



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: RELIEF NURSE EMPLOYEES

Policy No.: A345
Effective Date: 03/1995
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PURPOSE: To define the requirements and expectations of Relief Nurses.

DEFINITION: A Relief Nurse is a Registered Nurse employed in a temporary position. They augment the nursing staffing needs of the department.

POLICY STATEMENTS:

1. The Nursing Department maintains a pool of Relief Nurses to ensure safety, quality and continuity of patient care and services.
2. Orientation and initial competency validation for the Relief Nurse is planned in accordance with the orientation plan for the nursing department per policy A520: Orientation, Nursing.
3. Relief Nurses are held to the same competency validation standards as permanent RNs per policy A540, Competency Program: Management and Assessment, Initial and On-going.
4. Relief Nurses will commit to working as relief for full time staff nurses and are held accountable to perform according to the Registered Nurse scope of practice according to California BRN Nurse Practice Act.,
5. Relief Nurses may be assigned to any unit/shift within the Medical Center based upon the needs of the department and individual relief nurse's competency.

SCHEDULING:

Employees in this category -

- a. Submit work availability based on the needs of the unit as provided by the Nurse Manager or the Nursing Resource Office in a timely manner, 3 weeks before the next OneStaff cycle(s) posting schedules or as requested by the NM/ ANS
- b. May be scheduled for 8 or 12hour shifts based upon the needs of the Department.
- c. Must be available to work at a minimum:
 - 48 hours each scheduling cycle.
 - Every other weekend and two of the major holidays as determined by the needs of the department.
 - A minimum of three (3) County holidays each year, two (2) of which must be - one major summer holiday (Memorial Day, Fourth of July, or Labor Day) and one major winter holiday (Thanksgiving, Christmas, or New Year's Day)
- d. Must always maintain a valid e-mail address (or fax number) and a current telephone number.

CANCELLATIONS:

The Nurse Manager will monitor the number of employee self-cancellations of confirmed scheduled shifts on a quarterly basis. Relief Nurses with excessive cancellations (more than 4 per quarter), or who do not meet the minimum commitment hours, or who fail to respond to the staffing needs of the department will be assumed to desire inactive status and will be released from county service.

REFERENCE: Personnel Administration Handbook, 2019
Memorandum of Understanding, Local 721 Registered Nurses 2019, Article 60
A540, Competency Program: Management and Assessment, Initial and On-going
A520: Orientation, Nursing

California Nursing Practice Act with Regulations and Related Statutes, 2020 edition

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REVISED BY:

Myla Maranan, MSN, RN, CNML; Deepa Kannampuzha, MSN, RN, CRRN, NE-BC

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