(Facility)

POLICY and PROCEDURES, & INFORMATION

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| Title: Nursing Care Giver Hours/Census (Nursing Staff Information) |
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POLICY: Facility will ensure that Nursing Staffing Caregiver Hours/Census is posted daily at the beginning of each shift in a prominent place readily accessible to residents and visitors. All RN Supervisory staff will be in-serviced on this regulation upon hire and as needed.

**Regulation**

# F732

§483.35(g) Nurse Staffing Information.

§483.35(g) (l) Data requirements. The facility must post the following information on a daily basis:

1. Facility name.
2. The current date.
3. The total number and the actual hours worked by the following categories of licensed and unlicensed nursing staff directly responsible for resident care per shift:
	1. Registered nurses.
	2. Licensed practical nurses or licensed vocational nurses (as defined under State law).
	3. Certified nurse aides.
4. Resident census.

§483.35(g) (2) Posting requirements.

1. The facility must post the nurse staffing data specified in paragraph (g) (l) of this section on a daily basis at the beginning of each shift.

*J* < (ii) Data must be posted as follows:

# Clear and readable format.

* 1. In a prominent place readily accessible to residents and visitors.

PROCEDURE:

* The Daily Nursing Hours and Census will be completed at the beginning of each shift with facility name and current date. Data should be clearly written.
* RN Supervisor assigned to each shift is responsible to document the total number and actual hours of Registered Nurses, Licensed Practical Nurses and Certified Nursing Assistants who are actually working on the shift.
* RN Supervisor will document the resident census for the specific shift.
* Daily Nursing Hours and Census will be completed and posted within one hour of the beginning of the shift. Nurse staffing information will be posted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The RN supervisor will post the document, in the lobby in a prominent place readily accessible to residents and visitors.
* Upon completion of the three shifts, the completed Daily Nursing Hours and Census will be removed and filed for validation for a minimum of 18 months.