


Name of Policy: <u>Review of Nursing Staffing Data</u> Policy Number: 3364-110-08-01 Department: Nursing Service Approving Officer: Interim Chief Nursing Officer(CNO) Responsible Agent: Interim Chief Nursing Officer Scope: The University of Toledo Medical Center	 Effective Date: 6/1/2021 Initial Effective Date: 10/1986
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Staffing data will be reviewed by Nursing Directors and be used as a guide for decision making regarding staffing levels.

(B) Purpose of Policy

To maintain staffing levels that supports the provision of safe patient care in a fiscally responsible manner.

(C) Procedure

1. Staffing data is analyzed as follows:
 - a) Daily (every 4 hours). House Supervisor/Staffing Coordinator reviews projected staffing needs against staffing plans using staffing grids and the API scheduling system as well as lead/charge nurse report.
 - b) At minimum, monthly review of HBI data will be completed by Department Directors, Chief Nursing Officer and Nursing Directors.
2. Review of other Excel logs for staffing purposes and trends include the Shift Statistics log, Internal Transfer logs, Regional Referral log, close observation patient utilization log, surge staffing by Director of Nursing and Administration Services.
3. Action is taken to address staffing variances. Potential actions include use of float, internal agency staff and contingent staff, utilization of external agency staff, pulling staff to other areas where they have competency to work, working staff over-budgeted hours, and use of overtime. Likewise, if staffing exceeds need, staff may be reassigned to other areas where they have competency or given time off from work as per the union contract.
4. Analysis of staffing data and variances are used at budgeting time and throughout the year to adjust staffing plans.
5. Review of staffing plan by Unit Directors is performed annually at a minimum.

