

Responsible Staffing: Assuring Patient Safety and Economic Stability

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Schedule

- Review staffing guidelines yearly
 - Develop processes & oversee self-scheduling for all staff
 - Review & update seniority “perks.”
 - Review & update vacation selection
 - Review & update holiday scheduling s
 - Review & update vacation selection
 - Review & update guidelines to furlough & rotate staff to other units
 - Develop charge nurse guidelines
 - Develop charge nurse orientation
 - Participate in the interview process for new staff & management positions
- 
- A photograph of two women standing in a clinical setting, likely a hospital unit. The woman on the left is wearing a patterned jacket over a dark blue top and has her hand in her pocket. The woman on the right is wearing light blue scrubs. Both are smiling and have identification badges. In the background, there is medical equipment, including a stack of monitors and IV stands with bags.





Lehigh Valley

Health Network

A PASSION FOR BETTER MEDICINE

DEPARTMENT:

DATES: FROM

to

MASTER PERSONNEL TIME SCHEDULE

FTE	NAME	Date:												COMMENTS												
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- Develop a schedule for “Senior Staff”
- Develop a schedule for “Less Senior Staff”
- Merge schedules to insure an appropriate mix of staff experience & expertise

Synergy Model

The Charge RNs takes into consideration:

The complexion of the staff on duty

AND

The needs of each patient / family

Assignments are made to promote patient safety and best outcomes by...

Assignment Sheets

- Each RN provides report to the Charge RN
- Information includes acuity, procedures, transports, family

2015A <i>Elisen RW</i>	YOUNG ALWAYS 84 Y Dx: FX Pelvis slip fall off roof	Vent: GHS: Trips: Procedures: Family:
2020A <i>Teri RW</i>	DROPSIE DOLLY 65 Y Dx: TBL slip Fall from ladder	Vent: GHS: Trips: Procedures: Family
2023A <i>Sue RW</i>	TIPSIE TOMMY 42 Y Dx: Pulm Contusion s/p/MVA	Vent: GHS: Trips: Procedures: Family
2044A <i>Chuck RW</i>	SLIP/FALL SALLY 80 Y Dx: SAHSDH Fall 2nd skating	Vent: GHS: Trips: Procedures: Family
2055A <i>Julia RW</i>	GOODY OLDIEBUT 78 Y Dx: Liver lacerabd compt syn	Vent: GHS: Trips: Procedures: Family:
2066A <i>Cheryl RW</i>	NEVER NEVERSAY 80 Y Dx: FX Femurs s/p Paragligding	Vent: GHS: Trips: Procedures: Family
2071A <i>Pam RW</i>	SMITH SMITTY 38 Y Dx: C3-6 FX s/p drag racing	Vent: GHS: Trips: Procedures: Family

**Matching the
patients characteristics to the nurse's competencies
= SYNERGY**

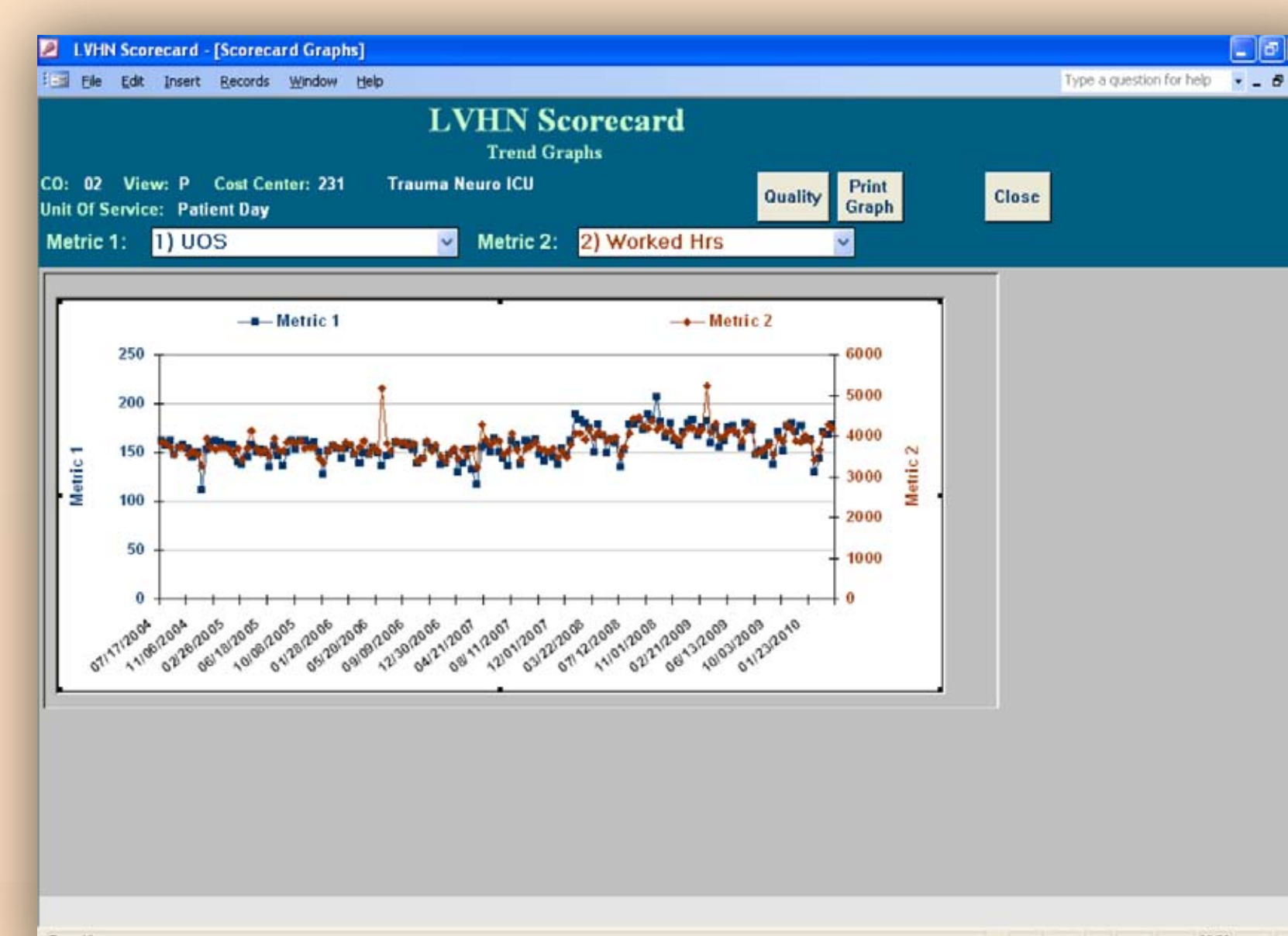
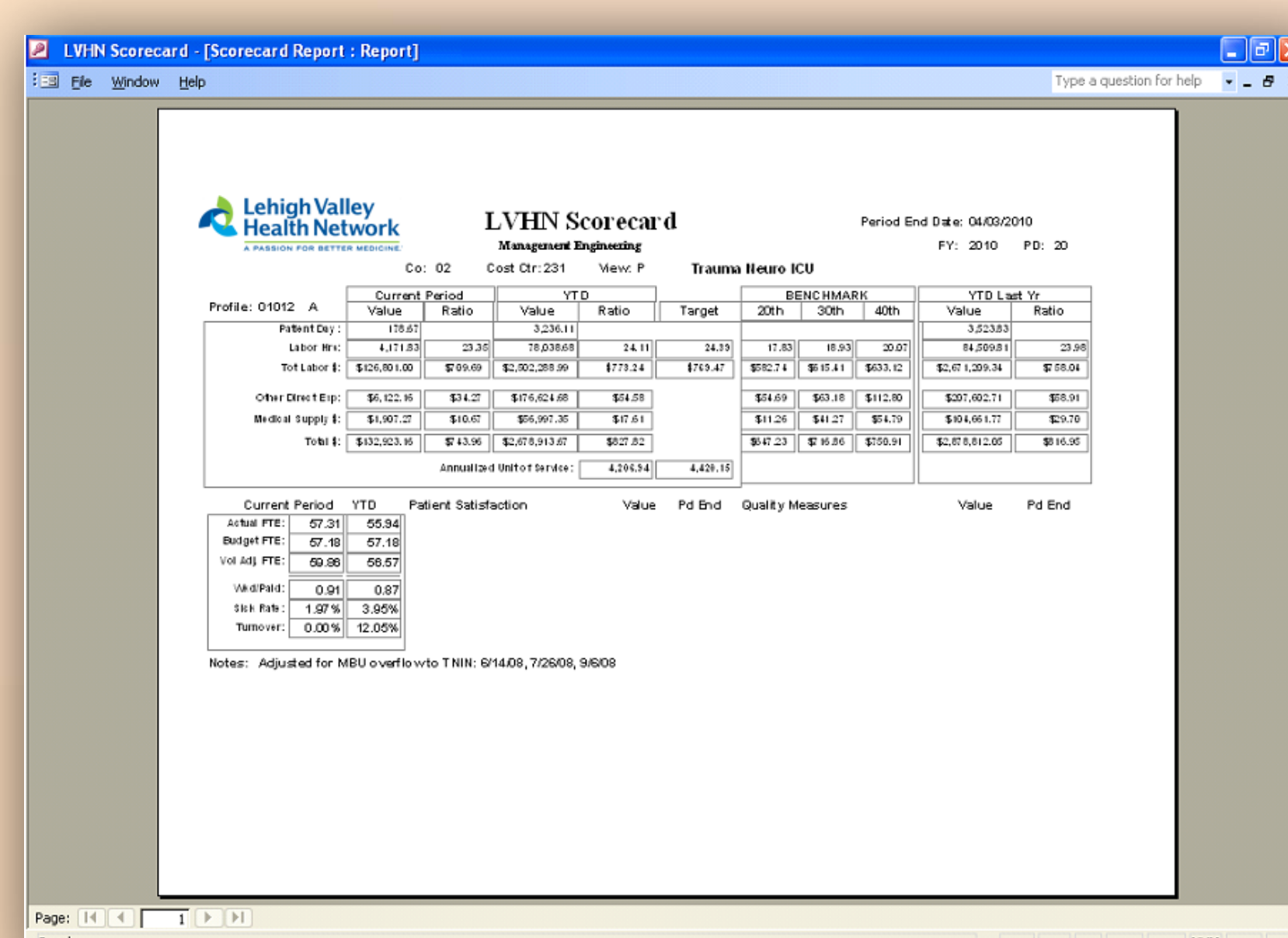
<http://www.aacn.org/wd/certifications/content/synmodel.pcms?pid=1&&menu=>

Bi-weekly Evaluation

- Review Scorecard Information
- Review Daily Staffing to Census
- Review Assignment Sheets
- Staffing Council meet with Charge RNs if “OVER” Scorecard to enhance future:

Staffing Decisions (census & acuity) & Fiscal Responsibility

Scorecard



UOS = Average Daily Census
Worked hours do not include PTO/Sick/Conference