

Chapter 12

- Discuss TJC position on staffing/competency
 - TJC says an organization must provide the right number of competent staff to meet the needs of the patient
 - Do not mandate staffing levels
 - Assess an organization's ability to provide an adequate staffing level & that the staff are qualified to deliver care
- Discuss general staffing considerations
 - The health care setting
 - The care delivery model
 - Patient acuity
 - Nursing staff available
- Differentiate types of scheduling: centralized, decentralized, self, mixed
 - **Centralized:** decisions about scheduling occur in a "centralized" location for entire institution; may use an automated system for scheduling
 - **Decentralized:** decisions about scheduling occur with the manager on the unit; may use an automated system for scheduling
 - **Self-scheduling:** decisions about scheduling are done by the staff themselves. Manager works with staff to fill any empty slots
 - **Mixed scheduling:** decisions about scheduling are made by staff and empty slots are filled using a "central" office
 - **Block scheduling:** same schedule week after week
- Define staffing plan, patient acuity, variance, full-time equivalent (FTE) average length of stay (ALOS), nursing hours per patient day (NHPPD), staffing ratio
 - Staffing Plan
 - Assessment of the unit requirements over a period of time
 - What is necessary to meet the needs of the patients over a 24-hour period
 - Patient acuity
 - Budget
 - Staff mix
 - Overtime: Emergency situations; higher rate of pay; total work time
 - Per-diem: per day option
 - Travel nurses: per diem contracted employees
 - Variance reports: reflect alterations in staffing: positive or negative
 - Staffing ratio: number of nurses to safely care for a certain number of patients, with adjustments to increase nurse staffing based on patient acuity
 - Nursing hours per patient day (NHPPD): Number of hours worked by nursing staff that have direct patient-care responsibilities
 - Patient acuity

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Yi-Tong Ma



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