	Workday After Holiday	Out Position
1 st	Friday, May 22, 2020	Monday, May 25, 2020	Tuesday, May 26, 2020	Post call
2 nd	Friday, May 22, 2020	Monday, May 25, 2020	Tuesday, May 26, 2020	Post call
3 rd	Friday, May 22, 2020	Monday, May 25, 2020	Tuesday, May 26, 2020	1 st out
4 th	Friday, May 22, 2020	Monday, May 25, 2020	Tuesday, May 26, 2020	2 nd out

4th of July, 2020 (rotating holiday example)

Position	Workday Prior to Holiday	Observed Holiday	Workday After Holiday	Out Position
1 st	Thursday, July 2, 2020	Friday, July 3, 2020	Monday, July 6 th	1 st out
2 nd	Thursday, July 2, 2020	Friday, July 3, 2020	Monday, July 6 th	2 nd out
3 rd	Thursday, July 2, 2020	Friday, July 3, 2020	Monday, July 6 th	3 rd out
4 th	Thursday, July 2, 2020	Friday, July 3, 2020	Monday, July 6 th	4 th out

Thanksgiving, 2020 (set workday holiday example)

Position	Workday Prior to Holiday	Observed Holiday*	Workday After Holiday	Out Position
		(Wed/Thurs is tied to the weekend before)		
1 st	Wednesday, November 25, 2020	Thursday, November 26, 2020	Friday, November 27, 2020	Post call
2 nd	Wednesday, November 25, 2020	Thursday, November 26, 2020	Friday, November 27, 2020	Post call
3 rd	Wednesday, November 25, 2020	Thursday, November 26, 2020	Friday, November 27, 2020	1 st out
4 th	Wednesday, November 25, 2020	Thursday, November 26, 2020	Friday, November 27, 2020	2 nd out

Holiday rotation: (The calendar date = preassigned holiday)

1. Holidays will be manually added to the schedule.
 - a. If the observed holiday is on a Friday, the weekend is Fri-Sat-Sun.
 - b. If the observed holiday is on a Monday, the weekend is Fri-Sat-Sun-Mon.
2. If the holiday falls on Tuesday, Wednesday, or Thursday the provider will be on call the evening before the holiday and the 24 hours on the actual holiday.
3. If the holiday (for example Thanksgiving, rotating holidays) falls on a Thursday the prior weekend linkage will continue.

EZ Call Software Creation Steps

1. Add individual CRNAs PTO and verify.
2. Approve call/no call requests that are not weekend related.
3. Manually add the one request from doodle survey and/or email reply.
4. Run weekends – Providers who did not complete doodle survey.
 - a. Do not allow providers to exceed their targeted number of weekend assignments and maximize weeks between call.
 - b. Since there is a linkage between weekend call and the following Thursday, Thursday 1st and 2nd call will also be filled in this step.
5. Run Weekday 1st - 4th and 9-6 shifts, if applicable (Thursday and Friday will already have 1st and 2nd call filled from previous step).
6. Run appropriate reports (spread reports) to assure equality of calls among call CRNAs and that no call with rotation have proper number of 3rd/4ths.
 - a. Do not allow providers to exceed their targeted number of weekday assignments and maximize workdays between calls.
 - b. Manually fill any empty assignments as the auto-populate steps are completed. Hard rules can be reviewed and bypassed if needed when manually assigning.
7. Run remaining assignments/Compress

Process for New Hires:

Call CRNAs 5th call first two weeks
 3rd/4th call third week
 1st/2nd call fourth week

No Call CRNAs
 5th call first two weeks
 3rd/4th call third week

*Additional suggestion to have new call hires shadow a weekday 1st call CRNA as part of orientation.

Internal CWA Administrative Process

1. CRNAs will be limited to one (1) request per call schedule to either work a weekend or to not work a weekend or to make a weekday request. Requests are not guaranteed.
2. The Business Office will continue to use the online Doodle poll for the one (1) request. CRNAs will have one week from the notification date to submit their request. This deadline is firm and no late requests or exceptions will be granted.
3. EZ Call will automatically assign either 1-2-1 or 2-1-2 placement.
4. If more than two CRNAs request a specific weekend or weekday, a lottery will be used to decide who is assigned and the CRNAs involved will be notified of the lottery results. Individuals involved in a lottery situation will be notified that they are in the lottery pool, and will be informed in writing of the outcome.
5. The requests will be entered into EZ Call, and the software will autogenerate the weekend assignments. The weekend assignments will be emailed to all CRNAs.
6. CRNAs will be given one-week from the email sent date to work out trades with their peers and to communicate to Darlene in the Business Office the mutually agreed upon trades. If you choose to email your

peers for trades, please be sure to copy all CRNAs involved in the trade to ensure clear and transparent communication.

7. When the trade week concludes, EZ Call will autogenerate the remaining portions of the schedule.
8. Follow EZ Call Steps above to develop schedule
9. Provide copy of draft to Physician Scheduling Committee and CRNA scheduling team for review/revision/input. Provide explanations of any outlying factors, occurrences, etc.
10. Distribute approved schedule to all CRNAs along with the 1-4/9-6 frequency reports. Request that any CRNA on the schedule verify that the information captured for PTO, PTO buyback, extra days of work, assigned holiday call, etc. is captured correctly.)