

LIBERTYHEALTH SYSTEM

Jersey City Medical Center
Department of Patient Care Services

POLICY: Nurse Staffing Plan

Developed by: Patient Care Services

Approved:

Rita Smith,
Senior Vice President
Patient Care Services

Approved by Policy Committee: _____

Effective Date: October, 2010

Revised Date:

Distribution: All Nursing Units

Purpose: To provide guidelines for the staffing office/nurse managers to plan and implement schedules; and to appropriately utilize available resources to staff their unit

Policy/Procedure Statement:

I. Assessment of Unit Staffing Needs

A. Staffing Matrix

1. The Unit schedules are prepared by the nurse managers and submitted to the staffing office.
2. The staffing office is constantly assessing the unit staffing schedules, as far as three (3) days preceding the actual work date.
3. Staffing is scrutinized the day before and checked with the hospitals scheduling system to confirm for accuracy.
4. Staffing is performed daily on a shift by shift basis, and is assessed at 0500, 1300, 1700, and 2100.
5. The hospital census is provided by the units at 1200, 2030, and 0430.
6. Each unit is assigned a nurse to patient ratio in accordance with the acuity level of that unit and the regulatory standards of that unit.
7. Staffing decisions are made collaboratively between the nurse manager and/or designee and the staffing ADN.

II. Factors Affecting Staffing Levels

A. The following issues are considered but not limited to when staffing each unit:

1. Increased holding in the Emergency Room.
2. Number of orientees on a unit.
3. Patients on a specific unit which require 1:1 staffing ratios.
4. Number of open heart/cardiac catheter patients being performed.
5. Increased number of patients going for procedures which need a nurse to accompany them.
6. Increase in census in obstetrical patients and in particular with high risk pregnancies.

III. Resources Utilized to Staff Nursing Units

A. Nursing Resources:

1. Nurses in the float pool have designated float zones. These nurses are utilized as needed in accordance with their competency level for those specific areas.
2. Per Diem employees are called prior to the start of the shift to provide coverage if necessary on specific units, and in accordance with their level of competency on those units.
3. Agency per diem nurses are also used in accordance with their competency level.
4. Overtime is utilized only when other avenues of staffing have been exhausted. Overtime is performed on a voluntary basis only, unless an emergency exists.

B. Low Census

1. Personnel are mandated to take benefit time during periods of low census. This time is distributed fairly and equally by the Assistant Director of Nursing on a rotational basis.

Reference: New Jersey Department of health and Senior Services Regulations