

LAC+USC MEDICAL CENTER

DEPARTMENT OF NURSING SERVICES POLICY

Subject: NURSING STAFF REASSIGNMENT – FLOATING		Original Issue Date: 08/91	Policy # 518
		Supersedes: 05/19	Effective Date: 07/22
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To describe the process involved when nursing staff, which include but are not limited to, registered nurses (RN's), licensed vocational nurses (LVN's), certified nursing attendants certified medical assistants(CNA's/CMA's) , community health worker/community worker and unit clerks are moved from their regularly assigned area to help meet patient care needs.

POLICY

Nursing staff are responsible for providing safe and competent nursing care. In order to meet patient care needs, nursing staff may have to “float” from their regularly assigned areas and shall only perform duties, within their scope of practice, and responsibilities for which they are competent.

Staffing needs may be a result of:

- Sick calls
- Scheduling discrepancies
- Emergencies/Disasters
- Increased patient acuity

PROCEDURE

- The charge nurse/designee for each shift is responsible to review staffing for the following shift and, if necessary, shall contact the staffing office to request additional staff. Any action taken shall be communicated to the oncoming charge nurse
- For unanticipated staffing needs (as outlined above), the oncoming charge nurse/designee shall request additional staff within thirty (30) minutes from the start of shift
- The nursing staff must be floated to the designated computerized scheduling and time system profile at the beginning of the shift to enable designation of patient care assignment.
- Nursing staff may only be floated one time per shift, including twelve (12) hour shifts, except in the case of an emergency or disaster.

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RESPONSIBILITY

Reassigned Registered Nurse

- The nursing staff is expected to report to the area of reassignment within thirty (30) minutes of notification by staffing office.
- If unable to meet this time frame, the nursing staff shall inform the staffing office and Nurse Manager/designee of the circumstances involved and an expected time of arrival to the reassigned unit.

Unit/Clinic

- Each area shall maintain a float log indicating name of employee, date, and unit to which employee was reassigned. This log must be accessible for review by the RN Committee.
- The order of floating shall be as follows:
 - Volunteers
 - Registry or Traveler's
 - Relief Nurses (Pool)-Internal Registry
 - Permanent Nurses working overtime
 - Permanent Nurses by rotation (float log)
- Every effort must be made to ensure reassignments are equitable
- If regularly assigned RN's are present in the reassigned area, the RN who has floated there shall NOT be assigned Relief Charge Nurse duties.

Nursing Management/Staffing Office

- The Nurse Manager/designee shall assist in expediting the reassignment of their nursing staff.
- No nursing staff shall be reassigned into or out of the OR or ICU without the required clinical background.
- Unit RN's shall not be reassigned to the ICU except in the case of extreme emergency which must be documented by the nursing supervisor.
- Nursing staff floating to/from ambulatory care areas shall be required to meet the competency standards applicable under governing regulatory and accrediting standards.

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- Newly hired nursing staff during their initial probationary period shall not be floated from their regularly assigned area except in the case of an extreme emergency, which must be documented by the nursing supervisor.

REFERENCES

Registered Nurses Memorandum of Understanding

REVISION DATES

92, 97, 05/98, 04/99, 12/01, 07/03, 08/03, 04/05, 2/08, 10/14, 05/19, 07/22