

 	NSG.001 Staffing Committee Charter
Last Reviewed: (11/2013); 11/2014; 11/2016; 12/2017; 11/2018; 01/2019; 12/2019; 11/2020; 09/2021; 01/2023	Replaces Policy Dated: 11/2013; 11/2014; 11/2016; 12/2017; 11/2018; 01/2019; 12/2019; 11/2020; 09/2021
HCA Effective Date: N/A	Approved by BOT: 11/2014; 11/2016; 01/2018; 02/2019; 12/2019; 11/2020; 11/2021; 02/2023
Submitted by: Senior Nursing Leadership	Page 1 of 3

PURPOSE

Provide guidelines, define activities, and responsibilities of the Staffing Committee

SCOPE

All nursing personnel and administration

POLICY

- A. Staffing Committee has been formed to address issues and concerns of Registered Nurse (RN) staff and Patient Care Technicians (PCT) who provide direct nursing care and management of Sunrise Hospital & Medical Center | Sunrise Children's Hospital (SHMC|SCH).

Staffing Committee

- A. Nevada Revised Statutes (NRS) **449.242 Establishment of staffing committee by certain hospitals in larger counties; membership; duty to develop documented staffing plan; duty to consider certain requests; quarterly meetings; reporting to Legislature.**
- B. Each hospital located in a county whose population is 100,000 or more and which is licensed to have greater than (>) 70 beds shall establish a staffing committee to develop a written policy as required pursuant to [NRS 449.2423](#) , and a documented staffing plan as required pursuant to [NRS 449.2421](#).

Service Line(s)/Units as defined by NRS 449.2418

- A. See: [ORG.2401 Nursing Services Staffing Plan](#)
- B. Identified as:
1. Adult Medical-Surgical (including Rehabilitation and Outpatient Observation)
 2. Surgical and Diagnostic Services
 3. Women's and Children's Services
 4. Emergency Department / Critical Care

Staffing Committee

- A. Must consist of:
1. Not less than (<) one-half (1/2) of the total regular members of the staffing committee from the licensed RN staff and PCTs who are providing direct patient care at hospital.
- B. Members described in this paragraph must consist of,
1. One (1) member representing each service line of the hospital who is a licensed RN who provides direct patient care on that service line, elected by the licensed RN staff who provide direct patient care on the service line that the member will represent.
 2. One (1) member representing each service line of the hospital who is a PCT

- who provides direct patient care on that service line, elected by the PCTs who provide direct patient care on the service line that the member will represent.
- C. **NRS 449.2418 “Unit” defined.**
1. “Unit” means a component within a health care facility for providing patient care.
 - a. Added to NRS by [2009, 2024](#)
- D. **NRS 449.2421 Certain health care facilities in larger counties required to make available to Division written policy that allows refusal of or objection to work assignments and documented staffing plan; requirements of staffing plan and flexibility for adjustments.**
- E. As a condition of licensing, a health care facility located in a county whose population is 100,000 or more and which is licensed to have greater than (>) 70 beds shall make available to the Division a written policy adopted pursuant to [NRS 449.2423](#), a documented staffing plan and a written certification that the written policy and the documented staffing plan are adequate to meet the needs of the patients of the health care facility.
- F. If the health care facility is a hospital, the written policy and the documented staffing plan must:
1. Be signed by each member of the staffing committee of the hospital established pursuant to NRS 449.242, to indicate that the member has received a copy of the written policy and the staffing plan and, if applicable, actively participated in the development of the written policy and the staffing plan; and
 2. Include a place where a member of the staffing committee may note any objections to the written policy or the staffing plan.
- G. Members as represented by like units per **Service Line** to include:
1. One (1) member representing each service line of the hospital who is a RN who provides direct patient care on that service line elected by the RN staff who provide direct patient care on the service line that the member will represent.
 2. One (1) member representing each service line of the hospital who is a PCT who provides direct patient care on that service line, elected by the PCT who provide direct patient care on the service line that the member will represent.
 3. Not less than (<) one-half of the total regular members of the staffing committee appointed by the administration of the hospital.
 4. One (1) alternate member representing each service line of the hospital who is a RN or PCT who provides direct patient care on that service line, elected by the RN staff and PCTs who provide direct patient care on the service line that the member represents.
- H. Each time a new staffing committee is formed, the administration of the hospital shall hold an election to select the members as described above.
- I. Each RN and PCT who provides direct patient care at the hospital must be allowed at least three (3) days to vote for:
1. Regular member described above who will represent his or her service line and profession; *and*
 2. Alternate member who will represent his or her service line.
- J. If a vacancy occurs in a position on the Staffing Committee a new regular or alternate member, as applicable, must be elected in the same manner as their predecessor.
1. Staffing Committee vacancy due to:
 - a. Less than (<) 50% meeting attendance
 - b. Left the organization

- c. Change of position and no longer eligible
- K. Meeting occur quarterly and include:
 - 1. New policies published and / or reviewed
 - a. Each member receives a copy of the staffing plan
 - b. Each member can actively participate in the development of staffing plan
 - c. Each member may object to proposed plan
 - i. Objection(s) and approvals are noted in the meeting minutes.
- L. Meeting minutes can be found on:
 - 1. Sunrise Intranet ~ Departments ~ Chief Nursing Officer [CNO] ~ Shared Documents ~ Staffing Committee Meetings ~ Minutes ~ Year
- M. See: [COP.0524 Objection to Work Assignment \(ADO\)](#)
See: [COP.0531 Refusal of Work Assignment](#)
- N. Education on NRS 449.242 via HealthStream is provided at New Employee Orientation and annually

2024 State Staffing Committee Summary Report

Sunrise Hospital & Medical Center | Sunrise Children's Hospital

3186 S. Maryland Parkway Las Vegas, NV 89109

Staffing Committee Established: Yes

Committee Composition:

Administration/Leadership Staffing Committee Membership:

- Chief Nursing Officer (CNO)
- Assistant CNO (ACNO) Adult Hospital
- ACNO Children's Hospital
- Hospital Nursing Directors

Committee Members:

- Include RNs and Patient Care Technicians (PCT)s from our five (4) designated service lines:
 - Adult Medical-Surgical (including Rehabilitation and Outpatient Observation)
 - Surgical and Diagnostic Services
 - Women's and Children's Services
 - Emergency Department / Critical Care

Guest(s):

Nursing Director(s) as requested

Staff Participants		
Vianka Nunez, RN (ED) ED/Critical Care	Angelina Agbelety, PCT (OOU) Medical-Surgical/Rehab	Olivia Maxfield, RN (Peds) Women's & Children's
Asia Wallace, PCT (ED) ED/Critical Care	Kyle Bradshaw, RN (OR) Surgical Services	Kisha Krieg, PCT (CICU) Women's & Children's
Barbara Comeaux, RN (MSU) Medical-Surgical/Rehab	Martin Garcia-Nolasco, PCT (OR) Surgical Services	
Leadership Participants		
Annie Garcia CNO, Admin	Sarah Blazwich Director, NICU	Sharon Quarantello (Secretary) Manager, MIU
Bonnie Kuckenbecker (Chair) ACNO, Admin	Kristen Coy Director, Surgical Services	
Jim Jara Director, Critical Care	Geselle Lumaban-Corpuz Director, Med-Surg	

Committee Meeting Frequency: The staffing committee meets quarterly. Dates are established for the year and relayed during the initial meeting following elections.

Committee Activity:

- Discussed mission, vision and values of Sunrise. In addition, mission moments were shared of how our staff are making a difference in the lives of the patients we serve.
- Review of Policy NSG.001 Staffing Committee Charter
- Review of Policy ORG.2401 Nursing Services Staffing Plan
 - Approved with no changes
- 2023 (Nov) RN vacancy rate – 5.93% with 102 open RN positions
- 2024 (Nov) RN vacancy rate – 5.77% with 63 open RN positions

- Discussed and considered the number of refusals and objections to work assignments, reviewing concerns and examining possible trends.
 - 4Q 2023 – total 12
 - 1Q 2024 – total 10
 - 2Q 2024 – total 27
 - 3Q 2023 – total 8
- Discussed growth of the organization:
 - 30-bed Outpatient Observation unit to support overflow
 - Corporate Throughput committee to improve efficiency

Committee Efficacy:

The State Staffing Committee at Sunrise has been instrumental bringing forth challenges identified in each respective service line. In January we notified all RN's and PCT's of the upcoming elections and purpose of the State Staffing Committee. Staff were given 1-week to provide their input on department elections. Final selections were made via web-based survey. The Nominee Consent to Serve states, *"We believe that those who are closest to patient care are the best participants in how to improve health care outcome and the practice environment."* The staffing committees' purpose is to collaborate and promote a safe and healing environment for patients, staff and families; setting the platform for commitment and participation.

With a successful election process, our representatives were identified for Adult Medical Surgical, Surgical and Diagnostic Services, Women's and Children's Services and Emergency Department/Critical Care Services. The representatives were active participants who gave a voice to Crisis Standards of Care, staffing alternatives, teamwork and staff engagement.

All meetings began with the hospital mission and an opportunity to share mission moments connecting all back to purpose. As a standing agenda item, ADO's were discussed including action items to support the RN vacancy rate. ADO trends consisted of the following:

- Staffing out of ratio due to high acuity in the critical care units

- Exceeding hospital capacity requiring inpatient staff to float to overflow patient care areas
- PCT assignments

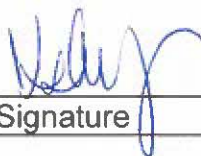
Action steps were taken to maintain our retention and recruitment strategies as our RN and PCT turnover rates are among the lowest in the company. Below is a summary:

- Employee Rounding monthly/quarterly depending on span of control
- Stoplight reports to close the loop on staff feedback/requests
- Employee engagement via Professional Practice Council and PCT Council
- Increased number of Clinical Support Coordinators to include both shifts
- Accountability of ongoing recognition from leaders in the form of points

Finally, to receive an overall understanding of the staffing objective, the minutes of the staffing Committee remain as a standing agenda item. This discussion provided cohesiveness to the staffing topics and helped to bridge the gap in understanding the correlation of staffing challenges and successes. As a result of our Recruitment and Retention efforts, we saw a significant drop in the number of ADOs received in 2024; going from 108 in 2023 down to 57 in 2024. In addition, overall nursing engagement has increased from 69% in May 2024 to 75% in Nov 2024.

Signature of Responsible Party(s):

James Jara		12-18-24
Print Name (Management)	Signature	Date

Kisha Krieg		12/18/24
Print Name (Bedside Staff RN/PCT)	Signature	Date

2024 State Staffing Committee Roster

Critical Care/Emergency Department RN

Main: Vianka Nunez RN (NSICU)

Alternate: Jocelyn Peterson RN (ED-Adult)

Critical Care/Emergency Department PCT

Main: Asia Wallace PCT (ED-Adult)

Alternate: Mark Ramilo PCT (CCU)

Adult Medical-Surgical/Rehab RN

Main: Silvia Hakime-Smith RN (MSU)

Alternate: Barbara Comeaux RN (AOS)

Adult Medical-Surgical/Rehab PCT

Main: Angelina Agbeletey PCT (OOU)

Alternate: Ana Leon PCT (MPU)

Surgical Services RN

Main: Kyle Bradshaw RN (Surgical Services)

Alternate: Sonia Lopez PCT (Surgical Services)

Surgical Services PCT

Main: Martin Garcia-Nolasco (PCT)

Alternate: Sonia Lopez PCT (Surgical Services)

Women's & Children's Services RN

Main: Olivia Maxfield RN (Peds)

Alternate: Chantal Chery PCT (NICU)

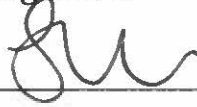
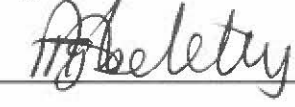
Women's & Children's Services PCT

Main: Kisha Krieg PCT (CICU)

Alternate: Chantal Chery PCT (NICU)

2024: State Staffing Committee Policy & Staffing Plan Review

I have reviewed the hospital Policy and Staffing Plan and have been given the opportunity to provide feedback and make recommendations as indicated below.

Printed Name Vianka Nunez	Signature 	Department NSICU
Comments:		
Printed Name SINIA Hakime	Signature 	Department MSU
Comments:		
Printed Name Angelina Agbelety	Signature 	Department OOU
Comments:		
Printed Name Olivia Maxfield	Signature 	Department Peds
Comments:		
Printed Name Martin Garcia-Nolasco	Signature 	Department PACU
Comments:		
Printed Name	Signature	Department
Comments:		