



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: AUTOMATED NURSING SCHEDULING
OFFICE SYSTEM (ANSOS)

Policy No.: 602

Supersedes: New
Date: 09/04/03
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I. PURPOSE:

To prevent the loss of ANSOS information when the system is down.

II. POLICY:

Controlling and issuing authorization to ANSOS is the responsibility of the ANSOS System Administrator. Only the System Administrator or alternate is to issue user ID's and passwords. The telephone numbers for ANSOS System Administrators are:

System Administrator, (562) 401-6877
Alternate System Administrator, (562) 401-7500

III. PROCEDURE:

1. The Nursing Resource Office will call each Nursing Unit and ask that they use their pre-printed ANSOS schedules to write the names, skill and hours of each employee working for the next three shifts--in the following order (evening, night, next day).
2. A Nursing Resource Office employee will go to each Nursing Unit to pick up the handwritten staffing.
3. A Nursing Resource Office employee will copy the information on the handwritten staffing sheets to a staffing worksheet for each shift.
4. A Nursing Resource Office employee will update ANSOS with the information from the handwritten staffing sheets.

The impact of being down for a one-week period:

We track licensure, create schedules and perform daily staffing in ANSOS. Although it will require extensive man-hours, the schedules and daily staffing can be done manually if need be. The licensure information we track in ANSOS is extremely critical to the operation of this facility.

Depending upon where we are in the process of the creation of unit schedules, considerable time would be spent by the managers of all Nursing personnel in creating schedules manually if ANSOS were to be down more than a week or two.

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES