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DOCUMENT TITLE	Master Nurse Staffing Plan	
Document Type	<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input type="checkbox"/> Guideline <input checked="" type="checkbox"/> Plan	
Department	Nursing Administration	Effective Date 09/14/2022

PURPOSE:

A guideline for continuous registered nurse coverage, for distribution of nursing and auxiliary personnel, and for forecasting future needs.

PLAN:

- I. Minimum Staffing Guidelines
 - A. Inpatient
 1. A minimum of 1 Registered Nurse (RN) will be on the inpatient unit 24 hours a day.
 2. The standard guideline, as recognized by The Labor Management Institute and National Database for Nursing Quality Indicators, is a 1:5 nurse-patient ratio for medical surgical patients.
 - B. Emergency Department
 1. A minimum of 1 Registered Nurse (RN) will be in the Emergency Department 24 hours a day.
 2. The standard guideline, as recognized by the The Labor Management Institute and National Database for Nursing Quality Indicators, is 1:3 nurse-patient ratio for emergency patients.
 - C. Special Care Unit
 1. A minimum of 1 Registered Nurse (RN) will be in the Special Care Unit when open. A 1:3 nurse-patient ratio will be followed in this unit.
 - D. Surgical Services- Call Team
 1. A minimum of a Scrub RN/Tech, Circulator RN, and CRNA will be available 24/7.
- II. Staffing assignments will be made at the safest and most appropriate level for staff and patients, taking into consideration the following elements:
 - A. Patient acuity or workload
 1. The Inpatient Acuity Tool will be used to determine each patient's level of acuity.
 - B. Skill mix
 1. Registered Nurses
 2. Licensed Practical Nurses
 3. Certified Nursing Assistants/Patient Care Techs
 4. Certified Medical Assistants
 5. Nursing Services Techs
 6. Emergency Medical Technicians
 7. Paramedics
 8. Scrub tech or First Assist
 - C. Patient flow
 1. Admissions
 2. Discharges
 3. Transfers

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D. Department floating

1. Staff will be floated from a department of lesser need to a department of greater need.
2. Float staff must have documented competency in the department they are floated to.

III. Master Nurse Staffing Plan oversight

- A. The nurse staffing committee will submit the recommended master nurse staffing plan to the CNO and Board of Trustees for approval
 1. The plan will need to be voted on and recommended by at least 60% of the nurse staffing committee prior to submittal.
 2. Should any changes be made to the master nurse staffing plan by the CNO, a written explanation will need to be submitted to the nurse staffing committee.
- B. MRH will evaluate the master nurse staffing plan and prepare a report for internal review by the nurse staffing committee on a quarterly basis.
- C. MRH will submit the final approved master nurse staffing plan and an annual report containing details of the quarterly evaluations of the plan to CDPHE.
- D. MRH will provide the master nurse staffing plan to each nurse applicant upon an offer of employment, as well as any patient requesting the plan.