Responder 5 Staff Assignment

You will assign staff to patient rooms, so they can receive messages from the Rauland 5 Master console or patient pillow speakers on the phones.

- Complete these steps every time a new caregiver is assigned to a room or if the room assignments change.
- You can assign staff prior to their shift so they only need to login once they arrive.

Launch the Software

1. Click on the shortcut on your apps to launch the Responder 5 App.
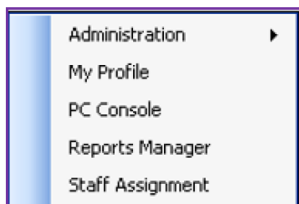
   MJ Responder 5

2. Log on with your user name and password (your network login).

Pre-Assign Staff

The *Future Assignments* view allows you to schedule for future shifts. If a caregiver is pre-assigned bed(s) for today, those bed assignments will automatically appear in the *Current Assignment* bed list once they sign on.

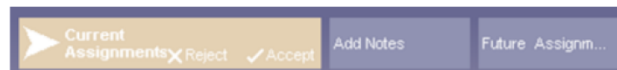Use this view to assign call stops and place a staff member on duty.

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Administration ▶ My Profile PC Console Reports Manager Staff Assignment Module Selector	You can select any of the Responder 5 PC-based modules from the Module Selector. This is a drop-down in the upper left. 1. Select **Staff Assignment**.
	You are now in the Staff Assignment module. You will see three views: *Current Assignment, Add Notes,* and *Future Assignments.* Current Assignments ✕ Reject ✓ Accept Add Notes Future Assignm... 2. Click **Future Assignments**
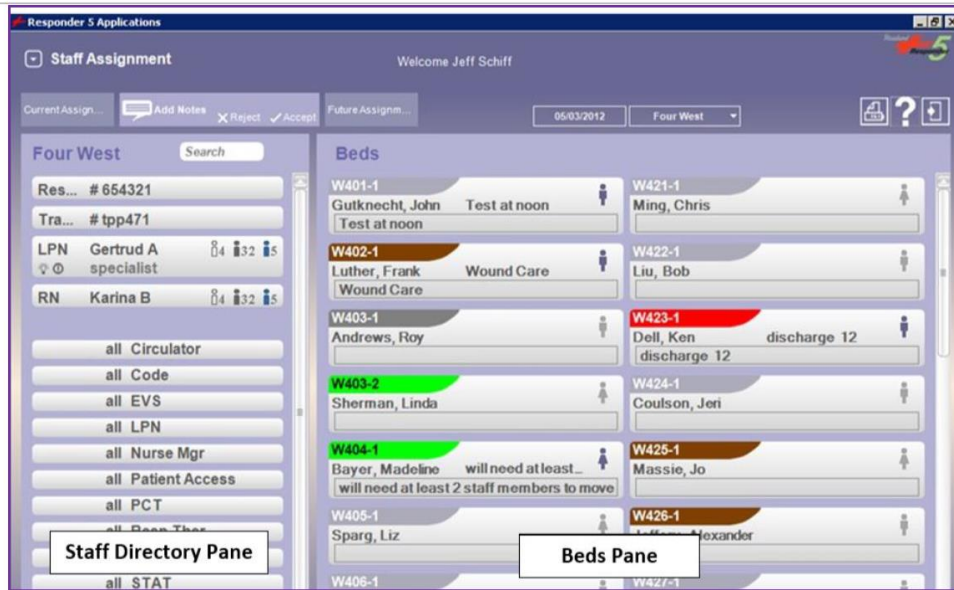
3. In the *Staff Directory Pane*, type the staff member's name in the **Search** box (located in the left pane).
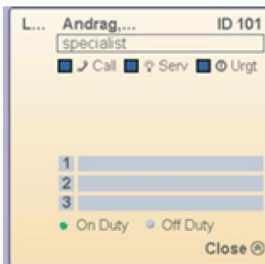

4. Double-click the **individual's name** and then click **On Duty** to log them on duty. This automatically moves them to the *Current Assignment* screen where the name appears in the Current Assignment Staff List.

5. Continue this process for all staff assigned to that shift. When finished, click **Accept**.

6. Click **Current Assignment** (the tab is above the *Staff Directory Pane*).

   Make sure there are no names in the *Search* box.
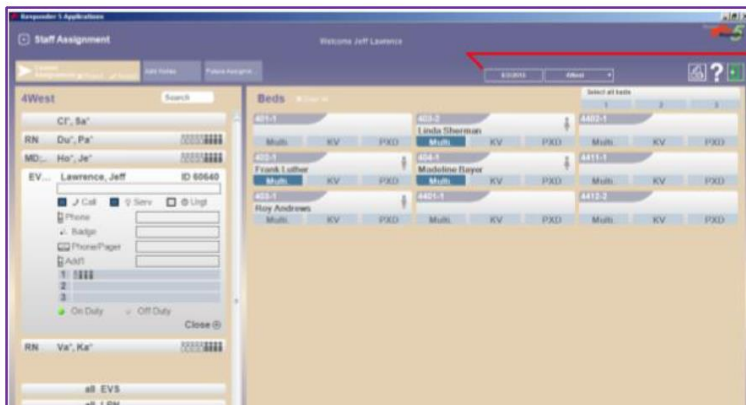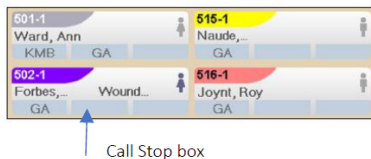
Call Stop box

7. Click the **name** you wish to assign (this highlights the name) and then click the **call stop box** of the room you are assigning. The staff member's initials appear in the selected call stop.
   - PCTs are assigned the first call stop.
   - RNs are assigned the second call stop.
   - Charge Nurses are assigned the third call stop.

8. Click **Accept**. All accepted assignments appear in gray.

- ## Assign a Charge Nurse to **All** Rooms

Follow steps 1 through 4 and then:
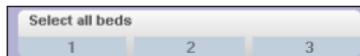
Click **the name** to assign (highlight the name) and then click the **call stop** box in the *Select all beds* (top right). This assigns the caregiver to all rooms.
   - Remember to assign PCTs to the first call stop, RNs to the second, and Charge Nurses to the third.

Click **Accept**.

Update Assignments in *Current Assignment* View

You can update or assign current coverage to one or more call stops from the Current Assignment view.
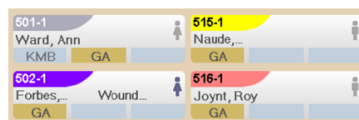
- ## Clear an assignment

1. Locate the assignment you wish to clear in the Beds Pane.

2. Double-click the **call stop** assignment. The field clears.

- ## Add an assignment

1. Click the staff member's **name** in the Staff Directory pane.

2. Click on one or more **stops** in the Beds pane. The staff member's initials will appear in the selected call stop.
3. Click **Accept** when you are finished.

Logging Off Staff at the End of a Shift

1. Go to the *Current Assignment* screen.
2. Double-click on the individual's **name**. Click **Off Duty**.
   The staff member's name is removed from the Current Assignment Staff List.