LINCOLN HOSPITAL
STAFFING PLAN

PURPOSE:
1. To set the minimum number and skill mix of nursing personnel required on shifts in each patient care unit.
2. Considers various additional criteria, including census, patient acuity on the shift, and the architecture of the patient care unit.
3. Limits the use of the agency/traveling nurses.
4. Is consistent with the scope of practices of nursing personnel.
5. Includes adequate coverage for leave and work breaks.
6. Has at least a semi-annual review process.

STAFFING COMMITTEE:
1. The Joint Staffing Committee will consist of a minimum of 9 members: ___6___ Nursing staff, HUCs and NACs currently providing direct patient care (one half of the total committee membership) and ___3___ hospital administrative staff (up to one half of the total membership). The tenure of the committee members will be for 1-2 years. Replacements will be on a volunteer basis. If no one volunteers then staff will be asked getting a balanced number from day shift and night shift.

STAFFING PLAN:
1. The Acute Care Unit and Transitional Care Unit will follow the Nursing Acuity Care Plan System to determine staff levels for RNs and Nursing Aides for all shifts. The Nursing Acuity Care Plan System will be developed and updated by the Joint Staffing Committee.
2. Minimum facility staff levels will be two ACLS certified nurses and one licensed or one non-licensed staff with an on-call licensed member available within 60 minutes per shift.
3. In TCU minimum staff levels will be one RN and one NAC per shift. * If there are two-person lifts and/or high fall risk patients, there must be 3 staff members regardless of acuities.
4. The Surgical Unit minimum staff levels will be one Surgical RN and one Surgical Tech on call when OR is open.
5. The Staffing Plan must be submitted to CEO/Administrator for approval. In the event the plan is not accepted, a letter must be submitted to the committee with explanation for the reasons why.
6. The Staffing Plan will be reviewed by the Staffing Committee on a semi-annual basis. The plan will be reviewed using patient needs and known evidence-based staffing information, including the nursing sensitive quality indicators collected by the hospital.