

VAN WERT COUNTY HOSPITAL

Policy: Nursing

No: N 6 - 06

Issue Date: 12/08

By: VP Nursing

No. of pages: 2

Reviewed: 3-12, 11-10

Revised: 3-12

Distribution List: All Nursing Departments

Concurrence: Professional Practice Steering Team

Subject: Nursing Department Staffing Plan

Purpose: The Nursing Care Committee is a sub-committee of the Professional Practice Steering Team and is to provide a collaborative effort for establishing a written nursing services staffing plan for inpatient care areas. The staffing plan is to be evidence-based and reflect current standards established by private accreditation organizations (The Joint Commission) or government entities. The staffing plan is to ensure staff is competent to meet patient needs.

Nursing Care Committee Composition / Structure:

- 1) The hospital's chief nursing officer (chair).
- 2) At least 50% of the committee membership consists of registered nurses who provide direct patient care (of whom one will co-chair).
- 3) The number of registered nurses on the committee must be sufficient to provide adequate representation of all types of nursing services.
- 4) The chief nursing officer will select committee members.
 - a. Members shall demonstrate evidence of professional characteristics including: potential for leadership, dedication to continuous performance improvement, good interpersonal skills and communication skills, flexibility, eagerness to improve the professional practice and patient care environment at Van Wert County Hospital.
- 5) Decisions will be made using the consensus model.

Duties of Committee:

- 1) Review and evaluate existing staffing plans
- 2) Recommend a staffing plan that is consistent with current standards established by private accreditation organizations or government entities and include:
 - a. Selection, implementation, and evaluation of minimum staffing levels for all inpatient care units that ensure that the hospital has a staff of competent nurses with the specialized skills needed to meet patient needs in accordance with evidence-based safe nurse staffing standards.
 - b. The complexity of complete care, assessment an patient admission, volume of patient admissions, discharges and transfers, evaluation of the

progress of patient's problems, the amount of time needed for patient education, ongoing physical assessments, planning for a patient's discharge, assessment after a change in patient condition, and assessment of the need for patient referrals.

- c. Patient acuity and the number of patients cared for.
- d. The need for ongoing assessments of a unit's patients and its nursing staff levels.
- e. The hospital's policy for identifying additional nurses who can provide direct patient care when patients' unexpected needs exceed the planned workload for direct care staff.
- f. The committee member who is the chief nursing officer of the hospital establishes a mechanism for obtaining input from nurses in all inpatient care units who provide direct patient care regarding what should be included in the staffing plan recommendations.
- g. Committee members are expected to attend meetings, participate, and bring ideas and clinical expertise. Serve as liaison for clinical areas to facilitate two-way communication between units and committee. And, assist with literature and data review related to evidence-based safe staffing standards and nurse sensitive patient outcome indicators.

Yearly Review: At least once a year the committee will:

- 1. Review how the most current nursing services staffing plan affects:
 - a. Inpatient care outcomes (UTI rates, pt. falls)
 - b. Clinical management (core measures, med errors)
 - c. Facilitates a delivery system that provides, on a cost-effective basis, quality nursing care consistent with acceptable and prevailing standards of safe nursing care and evidenced-based guidelines established by national nursing organizations.
- 3) Make recommendations, based on the most recent review, regarding how the most current staffing plan should be revised, if at all.

Access to the Staffing Plan: The hospital provides copies of its nursing services staffing plan as follows:

- 1) Free of charge to each member of the hospital's nursing staff.
- 2) For a fee, not exceeding actual copying costs, to any person who requests a copy.
- 3) A notice is posted in a conspicuous location in the hospital informing the public of the availability of the staffing plan. The notice include who to contact to review or obtain a copy of the plan.
- 4) The staffing plan, associated matrix(s), and other supporting documents are available on the hospital's web site.

Reference:

- Final Analysis Sub H.B. 346; Jeffery Bernard: Legislative Service Commission.
- Professional Staffing References: ANA; ENA; AWHONN; AORN; ASPEN; AACN