

Weisman Children's Rehabilitation Hospital (WCRH)

Nursing Administrative Manual

SUBJECT: Staffing Patterns

No: 109

EFFECTIVE DATE: 10/02

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PURPOSE:

To address nurse-staffing requirements based on patient & organization needs.

To provide general guidelines for the staffing of patient care personnel, which are consistent with the goals, objectives and philosophy of the Nursing Department and the organization.

POLICY:

Staffing decisions involve a process of determining patient care needs and providing the staff skill mix that offers an effective number of nursing hours per patient day to deliver care.

The hours are determined based on census, acuity and patient safety.

Nursing provides an adequate number and mix of staff to meet the patient's quality of care and safety needs.

PROCEDURE:

1. The Nurse Executive, Rehabilitation Nurse Educator and Charge Nurses, assess census and acuity data as well as anticipated unit activity to project staffing needs over the next 24-72-hour period.
2. The Nurse Executive/Rehabilitation Nurse Educator and / or Charge Nurse meet daily to review the previous 24-hour schedule and plan scheduling for the next 24 hours. Weekend staffing is reviewed every Friday for the entire weekend.
3. A staffing algorithm is utilized as a guide for staffing patterns. Changes in census and acuity are monitored each shift and patterns may be adjusted by the Nurse Executive/Nurse Educator/Charge Nurse. See attachment.
4. The justification for changes in staffing patterns are based on census, acuity, special care needs. Justifications and changes are reviewed and recorded in HPPD Report.

5. Staffing assignments are posted at the nursing station.

Nurse Executive

Nurse Educator