

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: UTILIZATION OF STAFF	Original Issue Date: 1992	Policy # 517
	Supersedes: 10/20	Effective Date: 10/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To outline staff utilized by the Department of Nursing at Los Angeles General Medical Center.

POLICY

The nurse manager in charge of the unit retains responsibility for all nursing care and related duties provided by the staff utilized within the Department of Nursing.

Written contractual agreements exist between the Department of Nursing and schools of nursing/educational institutions. Direct patient care may be assigned to affiliating nursing students/educational program students under the direction of a nursing instructor/coordinator. Temporary staffing through the Contract Nurse Registries may be requested as supplemental staffing.

Staff utilized within the Department of Nursing include but not limited to:

- Registered Nurses
- Licensed Vocational Nurses
- Certified Medical Assistants
- Central Service Technicians
- Hospital Medical Assistants
- Licensed Vocational Nurses
- Nursing Attendants
- Nursing Unit Clerks
- Surgical Technicians
- Student Nurses

Temporary Staff (Registry): May be requested as supplemental staffing. Scheduling may be on a per diem or traveling basis. The work performed by temporary staffing is evaluated each shift by the immediate supervisor. Appropriate follow-up and action taken where required.

For each registry employee scheduled to work, the staffing office ensures the following criteria are met for the provision of safe patient care:

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	Initials: (signature on file)		

- Possess a current valid license or certificate to practice nursing or to perform nursing care activities, as required by applicable law or regulations; have completed an adequate and timely orientation to the facility.
- Current clinical competency is documented and maintained in the Staffing Office.

Reassignment of Staff: Temporary assignment of nursing staff (including floating or assignments to other shifts) is utilized to provide safe patient care. The nurse in charge and the staffing office coordinate the temporary assignment. The nurse in charge ensures the employee is oriented to the unit and receives an appropriate assignment. Assignments are made commensurate with skill level.

Obtaining Additional Staff: When patient demand exceeds current staffing levels (e.g. influx of patients, change in acuity or labor intensive events) it is the nurse manager/designee, Supervising Staff/Clinic Nurse and Nursing Supervisor's responsibility to communicate needs to the staffing office, to maximize the use of resources for the delivery of safe, effective, and efficient care.

Staffing adjustments to meet needs will be based on individual nursing competencies and skill levels.

The strategies used to increase staffing levels include use of in-house nursing pool, overtime from existing staff on duty, a callback system, or outside nursing personnel registry. In cases of a critical situation (i.e. disaster), staff must remain on duty until relieved or otherwise instructed.

Reassignment of Staff:

- Secure overtime
- Request relief nurses to come in
- Negotiate schedule changes
- Mandating staff to remain on duty until the situation is resolved.
- Secure needed registry staff to provide emergency staffing coverage

REFERENCE

Los Angeles General Medical Center #539: Staffing Plan

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 03/05, 10/06, 11/09, 04/16, 12/17, 10/20, 1023