Task Title: PSW Shift Scheduling

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ▨ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

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:

_____