

NURSING SERVICE GUIDELINES GENERAL

Guideline: Review of nursing staffing data



Policy Number Superseded: 3364-110-08-01

Responsibility: Nursing Directors

Effective Date:
October 2025

Purpose of Guidelines: To maintain staffing levels that support the provision of safe patient care in a fiscally responsible manner.

Initial Effective Date:
October 2025

Procedure:

Staffing data will be reviewed by nursing directors and used as a guide for decision-making regarding staffing levels.

- (A) Staffing data is analyzed as follows:
 - (1) 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.
 - (2) At minimum, monthly review of HBI data will be completed by Department Directors, Chief Nursing Officer and Nursing Directors.
- (B) 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.
- (C) 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.

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- (D) Analysis of staffing data and variances are used at budgeting time and throughout the year to adjust staffing plans.
- (E) Review of staffing plan by Unit Directors is performed annually at a minimum.

Approved by:

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Chief Nursing Officer

Initial effective date:

October, 2025

Review/Revision Completed by:

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Review/Revision Date:

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Next review date:

October, 2028