

LAC+USC MEDICAL CENTER

DEPARTMENT OF NURSING SERVICES POLICY

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Subject: STAFFING PLANS		Original Issue Date: 08/91	Policy # 535
		Supersedes: 06/18	Effective Date: 07/22
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To ensure there is a process for developing the nursing staffing plan to provide the delivery of quality and safe patient care. Nursing staff must have the knowledge, skills, abilities, and education to fulfill their duties at LAC+USC Medical Center.

POLICY

Staffing plans are developed at the unit/clinic level by the Nurse Manager/Designee in collaboration with the Clinical Nursing Director and are approved by the Chief Nursing Officer. Staffing plans are based on some or all of the following:

- Patient care requirements
- Projected daily capacity
- Average daily census
- Acuity level
- Allocated personnel budget
- Required qualifications of staff
- Unscheduled absences
- Emergencies/disasters

PROCEDURE

The Nurse Manager/designee, Clinical Nursing Director, and Chief Nursing Officer review the staffing plans on an annual basis. The staffing plans are evaluated in order to adjust the staffing pattern for the next fiscal year or as needed by changes in patient care needs and other established outcome measures.

- Each pattern will include the number of personnel, mix, and category of personnel required to deliver nursing care to the patients on that unit/clinic.
- The staffing plans are utilized to schedule all staff, and to make the necessary adjustments required to meet patient needs.

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- Each Nurse Manager/Designee is accountable for ensuring the unit/clinic has the staffing to deliver quality, safe, and effective patient care.

REFERENCE

Joint Commission Standards – Management of Human Resources Appendix E. 2013
LAC+USC Medical Center Policy #539 – Staffing Plan
LAC+USC Medical Center Nursing Policy, “Nursing Leadership: Chief Nursing Officer”

REVISION DATES

92, 97, 05/98, 04/99, 12/01, 07/03, 08/03, 04/05, 04/06, 09/08, 10/14, 06/18, 07/22