

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>STAFFING PLAN</b>	Original Issue Date: 3/01/98	Policy # <b>539</b>
	Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Nursing Services Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  (Signature on File) Chief Medical Officer  (Signature on File) Chief Executive Officer

**PURPOSE**

To ensure that there is a process in place to identify an adequate number of competent staff with knowledge, education, training, licensure, registration and/or certification, and experience appropriate for assigned responsibilities and to fulfill the mission of the LAC+USC Medical Center.

**POLICY**

It is the policy of the LAC+USC Medical Center to ensure the availability of qualified and competent staff with appropriate knowledge, education, training, appropriate license, registration, permit and/or certificate, and experience essential for specified responsibilities. The number and qualifications of the staff are necessary to accomplish the facilities' mission and to provide quality service to the patient population served.

The competency of the assigned staff shall be assessed during the initial orientation and at least annually through the utilization of objective and measurable criteria related to the specific job position and/or the assigned area/service. The education and training of the assigned staff must be consistent with applicable legal, regulatory, and/or class specification requirements.

In order to verify adequate staffing, the policy of the LAC+USC Medical Center is to review and measure the data collected in variance staffing reports to determine if adequate staffing levels are being achieved and/or maintained.

**PROCEDURE**

In determining an adequate number of staff in each area, factors such as assessing the type of patients seen, volume of patients, equipment availability, physical plant needs, expectations of provider staff, and scope of the services will be included.

**RESPONSIBILITY**

- Administration
- Department Managers
- Supervisors

**REFERENCE**

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Joint Commission Standards, Nursing NR.01.03.01, Performance Improvement PI.02.01.01, PI.04.01.01

**REVISION DATES**

October 20, 1998; April 9, 2002; May 5, 2005; September 30, 2008; February 11, 2014; May 9, 2017; November 16, 2020