POLICY STATEMENT:

West Hills Hospital administration and staff recognize the importance of adequate staffing in providing the highest quality of patient care. To that end, the Hospital will comply with all lawful staffing guidelines (NRS 449) and evaluate effectiveness of staffing based on established and recognized criteria (Such as The Joint Commission Staffing Effectiveness Standards).

PROCEDURE:

In recognition of providing the highest possible quality and safety of patient care, as well as the importance of maintaining the mutually shared goal of patient care with Hospital administration and nursing staff, a nursing staffing committee has been established.

1. The nursing staffing committee, made of one-half (1/2) (or 3) direct care nursing staff and one-half (1/2) (or 3) hospital administration, will meet quarterly at a minimum to review staffing effectiveness and any related issues. Results of this review will be shared through quarterly hospital board reports and annual Human Resource reporting.

2. A written report of the committee’s findings, submitted by the DON, will be sent on or before December 31st to the Director of Legislative Counsel Bureau on even numbered years and to the Legislative Committee on Health Care on odd numbered years.

2.1. The written report will include establishment of the committee, activities and progress of the staffing committee, and a determination of the efficacy of the staffing committee.

3. The hospital staffing plan will be reviewed and revised as needed. The staffing plan will set forth:

3.1 The number, skill mix and classification of licensed nurses required in each unit of the hospital. The experience of the clinical and non-clinical support staff with whom the nurses collaborate, supervise or otherwise delegate assignments will be taken into account;

3.2 A description of the types of patients who are treated in each unit, including, without limitation the type of care required by the patients;
3.3 A description of the activities in each unit, including, without limitation, discharges, transfers and admissions;
3.4 A description of the size and geography of each unit;
3.5 A description of any specialized equipment and technology for each unit;
3.6 Any foreseeable changes in the size or function of each unit;
3.7 Sufficient flexibility to allow for adjustments based upon changes in a unit of the hospital.

4. The nursing staffing committee will consider the following in monthly meetings:

4.1 Methods of improving patient care as it related to staffing;
4.2 Review and discuss assignments and workloads;
4.3 Review and discuss issues related to patient acuity and staffing factors;
4.4 Review and discuss issues related to per diem employees and agency staffing;
4.5 Review and discuss issues related to floating, including orientation requirements;
4.6 Review and discuss issues related to nursing recruitment and retention;
4.7 Review and discuss methods for reducing overtime.

5. The nursing staffing committee will assess staffing effectiveness by analyzing a minimum of two (2) clinical indicators and two (2) human resource indicators. Actions related to staffing will be taken as needed upon completion of this review. With any staffing disputes, the staffing committee will handle and resolve them by a two-thirds (2/3) majority.