



East Adams Rural  
Healthcare

Effective 01/2017  
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Owner Jacqueline  
Mathis: Nursing  
Manager  
Department Nursing/ER

## Nurse Staffing Committee

**PURPOSE:** EARH reserves the right to protect patients, support greater retention of RN's and to promote evidence-based nurse staffing by establishing a mechanism where direct care nurses and hospital management participate in a joint process regarding decisions about nurse staffing.

**POLICY:** A committee will:

- Develop and oversee implementation of an annual staffing plan
- Perform a annual review of the current staffing plan
- Perform a annual review of nurse sensitive outcome indicators (ie: fall prevalence, falls with injury, pressure ulcer rate/prevalence, nursing care hour per patient day, skill mix)
- Respond to staffing concerns presented to the committee
- Assure hospital and LTC staffing plans, shift-based staffing and relevant clinical staffing for each shift are publicly posted

**PROCEDURE:**

1. The committee shall consist of at least one-half of the membership being direct care RN's and up to one-half will be hospital management representatives.
2. The committee will be selected by RN peers, with the CNO as the hospital management representative.
3. Staff nurses participating in the nurse staffing committee shall be on scheduled work time and compensated at the appropriate rate of pay.
4. Nurse staffing committee members shall be relieved of all other work duties during meetings of the committee. Flexibility will be allowed for CAH committees (ie: may include but not limited to having nurse staffing committees work by telephone or electronic mail).
5. The annual nurse staffing plan must be reviewed and adopted by the administrator. If this staffing plan is not adopted by the hospital, the administrator must provide a written explanation to the committee.
6. The committee shall consider certain factors in the development of the nursing plan. These

factors should include, but not limited to the following:

- **Census, including total number of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers.**
- **Level of acuity of all patients and nature of the care to be delivered on each shift.**
- **Level of experience (ie: RN, NAC) and specialty certification or training of nursing personnel providing care.**
- **The need for specialized or intensive equipment.**

## All Revision Dates

01/2017

## Approval Signatures

Step Description	Approver	Date
	Charles Sackmann: Physician	03/2022
	Marnie Boyer: Physician Assistant Certified	11/2021
	Jennifer Pepperd: RN	10/2021