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| Title: Staffing Guidelines |
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**Policy Statement/Purpose**:

This Facility will promote resident quality care and safety by ensuring adequate and competent staffing levels that are based on the Facility Assessment. Direct-care clinical staff’s input shall be considered in the development, implementation, monitoring, evaluation, and modification of the staffing plan by way of unit meetings. The Facility staffing philosophy is designed to support professional nursing practice in accordance with our mission and vision.

On a regular basis, a minimum of annually and/or upon changes in facility population and care needs the facility will evaluate the overall number of staff needed to ensure sufficient qualified staff are available to meet each resident’s needs.

**Development and Implementation:**

1. Development of the staffing plan shall include consideration of:

1. Nursing care required by aggregate and individual resident’s needs.
2. Specialized qualifications and competencies of the nursing staff. The skill mix and competency of the nursing staff shall ensure the nursing care needs of the resident are met and shall ensure resident safety.
3. The scope of practice of licensed nurses and authorized duties of certified nursing assistants (CNA).
4. The numbers, qualifications, and categories of nursing staff needed for all units.
5. Predetermined core staffing establishes the minimal numbers of resident care staff (licensed nurses and certified nursing assistants).
6. Relevant infection control and safety issues.
7. Care standards.
8. Continuity of Care

**Resident Acuity (Resident Classification):**

The purpose of classifying acuity is to sort residents into similar groups related to complexity of care, which triggers outputs of recommended staffing based on staff and leadership input.

Requirements:

* A licensed nurse will classify the resident based on care needs and notify the Department Director and staffing coordinator when staffing needs should be reviewed.

**Daily Staffing**

Daily staffing practices includes the following:

1. Staffing is evaluated and adjusted at least once every 8 hours and more often if needed by considering resident census and acuity level.
2. The facility will post the nurse staffing information including census on a daily basis at the beginning of each shift. Staffing information will be posted as follows: (A) Clear and readable format. (B) In a prominent place readily accessible to residents and visitors.
3. Responsibility for each shift is delegated to the RN supervisor on duty.
	1. Providing timely and accurate resident care information when needs change.
	2. Documenting on the daily staffing sheets or in the staffing system any changes within the shift.
	3. Collaborating with the Nursing staffing coordinator to correctly maintain call-off-data.
4. The staffing coordinator maintains day-to-day data to ensure accurate staffing.
	1. Performs allocation/reassignment, notification of scheduled staff.
	2. Searches for additional staff as needed. Replacement Staff: Every reasonable effort will be made to obtain licensed nurses for unfilled hours or shifts before requesting a nurse to work overtime. This includes seeking replacement at the time the vacancy is known.
	3. Provides units with daily staffing sheets.
	4. Communicates with DON continuously regarding schedules/staffing/vacant positions.

**Staffing Assignment**

Staffing assignments are designed to match resident needs with the qualifications/competence of the staff to allow the assigned staff to function within their scope of practice. Staff will be assigned according to their specific job classification

**Schedules**

1. The Number of needed staff will be determined based on resident care, acuity, facility assessment and services needed. This will include the type of staff members and health care professionals required to provide those services. Based on this assessment, adequate qualified staff will be maintained and recruited/hired as needed to maintain sufficient staffing.
2. The DON will determine numbers and assignments of staff. The Staffing coordinator will be responsible each month to complete 28 day schedule and ensuring that there is adequate staffing scheduled to meet the needs of each unit/floor. DON and Staffing Coordinator will assess and ensure coordination and maintain adequate staffing.
3. All other departments’ staffing requirements will be determined based on services needed. The administrator and Department Director will evaluate, review, and ensure proper staffing.
4. All staff will be hired according to qualifications required and set hiring policies.
5. Staff will follow set routine for submitting “Requests for Time off”

prior to posting the schedule. This Requests for time off will be reviewed and granted according to the scheduling/staffing needs of the facility. The DON/Staffing Coordinator/RN manager or supervisor will review if requests are approved or denied.

1. Once schedules have been posted, they are not subject to change unless approved by the Department Head. .Requests for changes must be submitted in writing and written approval granted prior to change.
2. Once a request for time off has been approved and replacement caregivers scheduled, the request should not be rescinded by the caregiver, unless approved by the manager as well as agreement by covering caregiver. Requests for time off are granted based on core staffing parameters and on a first come, first served basis.
3. In the event of a disaster resulting in the need to adjust staffing to crisis levels the Facility will enact