



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: BUDGET PROCESS, NURSING

Policy No.: A130
Effective Date: 01/1991
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Purpose of Procedure: To define the budgetary process and calendar for the Department of Nursing.

Policy Statement: General overall budgetary guidelines and a budget calendar are established by the Nursing Executive Council on an annual basis consistent with the organizational strategic goals and objectives. The budget development is coordinated to correspond with the hospital budget calendar.

Procedural Steps:

1. Staffing plans are drafted through the Nursing Administration. Nurse Managers are responsible for drafting fixed assets and capital requests in collaboration with nursing directors. Budget development is based on:
 - A. Established budget
 - B. Established budget calendar
 - C. Relevant data extracted from patient classification data, Quality and Outcome data, and staffing plans.
 - D. Relevant information from the hospital's strategic plan, goals, and objectives

KEY POINT: Distinct pieces of the proposed budget are channeled through the hospital budget process by the Chief Nursing Officer or designee according to the established budget calendar.

2. Each Nursing Director approves the budget prior to submission.
3. The activities are coordinated through the Nursing Operation Council and the Supply Chain Department.
4. The final approved budget and any changes will be communicated to the Nurse Manager by the Nursing Directors and or CNO.

Reviewer:

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References:

Title XXII State licensing regulations
The Joint Commission (TJC) Standard LD.04.01.03

01/91 – New
08/95 – Revised
07/00 – Reviewed

05/01 – Revised
03/08 – Reviewed
04/11 – Reviewed

06/16 – Reviewed
04/20- Revised
09/22- Revised