

SB362
SUBMIT BY DECEMBER 31 EACH YEAR
STAFFING COMMITTEE SUMMARY REPORT
TEMPLATE SAMPLE

Hospital Name: Seven Hills Hospital
Address: 3021 W. Horizon Ridge Pkwy.
City: Henderson **State:** NV **Zip Code:** 89052
Telephone with Area Code: 702-646-5000

Staffing Committee Established: Yes

Committee Composition: Russ Park, CNO Ruby Raynor, C.N.A. Curtis Cochrane, C.N.A. Benito Moreno, MHT
Bernadette Marasigan, RN Aqil El-Amin, LPN Jimmy Rodriguez, C.N.A.
Marta Estrada, MHT Hattie Gatal, MHT Junette Austria, RN
Corey Williams, MHT Liz Castaneres, RN Rhonda Ricote, RN

Committee Meeting Frequency: Quarterly

Committee Activities:

- Potential Staffing Levels for New Service Lines
- Discuss trends based off of fluctuating ADC's during different times of the day and days of the week.
- Methods of improving patient care
- Discuss and consider the number of refusals and objections to work assignments, review why, and examine trends
- Review timeliness of response to licensed nurse/CNAs, how they were addressed, and examine trends
- Patient Load Issue
- Float Issue
- Staffing plan review

Committee Efficacy:

- Discuss and communicate decisions across the organization
- Create dialogue between front line staff and admin during the planning process
- Patient Load Solution - Hired a certified wound care nurse to alleviate workload for staff
- Float Solution - Developed a specialty float pool to provide patient care based on unit need

ATTACH STAFFING COMMITTEE POLICY
ATTACH STAFFING COMMITTEE MINUTES

Signature of Responsible Party: Signed by Management and a Bedside Staff licensed nurse/CNA

R. Ricote - RN

Quander / R. Park

STAFFING COMMITTEE MEETING			
Date	Attendees:	Absent Memebers:	Recorder
3/20/18 1800	Rustin Park, CNO Bernadette Marasigan, Nurse Manager Marta Estrada, Nursing Admin Asst Ruby Rayner, C.N.A. Corey Williams, MHT Aqil El-Amin, LPN Hattie Gatal, MHT Liz Castaneres, RN		Rustin Park
Location			Performance Improvement/ Risk Manager observed
Seven Hills Hospital 2 nd Floor Room 206			

Approval Signature	
Rustin Park, CNO	DATE

Item(s) to be voted on:	Responsible Party	Discussion	Follow Up	Action
A. Minutes from Training	ALL			Closed
B. Policies and Procedures / Forms	Rustin Park D.O.N	The following Forms/Policies were reviewed and discussed: Refusal of work assignment The Staffing Grid	Staffing grid needs to include 3 rd shift and an email to the NHA to find out deadline to submit this year's grid. Staffing committee reviewed objection and refusals for new members to be familiar	11/10/2015 Closed

Standing Agenda

	Responsible Party	Discussion	Follow Up	Action
A. Review of SB 362	Russ			
B. Review of the Staffing Plan in place	Marta	Spike in census identified early January and February leading to roughly 15% increase in patients. Staffing has held proportionally with the rise in census although the majority relied on heavy overtime usage.	Russ to create a push towards higher recruitment activities targeting both MHT and RN's.	Closed
C. Review of Staffing Schedule	Russ			Closed
D. Review of Refusal of work assignment	Russ/Marta	There were 1 staff refusals or objection's reported this quarter.	A PRN staff member who typically works Generations was assigned to a different unit. She refused to work on another assignment and planned to leave the hospital. Another RN agreed to voluntarily switch.	Closed Closed

				Current
E. Election of New Members	All	Concerns about attendance—Of the original 10 that were elected, 5 are in attendance.	Continue tracking attendance of committee.	Closed
F. Open Discussion	All	Discussed current patient classification approaches to include Precautions and observation status' in estimating nursing staff workload. Discussed acuity leading to transfer to PICU and Generations.	Seek opportunity to educate staff on Unit to Unit transfer and medicating prior to transfer when necessary.	Closed
G. Staffing Suggestions	All			1/21/2016

Adjournment		
Adjourned	1900 hours	
Next Meeting		

SEVEN HILLS HOSPITAL

Meeting Minutes

6/27/2018 @ 1800 | Meeting called to order by Russ Park, CNO

In Attendance

Russ Park, CNO, RN
Bernadette Marasigan, Interim Nurse Manager, RN
Ruby Raynor, C.N.A.
Corey Williams, MHT
Aqil El-Amin, LPN
Hattie Gatal, MHT
Liz Castanares, RN

Not in Attendance

Noemi Narciso, RN Bldg A
Curtis Cochran, C.N.A. Bldg B
Jimmy Rodriguez, C.N.A. Bldg B
Junette Austria, RN Bldg C
Rodney Thomas, RN Float Pool
Benito Moreno, MHT Bldg A
Rhonda Ricote, RN

Review & Approval of Minutes

Minutes from the 3/20/2018 meeting were reviewed and approved.

Election and Approvals of Committee Membership

No new members.

Review of SB 482

No new updates to the bill at this time.

Review of the Staffing Reports

- Discussed the need to emphasize patients must be stabilized and/or medicated prior to transferred to higher acuity unit.

- Discussed the need to emphasize therapeutic report vs. medicating clients.
 - Venessa to consider during CPI Training.

Policy Review

POC-107: Staffing Plan

POC-108: Objection to Work Assignment Policy-No Updates

POC-109: Refusal to Work Policy

POC-110: Staffing Committee Policy-No Updates

Announcements

- Nursing Admin has been supporting AZ facility in recent months with objectives recently obtained.

Next Meeting

August 2018

SEVEN HILLS HOSPITAL

Meeting Minutes

7/25/2018 @ 1800 | Meeting called to order by Russ Park, CNO

In Attendance

Russ Park, CNO, RN
Bernadette Marasigan, Interim Nurse Manager, RN
Ruby Raynor, C.N.A.
Corey Williams, MHT
Aqil El-Amin, LPN
Hattie Gatal, MHT
Liz Castanares, RN

Not in Attendance

Noemi Narciso, RN Bldg A
Curtis Cochran, C.N.A. Bldg B
Jimmy Rodriguez, C.N.A. Bldg B
Junette Austria, RN Bldg C
Rodney Thomas, RN Float Pool
Benito Moreno, MHT Bldg A
Rhonda Ricote, RN

Review & Approval of Minutes

Minutes from the 7/25/2018 meeting were reviewed and approved.

Election and Approvals of Committee Membership

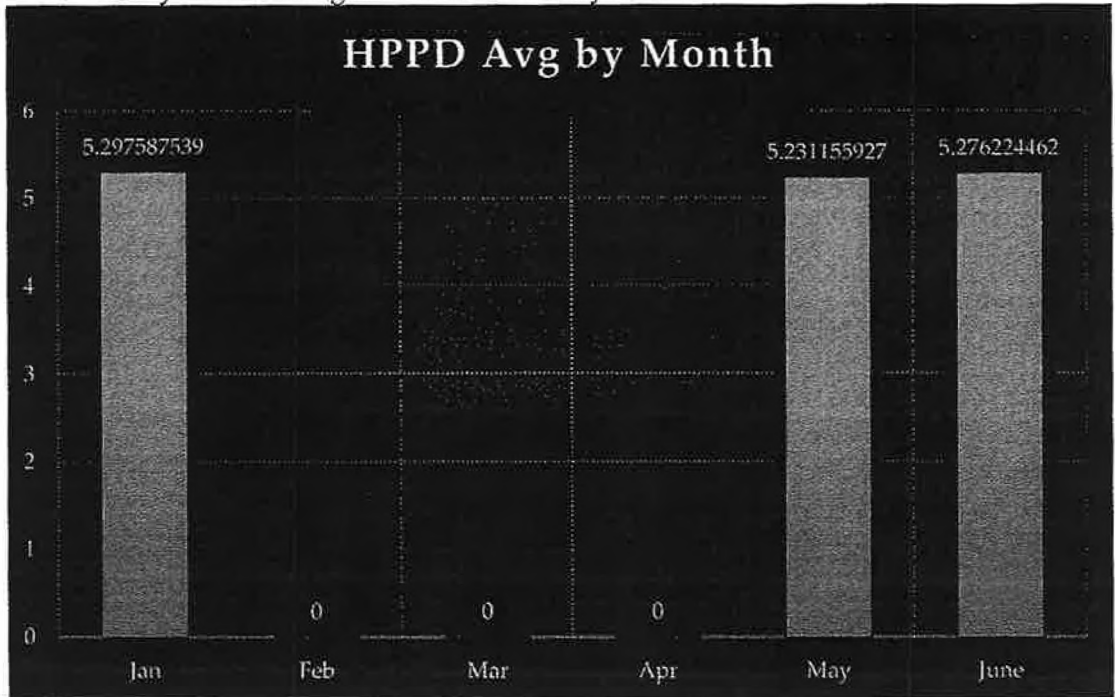
No new members.

Review of SB 482

No new updates to the bill at this time.

Review of the Staffing Reports

- Staffing from data in Jan, May, and Jun indicate consistent staffing although slightly higher than the goal of 5.15 hours per patient day. (Data was not collected during Feb, Mar, and Apr d/t admin's collaborative work with a sister facility.
 - Likely related to higher increase in acuity volume.



- Refusal to Work
 - No forms completed.

Policy Review

POC-107: Staffing Plan

- February 2018, minor updates were made to include updated titles and reporting route to include staffing patterns to the Staffing Committee.

POC-108: Objection to Work Assignment Policy-No Updates

POC-109: Refusal to Work Policy

- Plan: Work on promoting completion of the form through House Supervisors—will add to agenda in Nursing Leadership.

POC-110: Staffing Committee Policy-No Updates

Announcements

Next Meeting

4th Quarter—November 2018

SEVEN HILLS HOSPITAL

Meeting Minutes

11/20/2018 @ 1800 | Meeting called to order by Russ Park, CNO

In Attendance

Russ Park, CNO, RN
Marian Pascua, ADON, RN
Bernadette Marasigan, Interim Nurse Manager, RN
Benito Moreno, MHT Bldg A
Curtis Cochrane, C.N.A. Bldg B
Rhonda Ricote, RN Bldg C
Hattie Gatal, MHT Bldg C

Not in Attendance

Aqil El-Amin, LPN Bldg B
Liz Castanares, RN Bldg C

No Longer Employed

Ruby Raynor, C.N.A. Bldg B
Corey Williams, MHT Bldg B
Noemi Narciso, RN Bldg A
Jimmy Rodriguez, C.N.A. Bldg B
Junette Austria, RN Bldg C
Rodney Thomas, RN Float Pool

Review & Approval of Minutes

- Venessa to compile meeting minutes in the future.

Election and Approvals of Committee Membership

No new members.

- New elections to be posted to replace outgoing staff.

Review of SB 482

No new updates to the bill at this time.

Review of the Staffing Reports

- Efforts currently underway to hire more dayshift staff to include RN's and MHT's.
- Projected December staffing levels as follows
 - RN's
 - Days 95%
 - Nights 83%
 - MHT's and CNA's
 - Days 75%
 - Nights 76%
 - Staffing levels are appropriate as current ADC has been fluctuating between 80-110.

Policy Review

- Staffing plan to be revised as Eating Disorder Unit comes online. This is scheduled for Feb 2019.
- Committee decided to allow male staff on the Eating Disorder Unit as long as there is a female staff as well.

Announcements

Next Meeting

Q1 2019

Title: Staffing Committee		Procedure Number: POC-110
Issue Date: 9/18/13	Revision Date: 10/29/13, 11/14/13, 1/10/17, 2/1/18	

POLICY:

A Staffing Committee is required as a condition of licensure for a health care facility in a county whose population is 100,000 or more AND is licensed to have more than 70 beds.

PURPOSE:

A Staffing Committee has been established which is responsible for soliciting and receiving input from nursing staff on the development, on-going monitoring, and evaluation of the staffing plan. The Adult Psychiatric, Adult Detox, Adult Rehab, Geriatric psychiatric/detox and Adolescent psychiatric/detox patient care areas are represented on the committee through the Nursing bedside staff. The Staffing Committee meets on a quarterly basis or more often if a need or staffing concern is identified.

PROCEDURE:

I: The Committee:

- a) Consist of not less than one half of its total members from the licensed nursing staff and a minimum of 1 Certified Nursing Assistant (CNA) or Mental Health Tech(MHT) who provide direct nursing care
- b) Adopts and disseminates a policy to licensed nursing staff, MHTs and CNAs concerning a staffing plan, refusal and objection of work assignment
- c) Meets at least quarterly
- d) Considers the requests to refuse and object to work assignment and how they are addressed in the written policy and staffing
- e) Prepares an annual written report concerning the establishment of the staffing committee, activities, progress and efficacy of the staffing committee.

Title: Staffing Committee		Procedure Number: POC-110
Issue Date: 9/18/13	Revision Date: 10/29/13, 11/14/13, 1/10/17, 2/1/18	

II. The staffing committee will aggregate data it receives from staff objection/refusal to work on a quarterly basis. The staffing committee will identify trends and set forth a plan of action to resolve pattern issues.

The committee shall establish guidelines under which it will function which includes but is not limited to:

- a) Method of recording, maintaining, distributing and approving minutes
- b) Distribution method of meeting agenda in advance of the scheduled meeting
- c) Length, frequency, and scheduling of meetings
- d) Procedure for responding to employee(s) who bring forth issues before the committee
- e) How decisions will be made
- f) Method of reporting findings and recommendations

III. Staffing Committee Agenda will include but is not limited to:

- a) Procedures and processes to conduct the business, vote and resolve disagreements.
- b) Review of SB362 and applicable administrative rules;
- c) Review of current hospital staffing and the current staffing plan in place, including review of staffing by unit and specialty and review of any staffing plan critique or evaluations that have been conducted.
- d) Review of nurse staffing reports.
- e) Review of relief staffing protocols, time off replacement procedures;
- f) Review of patient classification approaches and nursing staff work load estimates;
- g) Review of procedures for diversion or limitation on patient admission and utilization of those procedures.
- h) Review of data related to nurse staff sensitive patient outcomes.