

## **Nurse Staffing Committee CHARTER / PRINCIPLES**

### **I. Purpose**

The Nurse Staffing Committee is to provide a collaborative effort for establishing minimum staffing guidelines to meet patient needs and to provide a healthy work environment for registered nurses and licensed practical nurses. These guidelines should recognize evidence-based standards.

### **II. Committee Core Principles**

- **Structure:** Nurse Staffing Committee structure should:
  - Have not more than 13 members
  - Have at least 50% staff/direct care RNs
  - Have a mechanism to ensure representation of shifts
  - Have a mechanism to ensure representation of nursing specialties
  - Have a designated term of service for members
  - Be provided time and resources to participate
  - Incorporate periodic quality evaluation tools
  - Have minutes that are accessible to all staff
  - Be led by the chief nurse executive or designee
  
- **Function:** The function of the Staffing Committee is to establish nurse staffing guidelines that take into consideration:
  - Individual and aggregate patient needs and requirements for nursing care
  - Specialized qualifications and competencies of nurses and support staff
  - Availability and requirements for specialized equipment and technology
  - The geographic environment of the facility
  - Patient safety as paramount when planning nurse work hours
  - Nationally recognized evidence-based standards and guidelines
  - Evaluate care delivery system based on resources
  - Provision of safe patient care and adequate nurse staffing with emphasis on care delivery models based on available resources
  - Availability of resources during emergencies

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### **III. Sample Committee Duties & Responsibilities**

The role of the Nurse Staffing Committee is to:

- Review existing, and/or develop new staffing plans and guidelines for all patient units
- Review current nationally recognized evidence-based standards and guidelines as it relates to staffing recommendations
- Offer recommendations for a nursing services staffing plan that is cost effective and that ensures that the hospital has a staff of competent nurses with the specialized skills needed to meet patient needs, and addresses the following:
  - The complexity of care, patient assessment, volume of patient admissions, discharge and transfer;
  - Patient acuity and the number of patients for whom care is being provided
  - Adjustment of nursing staff levels based on patient needs
- At least annually review the effectiveness of staffing plan using indicators such as patient satisfaction, nurse satisfaction, quality indicators, and fiscal management
- Make recommendations for revisions to the staffing plan based upon this annual review if appropriate.