Scope: All Nursing Departments

Purpose: To bring Administration and the direct patient care provider together in order to continually review staffing guidelines and effectiveness.

Policy Statement:
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 management and employees working together to examine the most effective and efficient means of providing quality patient care.

A. Northern Nevada Medical Center has a Plan for the Provision of Patient Care (LD-117) that includes:

1. A description of the types of patients who are treated in each nursing unit and the activities in each unit, to include, without limitation, discharges, transfers and admissions.
2. A description of the size and geography of each unit.
3. A description of any specialized equipment and technology available for each unit.
4. Any foreseeable changes in the size or function of each unit.

B. The Scheduling, Staffing, Patient Classification, and Assignment Policy (601-S-115) addresses:

1. A detailed written plan setting for the number and skill mix required for each department.
2. Classification of licensed nurses required in each nursing department.
3. A process to account for the experience of the clinical and non-clinical support staff with whom the nurses collaborate, supervise or otherwise delegate assignment.

The assignment of staff to patients provides sufficient flexibility to allow for adjustments based upon changes within each nursing unit.

Procedure:
The Nurse Staffing Committee will be comprised of no more than one-half hospital administration and no more than one-half direct patient care nurses. The Chief Nurse will be one of the representatives.
The Nurse Staffing Committee will meet at least monthly. Once the committee is established and guidelines implemented the staff committee may move to quarterly meetings for maintenance, review and update of the nursing staffing plan.

The Nurse Staffing Committee will prepare a written annual report that provides overview of the staffing committee, the activities and progress of the staffing committee and a determination of the efficacy of the committee. This report will be submitted to the Nevada Hospital Association. The Nevada Hospital Association will forward this report on to the Director of the Legislative Counsel Bureau each even numbered year and to the Legislative Committee on Health Care during each odd numbered year.

The Nurse Staffing Committee will adhere to the following agenda:
1. Review and discuss methods of improving patient care;
2. Review an discuss methods of reducing the cost of providing high quality patient care;
3. Review and discuss issues related to workloads, including call off procedures;
4. Review and discuss issues related to the patient acuity classification system and staffing guidelines;
5. Review and discuss issues related to the hospital’s utilization of per diem employees;
6. Review and discuss issues related to floating, including orientation requirements for partner units;
7. Review and discuss issues related to nursing recruitment and retention;
8. Review and discuss measures to be taken to decreased or eliminate the need for mandatory overtime.

Additional Agenda Items

The Nurse Staffing Committee will work with Human Resource/Performance Improvement to assess staffing effectiveness by analyzing a minimum of two clinical/service indicators and a minimum of two human resource screening indicators. These indicators are established and recognized by The Joint Commission. The committee will agree on the indicators and will actively participate in the procedures to collect valid and reliable data as well as processes for submitting recommendations to management relating to topics within the purview of the Nurse Staffing Committee.
Dispute Resolution

The Nurse Staffing Committee will handle disputes as outlined in our Dispute Resolution Policy (HR-196).

APPROVAL – SIGNATURE PAGE

___________________________________________ Date
Chief Nursing Officer

___________________________________________ Date
CEO

___________________________________________ Date
Chair – Governing Board