How to Use Blue Team Scheduling Tool

1. Select PHM or PAMF

2. Discharge before rounds? “Yes” moves patient to top of list with no time slot.

3. Click “Draft”
   - List will auto-sort (PAMF first)
   - Buffer slots will appear

4. Insert buffer, transit or teaching slots

5. Scheduled Based Rounds

   - NOTE: If changes are needed after schedule is published, follow above instructions again.

   - Team: BLUE SERVICE TEAM
   - Start Time: 08:45

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Patient</th>
<th>Unit</th>
<th>Room</th>
<th>Nurse</th>
<th>Service</th>
<th>Language</th>
<th>Discharge</th>
<th>DC Before Rounds?</th>
<th>Duration</th>
<th>Comments/Consults</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:45 AM</td>
<td>Patient 1</td>
<td>PCU 200</td>
<td>206-A</td>
<td>Nurse 1</td>
<td>PHM</td>
<td>English</td>
<td>&gt; 48 hrs</td>
<td>No</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>08:50 AM</td>
<td>Patient 2</td>
<td>PCU 200</td>
<td>203-A</td>
<td>Nurse 2</td>
<td>PHM</td>
<td>English</td>
<td>&gt; 48 hrs</td>
<td>No</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>08:55 AM</td>
<td>Patient 3</td>
<td>PCU 360</td>
<td>3626-A</td>
<td>Nurse 3</td>
<td>PAMF</td>
<td>English</td>
<td>English Today</td>
<td>No</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>09:00 AM</td>
<td>Patient 4</td>
<td>PCU 380</td>
<td>3808-A</td>
<td>Nurse 4</td>
<td>PHM</td>
<td>English</td>
<td>Spanish</td>
<td>No</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>09:05 AM</td>
<td>Patient 5</td>
<td>PCU 400</td>
<td>4050-A</td>
<td>Nurse 5</td>
<td>PHM</td>
<td>English</td>
<td>Tomorrow</td>
<td>No</td>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

6. Adjust rounding duration as needed
   - Defaults to:
     - 11 minutes: English-speaking
     - 13 minutes: Other languages
   - Durations include rounding time + transit to the next room

7. OPTIONAL: Add comments.

8. Click “Publish” by 7:50am and print copies for the team

End of rounds: Displays the time rounds should end
Buffer slots: In case you run behind
Anticipated admit: For patients who haven’t arrived yet
Main-West Transit: To go between Main and West
Teaching: For short teaching talks