Name of Policy: **Staffing Nursing Units utilizing GRASP average required Patient Care Hours**

Policy Number: 3364-110-08-05

Department: Nursing Service

Approving Officer: Associate Vice President, Associate Executive Director

Responsible Agent: Associate Vice President, Associate Executive Director

Scope: The University of Toledo Medical Center

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<th>Effective Date:</th>
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<td>Initial Effective Date:</td>
<td>9/3/1998</td>
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- New policy proposal
- Major revision of existing policy
- Minor/technical revision of existing policy
- Reaffirmation of existing policy

(A) **Policy Statement**

Unit census and patient information are obtained from the Lead/Charge Nurse by the Staffing Coordinator on the 6 am-2 pm and the 2 pm-10 pm shift Monday through Friday and by the Administrative Coordinator all other shifts and holidays. Census data is entered into the GRASP Mistro software system along with average required patient care hours for each nursing care unit prior to staffing for the next shift. The nursing care hours available are acquired from the ANSOS Staffing/Scheduling program. The daily utilization report is generated following the data entry and is utilized by the Staffing/Administrative Coordinator to staff the nursing care units. Staffing decisions are based on variances when the utilization percentages are greater than 105%, and updated information regarding patients received during shift report from the nursing care units.

(B) **Purpose of Policy**

GRASP is a nursing workload management system utilized to provide quality nursing care based on predicted individualized patient care needs. GRASP average required patient care hours were derived from historical data taken from each individual nursing care unit. They are reviewed annually and as deemed necessary by the Nursing Director of each unit. This policy provides clear steps for utilization of the GRASP average patient care hours in the overall process of staffing.

(C) **Procedure**

1. Shift report and unit census are obtained from the nursing care units by the Staffing/Administrative Coordinator.

2. The census and average patient care hours are entered into the GRASP Mistro System.

3. Any changes in available nursing care hours, ie. sick calls are entered into the ANSOS Staffing/Scheduling System.

4. The acuity upload and staffing download interfaces are performed between ANSOS and GRASP.

5. The daily utilization report is generated.

6. The Staffing/Administrative Coordinator adjusts staffing levels according to the daily utilization report. Variances in the percent utilization are given justification on the report. Float personnel and staff from units with these + variances are used to staff nursing care units in need. Adjustments made to nursing care hours are entered into the ANSOS Staffing/Scheduling System and down loaded into the GRASP Mistro System.

7. A revised daily utilization report is generated and attached to the original report for that shift. These reports are then filed and kept in the Nursing Administrative Office.
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<tr>
<th>Approved by:</th>
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<tbody>
<tr>
<td>Norma Tomlinson, RN, MSN, CNA</td>
<td>9/98</td>
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<tr>
<td>Associate Vice President, Associate Executive Director</td>
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| Policies Superseded by This Policy: |

- It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.