LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

STAFFING

Purpose:

To define the process by which adequate staffing level of competent personnel in the Hospital is assured.

Policy:

1. Departments that provide patient care services shall develop and utilize a staffing plan that addresses:
   a. staffing needs;
   b. qualifications of staff; and
   c. applicable licensure, certification, laws, and regulations relative to the required staffing complement.

2. Staffing plans will be assessed on an ongoing basis in response to outcome measures. Examples of outcome measures include performance improvement, patient satisfaction and employee satisfaction. Specific staffing indicators may include: late assessments, missed treatments, missed medications, case backlogs, errors, patient and/or staff complaints, excessive or prolonged restraint/seclusion use and patient/family education not provided.

3. If outcome measures are unsatisfactory, an assessment shall be made and if necessary, staffing levels shall be adjusted to meet patient care needs.

4. Staffing plans shall include possible solutions to staffing problems. For example, if staffing levels are too low to meet patient care needs, staff may be floated to the department or contract agencies may be used to supplement staffing.

5. Staffing plans shall be accessible to staff that are making changes in staffing levels.

Reference: Department/Unit specific plans

Administrator

4/21/04

Date

Approved by Clinical Board: 2/01, 4/20/04
Written: 2/95
Reviewed: 9/97, 2/00, 3/04