

(1) 4 週

(2) 予定

(3)事業所における常勤の従業者が勤務すべき時間数 40 時間/週 160 時間/月

当月の日数 30 日

(4) 事業所全体のサービス提供単位数 1 単位

1 単位目

(5) 当該サービス提供単位のサービス提供時間 ~ (計 0 時間)

| No                        | (6)<br>職 種 | (7)<br>勤務<br>形態 | (8)<br>資 格 | (9) 氏 名 |                     | (10)   |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         | (11) 1～4週目<br>の勤務時間数<br>合計 | (12)<br>週平均<br>勤務時間<br>数 | (13) 兼務状況<br>(兼務先及び兼務する<br>職務の内容) 等 |     |  |  |  |
|---------------------------|------------|-----------------|------------|---------|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------------------|--------------------------|-------------------------------------|-----|--|--|--|
|                           |            |                 |            |         |                     | 1週目    |        |        |        |        |        |        | 2週目    |        |         |         |         |         |         | 3週目     |         |         |         |         |         |         | 4週目     |         |         |         |         |         |         |                            |                          |                                     | 5週目 |  |  |  |
|                           |            |                 |            |         |                     | 1<br>月 | 2<br>火 | 3<br>水 | 4<br>木 | 5<br>金 | 6<br>土 | 7<br>日 | 8<br>月 | 9<br>火 | 10<br>水 | 11<br>木 | 12<br>金 | 13<br>土 | 14<br>日 | 15<br>月 | 16<br>火 | 17<br>水 | 18<br>木 | 19<br>金 | 20<br>土 | 21<br>日 | 22<br>月 | 23<br>火 | 24<br>水 | 25<br>木 | 26<br>金 | 27<br>土 | 28<br>日 |                            |                          |                                     |     |  |  |  |
| 1                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 2                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 3                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 4                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 5                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 6                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 7                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 8                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 9                         |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 10                        |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 11                        |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 12                        |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| 13                        |            |                 |            |         | シフト記号               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | 勤務時間数               |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            |         | サービス提供時間内<br>の勤務時間数 |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| (14) サービス提供時間内<br>の勤務延時間数 |            |                 |            | 生活相談員   |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            | 看護職員    |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            | 介護職員    |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| (15) 利用者数                 |            |                 |            |         |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| (16) サービス提供時間（平均提供時間）     |            |                 |            |         |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
| (参考)<br>(17) 1日の職種別人員内訳   |            |                 |            | 生活相談員   |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            | 看護職員    |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            | 介護職員    |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |
|                           |            |                 |            | 機能訓練指導員 |                     |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |                            |                          |                                     |     |  |  |  |