

# **Staffing, Scheduling & Patient Classification System**

**By**

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# Introduction

- **Nurse staffing methodology should be an orderly, systematic process, based upon sound rational, applied to determine Nr. & kind of nursing personnel required to provide nursing care of a predetermined standard to a group of patients in a particular setting.**
  - **End result is prediction of kind & Nr. of staff required to give care to patients.**

# Definitions

## Staffing

- **Refers to the number & composition of personnel assigned to work in a unit at a given time.**

## Purpose of Staffing

- **Is to provide appropriate numbers & mix of nursing staff (nursing care hours) to match actual or projected patient care needs (patient care hours) that will lead to delivery of effective & efficient nursing care.**

# Staffing objectives

- Provide an -all professional -nurse staff in critical care units, operating rooms, labor, delivery unit & emergency room.
- Provide sufficient staff to permit **1 :1 nurse-patient ratio for each shift in every critical care unit.**

- **Staff general medical-surgical, obstetric ,pediatric, and psychiatric units to achieve a 2 :1 professional nurse- practical nurse ratio.**
- **Provide sufficient nursing staffing in general medical -surgical, obstetric, pediatric & psychiatric units to permit a 1: 5 nurse—patient ratio on day and afternoon shifts and 1 :10 nurse—patient ration night shift**

- **Involve vice-president of nursing, divisional nursing directors, one representative from head nurse to staff nurse & practical nurse groups in designing department's overall staffing program.**

- **Design a staffing plan that specifies how many nursing personnel in each classification will be assigned to each nursing unit for each shift and how vacation and holiday time will be requested and scheduled.**
- **Hold each head nurse responsible for translating department's master staffing plan to sequential eight-week time schedules for personnel assigned to her unit.**



- **Post time schedules for all personnel at least eight weeks in advance.**
- **Empower head nurse to adjust work schedules for unit nursing personnel to remedy any staff excess or deficiency caused by census fluctuation or employee absence.**

- **Inform each nursing employee that requests for specific vacation or holiday time will be honored within limits imposed by patient care & labor contract requirements.**
- **Reward employees for long term service by granting individuals' special time requests on basis of seniority.**

# Variables Affect Staffing

- **Workload Budgets**
- **Activity Report**
- **Average daily census**
- **Average length of stay**
- **Adjusted units of service**
- **Care hours calculation**
- **Personnel expense budget**

- **Fixed staff**
- **Variable staff**
- **Establishing positions**
- **Labor costs**
- **Expense budget**
- **Revenue budget**

## Hints in Staffing Plan

- **Changing concepts**
- **Patient populations**
- **Institutional missions and objectives**
- **Personnel policies and practices**
- **Policies and practices related to admission and discharge**
- **The degree to which other departments carry out their supporting services**

- **The number and composition of the medical staff**
- **Arrangement of the physical plant**
- **The organization of the division of nursing.**
- **Data to be analyzed**

Thank

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