



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: EMERGENT/URGENT DEPLOYMENT OF NURSING PERSONNEL

Policy No.: A305
Effective Date: 01/2002
Page: 1 of 1

Purpose: To establish a mechanism for rapid deployment of personnel when an emergent/urgent event occurs.

Policy Statements:

1. Identify minimum needs of nursing staff to ensure operational sufficiency of Nursing Departments during an urgent/emergent event (ratio exempt status).
2. Ensure adequate staff capacity and competency in providing safe clinical services during emergencies by providing needed training/exercises.
3. Provide adequate psychosocial/mental health support to the deployed staff.

Procedural Steps:

- A. The following steps are used to secure additional personnel for the patient care units
 1. Nursing Resource Office (NRO) staff will review staffing availability on all units, including Ambulatory Care and Surgical Services, and collaborate with nursing leadership to determine reassignment is needed.
 2. Secure voluntary overtime
 3. Call staff who are not on duty
 4. Reassign volunteers first
 5. Assign other staff (e.g. Allied Health, Clinical Educators, Clinical Nursing Specialist, CARO nurses, Case Managers, and management/ supervisory staff) based on the needs of the service.
- B. Other measures to be considered (with appropriate Medical and Administrative approval)
 1. Determine patients who may be safely discharged
 2. Cancel/Reschedule outpatient visits, diagnostic procedures, elective surgeries and special procedures
 3. Postpone/Redirect Admissions
 4. Consolidate/Close units

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References:

RLANRC Administrative Policy #A135 – Unit Consolidation and Re-Opening
Nursing Policy #A440 – Opening, Closing, and Consolidation of Patient Units
RLANRC Administrative Policy #A403 – Disaster Planning and Operations
RLANRC Nursing Policy Nursing Staffing Guideline during Contingency and Crisis Conditions Policy No.: A121
Title 22, 70213 *Nursing Service Policies and Procedures*

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