



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: FLOATING OF NURSING STAFF

Policy No.: A310

Effective Date: 02/1999

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Purpose of Procedure: To provide guidelines for the equitable distribution of staff, to ensure efficient and effective patient care. The duties and responsibilities of staff who may be temporarily floated from their regular or assigned units, services or areas shall include those duties and responsibilities for which competencies have been verified.

Policy Statement:

This policy applies to all categories of nursing employees- RN's LVN's, non-licensed assistive nursing personnel- NA's, SNW's, RA's and USA's, and clerks.

- I. Nursing staff may be floated throughout the department of Nursing at the discretion of the Administrative Nursing Supervisor, Nurse Manager or designee. This is to ensure that appropriate staffing is maintained as all times as outlined by each individual unit's staffing plan according to Title XXII & AB 394 for mandated nursing ratios.
- II. An attempt will be made to float the employee to a unit, area or service that is clinically related to the employee's regular or assigned unit, such as floating between rehabilitation units, Medical-Surgical units, or specialty units, e.g. ICU and DOU.
- III. When it is necessary to float from the regularly assigned unit, service or area, the nurse who floats may only perform within his/her scope of practice
- IV. Staff will be floated based on the nursing job classification required to meet the needs of the patients.
- V. Nursing personnel will be floated on an equitable rotation. A record of all incidents of floating will be maintained for each unit per shift (see Attachment B). There may be instances when a staff member will be floated out of rotation. This decision will be based on the acuity and needs of patients on both the sending and receiving units, as well as the qualifications, skills and training of the staff.
- VI. The float Registered Nurse who has demonstrated competency shall be responsible for nursing care as described in Subsections 70215(A) and 70217(H)(3) of Title 22 and will be assigned a Resource Nurse. Registered nurses who have not completed specific competencies for that unit, the Resource Nurses will assist with those tasks.

Procedural Guidelines:

- I. Registered Nurses floating into any specialty area shall possess the required competency, knowledge and skills to perform their assigned duties.
- II. Newly hired staff, during the initial orientation period, shall not be floated to other units, services or areas that are not relevant to their orientation plan.
- III. Charge Nurse duties will be assigned to a Registered Nurse who floats to another unit, service or area only after he/she has been appropriately oriented, and has demonstrated an acceptable level of competency.
- IV. Reasonable effort will be made to:
 - a. Limit floating to only one time per shift
 - b. Minimize the incidence of floating more than 30 minutes after the start of the shift.

V. Registered Nurses will be floated in the following order:

- A. Volunteers
- B. Registry or Per Diem
- C. Travel Nurses
- D. Relief Nurses
- E. Permanent Nurse Working Overtime
- F. Permanent Nurse by Rotation

Key Point: The employee does not have the option to leave work rather than float.

VI. The floating of newly hired staff is as follows:

- A. Full time RN/LVN: following three (3) months of their start date.

Key Point: Nurse Manager or designee will determine readiness to float.

- B. Full time NA: two (2) months following their start date.
- C. Relief RN and NA: Assessed on an individual basis in consultation with Nurse Manager. This may be based on experience and number of hours worked.
- D. Student Nurse Workers: following the completion of Generic and Unit competencies of their specific unit assignment.
- E. New Graduate RN/LVN: after 6 months their start date.

Exception: Nurse Manager or designee will determine readiness to float prior to six (6) months.

VII. Floating is a collaborative process involving nurses and the Nurse Manager/designee and the Administrative Nursing Supervisors (ANS). Input from nurses, along with effective and efficient communication should precede floating decisions.

- A. The SSNI or Charge Nurse is responsible for communicating known or foreseeable patient care needs and staffing issues that will impact patient care within the shift and the succeeding shifts; and for communicating the staffing and any floating plan to the SSNI or Charge Nurse of the next shift.
- B. Staff are floated based on the nursing classification needed to meet the target needs of both the receiving and the sending unit.
- C. Floaters are expected to arrive on the receiving unit timely - within 5-10 minutes of the start of the assigned shift after notification by the SSNI/Charge Nurse to float.

VIII. When the staff member floats, the nurse in charge on the receiving unit will assure that:

- a. An assignment that is based on patient needs and staff competency is given. This includes having the necessary knowledge, judgment, skills and ability to provide the required care.
- b. A hand-off report of patient care needs on each assigned patient is provided.
- c. The "Cross Training" manual is reviewed and signed if not completed within the last six (6) months.
- d. A designated resource person is assigned.
- e. Each float has a scheduled break and meal period.

IX. Staff that float will be expected to perform all skills for which they have achieved competency.

X. Evaluation tools:

- A. Employees who float may be evaluated at the discretion of the receiving unit or at the request of the employee's Nurse Manager. The Evaluation of Supplemental Staff form will be completed and sent to the employee's Nurse Manager, (see Attachment C).
- B. Periodically, employees may be requested to complete the "Unit Evaluation" form, (see Attachment A). Upon completion, this form is to be submitted to the Nursing Resource Office.

- C. Blank copies of Evaluation of Supplemental Staff and Unit Evaluation-forms will be kept in the unit's Cross Training Manual.

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References:

Memorandum of Understanding, Article 49, Sections 1, 2, 3 (2018)
JCAHO Comprehensive Accreditation Manual for Hospitals – 2021
Nursing Administrative Manual - #A395 – Overtime Approval (2017)
Nursing Administrative Manual - #A420 – Patient Care Assignments (2020)
Title 22 #70214 – Nursing Staff Development
Title 22 #70215(A), 70217(H) (3) – Competency
2021 MAGNET Application Manual Provider Application
ANA Principles for Nurse Staffing, 3rd Edition

Reviewed/Revised:

02/99 – Revised
01/02 – Revised
09/04 – Revised
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01/07 – Revised
06/07 – Revised
07/07 – Revised
10/07 – Revised
04/10 – Reviewed
04/13 – Reviewed
06/16 – Revised
06/22 – Revised



UNIT EVALUATION

Date _____

Employee Name _____

Home Unit _____

Float Unit _____

To identify areas for improvement, please evaluate the unit you were temporarily assigned to today. Check the column for each criteria listed using the following rating scale:

1 = Agree 2 = Disagree

#	Criteria	1	2
1	The Unit Charge Nurse was approachable, supportive, and receptive.		
2	The resource nurse and staff were approachable, supportive and receptive.		
3	I was provided an orientation to the unit including the Cross-Training Manual.		
4	There is good teamwork and staff cohesion on the unit/shift. <ul style="list-style-type: none"> • The staff I worked with count on each other to pitch in when it is busy. • There is a good deal of teamwork among the staff I worked with. • The staff I worked with supported each other. 		
5	The nurse-patient assignment was ready at the start of the shift or within a reasonable time.		
6	I received adequate hand-off report on all assigned patients within a reasonable time.		
7	My patient assignment was fair and manageable.		
8	I received adequate guidance and assistance from the staff I worked with.		
9	I felt valued and contributed to good patient care on this unit.		

I would willingly return to this unit

Yes

NO

Provide reason: _____

What would have made this experience better? _____

List staff you would like acknowledged for supporting you: _____

Additional Comments: _____



**EVALUATION OF SUPPLEMENTAL
STAFF**

*COMPLETED BY SUPERVISOR/DESIGNEE:

Date

Employee Name

Unit

To identify areas for improvement, please evaluate the employee who was temporarily assigned to your unit today. Check the column for each criteria listed using the following rating scale:

1 = Agree

2 = Disagree

#	Elements	Criteria	1	2
1	Quality & Quantity of Work	Completed assigned duties in an organized, accurate and efficient manner.		
		Planned and prioritized patient care with team members.		
		Effective and professional in both oral and written communication.		
2	Personal Relation	Interacted with staff in an approachable, receptive and cooperative manner.		
		Interacted with patients/family in a respectful, empathetic and caring manner.		
3	Adaptability	Showed initiative in learning about assigned patients and their plan of care.		
		Asked for clarification about any new or unclear situations.		
		Showed flexibility in all aspect of work.		
4	Work Habits	Punctual in reporting to assigned unit & in leaving/returning from breaks/meals.		
		Offered assistance, skills or expertise as appropriate.		

Comments