
Diagnostic Services – Department of Radiology – Nursing Division

SUBJECT/TITLE: Nursing Staffing Plan and Structure

PURPOSE: To ensure that an adequate number of RN's competent in IV placement, patient monitoring and procedural sedation are available to meet patient needs. To ensure that an adequate number of NAs competent in patient screening and recovery and/or patient transportation are available to meet patient needs.

DEFINITION:

BACKGROUND:

POLICY:

PROCEDURE: ADMINISTRATION AND ORGANIZATION

A. Administrative Support to Radiology Nursing

The Nurse Manager collaborates with the administrative and clinical staff to provide and maintain patient care standards. Overall management of Radiology Nursing staff is the responsibility of the Nurse Manager, with supervision, direction and support by the Technical Director, Radiology. Consultation for clinical issues and communication specific to nursing practice provided by the Director for the Intensive and Surgical Services Division and supporting committees within the Department of Nursing. Collaboration with physicians and administration takes place periodically through formal and informal meetings.

The Nurse Manager educational requirement and job description is consistent with that of the Department of Nursing. In the absence of the Nurse Manager a designated staff nurse RN may assume responsibilities when necessary.

B. The Medical Director of the Department of Radiology is Dr. Collin Derdeyn.

C. In all other general matters, Radiology Nursing follows the Department of Nursing policies and Hospital wide policies.

- A. The basic Radiology Nursing staff requirements will be based on:
1. Patient census (e.g., Number of physicians performing procedures)
 2. Patient acuity
 3. Experience and competency of nursing personnel
 4. One charge nurse, one nursing assistant and one-seven nurses (based on census and acuity) provide coverage in the interventional radiology area during the hours of 0700-2100 Monday-Friday. Staff nurses and nursing assistants also provided coverage for the CT Prep area and peripheral procedure recoveries Monday-Friday 0700-1530. Hours after those listed above are covered via on-call coverage. Refer to Radiology On-Call policy for interventional radiology.
 5. Nursing Assistants provide patient transportation Monday-Friday 0700-1930 and weekends 0800-1930.
- B. Staffing needs will be reviewed and assessed each shift and PRN by the Nurse Manager or designee with consideration for:
1. Patient census
 2. Anticipated recoveries
 3. Patient acuity
 4. Sedation/monitoring experience and competency of nursing personnel
 5. Non-patient care activities scheduled (e.g., staff meetings, inservices, committee meetings)
 6. Number of procedures being completed in the department
- C. The allocations and basic Radiology staffing requirement will be reviewed on an annual basis by the NM and Technical Director in conjunction with the budgeting process.

ORIENTATION / COMPETENCY

- A. All Radiology Unit staff will complete hospital and unit orientation programs which are structured, formalized, and individualized.
- B. All staff will have an additional period of review at the end of the orientation period based on the Radiology Unit standards, nursing responsibilities for the specific patient population, and identified learning needs of the new staff member.
- C. All staff will participate in ongoing educational events; inservices; and annual competency review within the Department of Nursing and on the Radiology Unit.

These educational activities will be based on routine and new responsibilities of nursing staff, identified learning needs, and data from patient care review activities.

D. Educational records will be maintained by the Nurse Manager.

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