

UNIVERSITY MEDICAL CENTER OF SOUTHERN NEVADA
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT: Staffing Committee (Nursing)		ADMINISTRATIVE APPROVAL:	
EFFECTIVE: 12/09	REVISED: New		
POLICY #: I-191			
AFFECTS: All Nursing Departments			

PURPOSE:

The hospital administration and staff recognize the importance of adequate staffing in providing the highest quality of patient care. To that end, the hospital shall comply with all lawful staffing guidelines and evaluate effectiveness of staffing based on well-established and recognized criteria. The hospital recognizes that quality and safe patient care is the first and primary concern of all staff, and that this mutually shared goal is best served by having hospital management and employees working together to examine the most effective and efficient means of providing quality patient care

POLICY

At UMC the Patient Care Advisory Committee, as established by the University Medical Center and Service Employees International Union Agreement, functions as the Nursing Staffing Committee.

The Staffing Committee as established in accordance with NRS449:

- Memberships shall be compromised of no more than one-half appointed by hospital administration and no more than one-half direct patient care nurses.
- Include the Chief Executive Nurse as one of the management representatives
- Meet at least quarterly
- Members will receive regular straight time, hourly compensation for their time spent in Staffing Committee meetings

The Staffing Plan Matrix must include by law, NRS 449;

- A detailed written plan setting forth the number, skill mix
- Classification of licensed nurses required in each unit (nursing)
- Take into account the experience of the clinical and non-clinical support staff with whom the nurses collaborate, supervise or otherwise delegate assignments.
- A documented staffing plan must provide sufficient flexibility to allow for adjustments based upon changes in the unit.

The Staffing Plan as written in the individual Unit –Department Manual Profile must include by law, NRS 449:

- A description of the types of patients who are treated in each unit, including, without limitation, the type of care required by the patients.

- A description of the activities in each unit, including, without limitation, discharges, transfers and admissions.
- A description of the size and geography of each unit.
- A description of any specialized equipment and technology available for each unit; and
- Any foreseeable changes in the size or function of each unit. (may be found in the Annual Performance Improvement & Patient Safety Document).

PROCEDURE:

The committee shall establish guidelines under which it will function. The following shall include, but not be limited to:

- Method of recording, maintaining, distributing and approving minutes
- Distribution method of meeting agenda in advance of the scheduled meeting
- Length, frequency, and scheduling of meetings
- Procedure for responding to employee(s) who bring forth issues before the committee
- Identification of oppositions (chairperson, secretary, etc...), method of selecting individuals to fill these positions and the term of assignment
- How decisions will be made (i.e., majority rule or consensus)
- Method of reporting findings and recommendations to the Labor/Management Committee, the Union, employees, and Administration
- Any joint recommendations arrived at shall be promptly forwarded to the administrative council.

Other considerations the committee may review as established by the UMC/SEIU Agreement may include the following objectives:

- To work toward the improvement of patient care and to recommend ways and means to improve patient care
- To review patient care standards relating to staffing
- To develop a method of classifying patients according to acuity of illness
- To address problems and concerns relating to staffing and work loads
- Review and discuss methods of reducing the cost of providing high quality patient care;
- To discuss other concerns of mutual interest as they relate to patient care

REPORTING:

- The Chief Nursing Officer will ensure that a written report is prepared concerning the establishment of the staffing committee, the activities and progress of the staffing committee and a determination of the efficacy of the staffing committee.
- The CNE or designee shall submit the report to the Nevada Hospital Association on or before December 15th.
- The Nevada Hospital Association will be responsible for submitting the reports on or before December 31st of each even numbered year to the Director of the Legislative Counsel Bureau for transmission to the next regular session of the legislature and in odd numbered years to the Legislative Committee on Health Care.

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REFERENCES:

University Medical Center & Service Employees International Union Agreement, Article 34
NRS Chapter 449 Section 2-13