

Nurse schedule: week of 2026-09-07

A weekly nursing rota with a coverage row that checks the nurses on the floor against the census in the beds.

Nurse	Role	Licence expires	Mon 09-07	Tue 09-08	Wed 09-09	Thu 09-10	Fri 09-11	Sat 09-12	Sun 09-13	Shifts
Ana Reyes (example, overwrite)	RN	2027-03-31	D	D			N	N		
Bola Adeyemi (example, overwrite)	RN	2026-09-14			D	D	D			
Cara Whitfield (example, overwrite)	LPN	2027-01-06	N	N	N					
Patients per nurse (day): edit this	5	The ratio your unit is held to.								
Day-shift census: enter each day		Patients on the unit								
RNs and LPNs scheduled (day)		Counted from the grid								
Nurses required (day)		Census ÷ ratio, rounded up								
Over / under (day)		Negative means short								
Night-shift nurses scheduled		Counted from the grid								

How to use this sheet

1. Shift codes: D = day, N = night, OC = on call, PTO = approved time off. Leave a cell empty for a day off.
2. Overwrite the three example rows. The Shifts column, the scheduled counts and the over/under row are formulas; they recalculate as you type.
3. Enter the day-shift census per day and the ratio in cell B19. Nurses required is census ÷ ratio, rounded up. A negative over/under is a day you are short.
4. The licence expiry column is a date you maintain by hand. A spreadsheet will not check it, and it will not stop you scheduling someone whose licence has lapsed; it cannot know.
5. Ratios differ by unit, by state and by shift. This sheet applies whatever ratio you put in B19; it does not know which one you are held to.