Name of Policy:	**Utilization of Outside Sources for Nursing Personnel**	
Policy Number:	3364-110-06-06	
Department:	Nursing Service	
Approving Officer:	AVP Patient Care Services/Chief Nursing Officer (CNO)	
Responsible Agent:	AVP Patient Care Services/CNO	
Scope:	The University of Toledo Medical Center (UTMC)	**Effective Date**: 3.15.2021 Initial Effective Date: 6/1979

_____	New policy proposal	X	Minor/technical revision of existing policy
_____	Major revision of existing policy	_____	Reaffirmation of existing policy

(A) Policy Statement

Temporary Nursing Personnel, employed through agencies, may be utilized to supplement staffing. Licensed nurses may be per diem or contracted for a designated period of time. Written agreements are maintained between UTMC and each agency and are negotiated at least every three years. The agreement defines the responsibility for documenting licensure/listing, current clinical competence and performance evaluations. These individuals will possess a current valid Ohio Nursing licensure, have documented evidence of current clinical competency, and complete an adequate and timely orientation.

(B) Purpose of Policy

To maintain quality and continuity of patient care and to provide guidelines for the utilization of temporary agency nursing personnel.

(C) Procedure

UTMC maintains and retains the authority for nursing care provided to its patients and the supervision of agency nursing staff. Practice and conduct of temporary nursing personnel will be in compliance with current policies of UTMC. The Human Resources Onboarding Specialist or designee will conduct a preliminary screening of all applications for licensed nurses submitted for per diem and contract assignments. Each applicant is screened in accordance with UTMC policies and the Ohio Board of Nursing's (OBN) requirements.

- All personnel must meet immunization and health requirements per UTMC's University Health Services Department.
- Personnel must have a negative drug screen and no significant findings on criminal records check.
- Licensed nurses must provide proof of current Ohio licensure and current CPR certification. A copy of license verification will be kept in the agency employee's file.

Charge Role

At no time will an agency Registered Nurse (RN) assume the charge nurse role at UTMC.

Mandatory Orientation

Orientation to UTMC and nursing service policies and practices is mandatory for all agency personnel prior to a patient care assignment and is provided by nursing education personnel or designee. The Staff Development and Human Resource Department assures that agency personnel sign UTMC's confidentiality statement, while Nursing Service Administration keeps a list of approved agency nurses.

Evaluation

Agency personnel are evaluated by the nurse manager or designee.

Responsibility of Agency Personnel

It is the responsibility of agency personnel to receive a report from the RN responsible for the patient and/or the private duty nurse caring for the patient. Agency personnel must report all pertinent patient information to the RN responsible for the patient. If a specific procedure is not within current competency, agency personnel must immediately notify the charge nurse and/or RN responsible for the patient. Practice expectations will be in accordance with the State of Ohio's Nurse Practice Act.

Responsibility of the Hospital's Nursing Staff

The UTMC RN in charge is accountable for the nursing care of all patients on the unit. It is the responsibility of the charge nurse (or designee) to provide a unit orientation for agency personnel who have no recent experience on the unit; to review the orders and nursing care of the patient(s) prior to assignment, to assess competencies, to monitor the quality of nursing care provided, and to provide assistance as needed.

The charge nurse should inform the Nursing Director of the unit (or House Supervisor) immediately of any problems identified in conduct or performance of duties. Problems with agency personnel are communicated to the appropriate agency representative.

(C) Procedure

1. The Chief Nursing Officer may authorize the utilization of temporary agency nursing personnel, on a short-term basis, when the need is determined by the level of available staffing.

2. Temporary personnel will be provided an orientation by the Staff Development Department and the Unit Nursing Director or his/her designate. Completion of orientation will be documented.

3. Temporary personnel will work under the direct supervision of a qualified RN who is a hospital employee

4. The utilization of temporary nursing personnel will be terminated, if it is determined that performance is unsatisfactory.

Approved by:	**Review/Revision Date:**		
/s/	1980	1988	2/2003
Monecca Smith, MSN, RN — Date	1981	1989	8/2006
AVP Patient Care Services/Chief Nursing Officer	1982	10/1990	12/15/2009
Review: Nursing Policy & Standard Committee, 10/12, 4/15, 4/18	1983	6/1992	10/17/2012
Revision Completed By Nancy Gauger, MSN, RN & Amy Fox, BSN, RN	1984	1/1993	4.24.2015
	1985	6/1995	4.15.2018
	1986	11/1998	3.15.2021
	1987	10/2000	
	Next Review Date: 3/2024		
Policies Superseded by This Policy: 6-06			

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