

# **Staffing Committee Charter**

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- 8 Other .....**

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## Charter Version History

Version	Effective Date	Date Approved	Approved By	Revision Date (If applicable)	Revision Reason (If applicable)
1.0					
1.1					

## Hospital Information

Name of Hospital					
Hospital Phone #:					
Hospital Email:					
<a href="#">Hospital License #:</a>					
Hospital Street Address					
City/Town:		State:		Zip Code:	
Is this hospital license affiliated with more than one location?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes" was selected, please provide the location name and address					

# 1 Committee Members

## 1.1 A process for electing cochairs and their terms

**Membership Table**

<b>Name</b>	<b>Title</b>	<b>Date Term effective</b>	<b>Term Length</b>

## 1.2 Roles, responsibilities, and processes by which the hospital staffing committee functions.

1.2.1 How many members will serve on the committee.

1.2.2 Which patient care staff job classes will be represented on the committee as nonvoting members.

1.2.3 Processes to ensure adequate quorum and ability of committee members to attend.

1.2.4 Processes for replacing members who do not regularly attend.

## **2 Committee Meetings**

- 2.1 Schedule for monthly meetings.**
- 2.2 Process for adding meetings.**
- 2.3 Process for ensuring committee members receive 30 days' notice of meetings.**

## **3 Complaint Process**

- 3.1 Processes for reviewing, investigating, and resolving complaints.**
  - 3.1.1 Process for noting the date received as well as initial, contingent, and final disposition of complaints and corrective action plan where applicable.**
- 3.2 Processes by which complaints will be resolved within 90 days of receipt, or longer with a majority approval of the committee.**
- 3.3 Process to ensure the complainant receives a letter stating the outcome of the complaint.**
- 3.4 Process for an employee, and a labor representative if requested by the employee, to attend committee meetings if they're involved in a complaint.**

## 4 Committee Review Processes

### 4.1 Processes for the hospital staffing committee to conduct quarterly reviews.

Quality Metric	Review Frequency	Process
Staff turnover rates	Quarterly	
New hire turnover rates during first year of employment	Quarterly	
Anonymized aggregate exit interview data	Annual	
Hospital plans regarding workforce development		

## 5 Committee Documentation and Records

5.1 Process for approving meeting documentation including meeting minutes, attendance, and actions taken.

5.2 Policies for retention of meeting documentation must be a minimum of three years and consistent with the hospital's document retention policies.

- 6 Process for the hospital to provide the hospital staffing committee with information regarding patient complaints involving staffing made to the hospital through the patient grievance process.**
  
- 7 Processes for how the information from the reports required under subsection (7) of RCW 70.41.420 will be used to inform the development and semiannual review of the staffing plan.**
  
- 8 Other.**