



Rancho Los Amigos National Rehabilitation Center
DEPARTMENT OF NURSING
ADMINISTRATIVE
POLICY AND PROCEDURE

SUBJECT: PATIENT CARE ASSIGNMENTS

Policy No.: A420
Effective Date: 03/1999
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PURPOSE OF PROCEDURE: To outline the method of completing patient care assignments based upon patient acuity and nursing ratio standards.

WHO CAN PERFORM: SSN I or Unit Charge Nurse

POLICY STATEMENT:

The process for assigning nursing staff to provide patient care is based on consideration of the following elements:

1. The complexity of the patient's condition and required nursing care.
2. The patient's status, including the frequency with which the need for specific nursing care activities changes.
3. The complexity of patient assessment and re-assessment with consideration for the knowledge, skills and competency required to perform accurate and timely patient assessment.
4. The type of technology utilized in the provision of nursing care, with consideration for the knowledge, competency and skill required.
5. The degree of supervision required for each individual member of the nursing staff.
6. The availability of appropriate supervision.
7. The principle of continuity of care which is consistency in assigning RN Primary Nurse/Team Leader for each patient from admission through discharge.
8. Relevant infection control and safety issues.

PROCEDURAL STEPS:

1. At the beginning of each shift, the SSNI or Registered Nurse Unit Charge will:
 - A. Assign all patients to nursing care givers, considering the above eight elements in making assignment decisions.
 - B. Complete the daily Shift Nursing Assignment sheet (Attachment 3 in **Staffing Policy, Nursing** policy #A301) and send Assessment of AB 394 Compliance section (Attachment 4 in **Staffing Policy, Nursing** policy #A301) to Nursing Resource Office (NRO) two hours prior to the end of the shift.
2. Daily assignment sheets will be maintained on the unit through the current Joint Commission cycle and then can be archived. See **Records Retention** policy #A160.

Revised by:

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References:

The Joint Commission Comprehensive Accreditation Manual for Hospitals

DHS Policy 311.101- System Wide Fall Prevention Program

DHS Policy 310.500. Care Companion Program

Rancho Policy A301 Staffing Policy, Nursing policy

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