LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
- SHREVEPORT

STAFFING

Purpose:
To define the components that are necessary in a staffing plan to ensure adequate staffing levels of competent personnel in the Hospital.

Policy:

1. Departments that provide patient care services shall develop and utilize a staffing plan, which should include:
   a. Staff qualifications;
   b. Core coverage;
   c. Staffing guidelines;
   d. Scheduling limitations;
   e. Staffing assessment;
   f. Daily staffing adjustments;
   g. Staffing alternatives;
   h. Staffing performance Indicators, and
   i. Is based on 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 selected outcome measures. Examples of outcome measures may include: performance improvement, patient satisfaction, variance reports and employee satisfaction. Specific staffing indicators may also 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 selected 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
Approved by Clinical Board: 2/01, 4/20/04, 4/17/07, 5/18/10, 7/16/13
Written: 2/95
Reviewed: 9/97, 2/00, 3/04, 3/07, 5/10, 7/13
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