



PATIENT CARE SERVICES ADMINISTRATIVE POLICY AND PROCEDURE

SECTION # 200

POLICY # 208

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TITLE: STAFFING/SCHEDULE OF NURSING PERSONNEL		
Date Effective: 8/89	Date Reviewed/Revised: 7/11	Revision # 7
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Reference/Key Words:		

SECTION 1. PURPOSE

- 1.1 To define a method to ensure staffing levels by classification are maintained consistent with patient care needs.
- 1.2 To describe the method utilized to maintain staffing levels consistent with patient's acuity level.

SECTION 2. POLICY

- 2.1 Scheduling of nursing personnel will be done in four (4) week blocks to meet patient care needs in accordance with the approved hours of care of each individual nursing unit. Schedule must be posted at least 10 days prior to staff schedule.
- 2.2 Per Diem personnel will be assigned on a shift by shift basis. Per Diem personnel scheduled, but in excess of patient care needs, will be canceled two (2) hours to the start of the on-coming shift.
- 2.3 Staffing coverage will be provided to meet patient care needs in accordance with patient acuity and the approved hours of care on each individual nursing unit on a shift by shift basis. Assignment of personnel will be on the following priorities:
 - 2.3.1 Coverage through adjustment of existing scheduled personnel as arranged in conjunction with the Clinical Director/Unit Manager/Assistant Unit Manager/Designate.

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- 2.3.2 Utilization of regularly scheduled part-time personnel requesting to work additional shifts, not to exceed forty (40) hours per week.
- 2.3.3 Utilization of Per Diem personnel.
- 2.3.4 Utilization of personnel requesting to work overtime after obtaining authorization from appropriate Clinical Director/Unit Manager/Assistant Unit Manager/Designate.

SECTION 3. RESPONSIBILITY

- 3.1 The Unit Manager of each nursing unit will be responsible for completing the four (4) week schedule for the regularly scheduled full – time, part – time, and per diem personnel on his/her unit. Schedule must be posted 10 days prior to date schedule begins.
- 3.2 The Unit Manager will be responsible for:
 - 3.2.1 Working collaboratively with the Clinical Director to correct any variances.
 - 3.2.2 Coordinating and posting schedules of personnel.
 - 3.2.3 Identifying projected staffing needs for a four (4) week period based on the average daily census and approved hours of care of each individual nursing unit.
 - 3.2.4 Maintaining a daily record of assigned staff by classification on a shift by shift basis.
 - 3.2.5 Informing the Clinical Director of any variances and adjusts staffing composition as advised.
 - 3.2.6 Documenting the current census, and acuity, on the staffing assignment sheet for each unit, on a shift by shift basis.
 - 3.2.7 Utilizing the staffing guidelines, and adjusting the composition of staffing to reflect the nursing unit's individual acuity.
 - 3.2.8 Working in collaboration with the Staffing Office, will assure that staff members are floated to appropriate unit and/or obtain late call personnel as need arises (i.e., replacement of unexpected absenteeism, change in patients acuity, or unexpected admissions/discharges).

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SECTION 4. PROCEDURE

- 4.1 The Unit Manager will prepare and submit a four (4) week schedule in the Optilink and post in the units master schedule book.
- 4.2 The Staffing Specialist will edit approved schedules changes in the Optilink on a daily basis when changes occur (i.e., illness, absence, approved overtime and extra shifts, etc.).
- 4.3 In the event that the planned staffing is in excess of patient care needs. Cancellation will occur in the following order:
 - 4.3.1 Registry.
 - 4.3.2 Personnel working overtime.
 - 4.3.3 Volunteers for an HCD
 - 4.3.4 Per Diem Personnel.
 - 4.3.5 Part-time Personnel.
 - 4.3.6 Full – time Personnel.