Name of Policy: Review of Nursing Staffing Data
Policy Number: 3364-110-08-01
Department: Nursing Service
Approving Officer: AVP Patient Care Services/CNO
Responsible Agent: AVP Patient Care Services/CNO
Scope: The University of Toledo Medical Center

Effective Date: 6/15/2018
Initial Effective Date: 10/1986

(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, CNO 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 patients utilization log, Surge staffing by Director Nursing 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 Directors annually at a minimum.
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Nursing Licensure Verification
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<th>Approved by:</th>
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<td>Monica Smith, MSN, RN</td>
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Next Review Date: 6/2021

Policies Superseded by This Policy: