



Effective 02/2023
Last Review N/A
Last Revised 06/2023
Next Review 1 year after approval

Owner **Makensie Boulger: DON**
Policy Area **Nursing**

Nurse Staffing Plan

Purpose

The purpose of the nursing staffing plan is for the management of nursing scheduling and provision of daily staffing needs for the hospital and to define a process that ensures availability of qualified nursing staff to provide safe, reliable and affective care to our patients.

Principles

- Patient safety and quality care is best provided by high quality nursing staff and appropriate staffing ratios.
- The ideal staffing plan is a development between nursing leadership and direct care nurses.
- The development of the nurse staffing plan must take into consideration many variables.

Policy

Rangely District Hospital is a Critical Access Hospital with an inpatient bed capacity of 18. Rangely District Hospital also has a fully functioning Trauma IV designated Emergency Department with CT, Digital Radiology, Laboratory and Respiratory. The Emergency Department has 6 beds total in 5 rooms.

At all times there is a Registered Nurse in charge. This RN is responsible for the ER as well as the Acute floor that can have patients in the status of Observation, Acute and Skilled Nursing.

At all times there is a second nurse in the building, this can be an RN or LPN. The second nurse is responsible for up to 14 Swing Bed patients that reside at Rangely District Hospital for an extended period of time. This nurse can also be expected to intermittently manage inpatients when the charge RN is busy in the ED.

When the second nurse is an LPN there is a RN on call. The DON determines which shifts need to be covered with call and nurses sign up for their preferred shift, the nurse on call is clearly identified on each

monthly schedule. This ensures that there are always two RN's available if needed.

Assisting the nurses are a Ward Clerk in the ED and two to three nurses aides on the floor as permitted by census.

All nursing staff is required to obtain and keep current a certification for Basic Life Support (BLS).

Prior to being scheduled independently in the ED each RN must obtain and keep current a certification in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) & Trauma Nursing Core Course (TNCC).

Nursing Administration observes census of patients and staffing on a routine basis and can increase staff and update schedules accordingly. The goal of Rangely Hospital District is to have a steady census while providing the highest standard of patient care and providing safety to patients and staff at all times.

All new employees' complete orientation to ensure that they have the skills necessary to perform their job duties safely.

Scope

Acute care hospitals are required by law to develop and oversee a Master Nurse Staffing Plan that is voted on by at least 60% of the nurse staffing committee.

The following areas of the hospital are covered by the nurse staffing plan:

- Acute Care
- Swing Bed
- Emergency Room

Critical Elements

The following represent critical elements about the nurse staffing plan:

- Shall be represented by nursing leadership and staff nurses. Nursing leadership shall represent no more than 40% of the committee and 60% of the committee shall be made up of staff nurses.
- The Staffing Committee will
 - Develop and oversee a Master Nurse Staffing Plan that is reviewed, assessed, voted on and recommended by at least 60% of the Nurse Staffing Committee
 - Submit the Nurse staffing plan to the Hospitals Senior Nurse Executive and the Hospitals Governing body for approval
- The hospital will
 - Submit the Final approved Nurse Staffing Plan to the Department of Public Health and Environment (department) on an annual basis. cdphe_staffingplan@state.co.us
 - Post the nurse staffing plan on the hospital's website

- Evaluate the nurse staffing plan on a quarterly basis and, based on complaints and recommendations of patients and staff, prepare a report for internal review by the Nurse Staffing Committee
- Prepare an annual report containing the details of the evaluation

Staffing Matrix

This Staffing Matrix includes coverage for Emergency Room, Acute, Swing Beds

Time	Charge RN	RN/LPN	Ward Clerk	Aide
0700-1930	1	1	1	2-3
1900-0730	1	1	1	2-3

Approval Signatures

Step Description

Approver

Date

Paulo Fernandez: CNO/COO

Pending