



Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 301
VERSION: 1

SUBJECT: NURSE STAFFING

PURPOSE:

To ensure that appropriate levels of nursing staff are provided. To define how nursing staff assignments are made for High Desert Health System.

POLICY:

No nursing staff member, no matter where they are assigned to work, is expected to perform beyond their orientation, certification, or licensure.

PROCEDURE:

1. Patient care assignments for each ambulatory care clinic are made daily by the Nurse Manager, Nursing Supervisor, or a designated charge nurse. Assignments reflect the degree of supervision needed by the individual, the scope of services provided in each clinic, equipment and technology associated with the assignment, and licensure requirements, if applicable.
2. Assignments reflect practices outlined in the scope of services for each clinic. The RN responsible for making these assignments must be familiar with the practices and procedures for each clinic area in order to assign staff appropriately.
3. The urgent care staff must respond to all in-house emergencies. As a minimum, there must be one Advanced Cardiovascular Life Support (ACLS) trained RN on duty per shift.
4. Due to staff requirements, reassignment of nursing personnel may be necessary. Staffing requirements may change as a result of illness, vacation, holidays, jury duty, an increase in patient care volume, acuity or position vacancies.
5. When a staffing need arises, nursing staff may be shifted from one service to another to perform basic nursing skills. Staff is not expected to perform beyond their usual level of skills, knowledge, or licensure.
6. A record of re-assignment will be communicated to the timekeeper, documenting the date and the area where the nurse was re-assigned.
7. Refusal to accept a temporary assignment will be considered insubordination and is subject to corrective or disciplinary action.

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REFERENCES:

California Code of Regulations, Title 22, Section 70217, Nursing Service Staff.

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
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Supersedes:	