(A) Policy Statement

Staffing data will be reviewed by Nursing Directors and be used as a guide for staffing decisions.

(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) Every 4 hours, the House Supervisor (HS) and/or 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 a minimum, a monthly review of HBI data will be completed by Department Directors, the Chief Nursing Officer (CNO) and Nursing Directors (NDs).

2. Review of other Excel logs for staffing purposes and trends include the Shift Statistics log, Internal Transfer logs, Regional Referral log, close observation patients 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-pool staff, internal agency staff, contingent staff, or external agency staff; pulling staff to other areas where they are competent; working staff over budgeted hours, and use of overtime. Likewise, if staffing exceeds facility or unit need, staff may be reassigned to other areas where they are competent or are 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 NDs occurs, at a minimum.
### Approved by:

Monecca Smith, MSN, RN  
Director of Nursing/CNO  
Revision Completed By: Greg Shannon, MSN, RN

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**Policies Superseded by This Policy:**

Next Review Date: 6/2018