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	Effective Date:	11-30-2021
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Endoscopy Unit
	Document Title:	STAFFING PLAN

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the unit to operate smoothly.

LEVEL:


Physicians, Registered Nurses, Nursing Attendants

DEFINITION OF TERMS:


Staffing plan- is a strategic planning process by which a company assesses and identifies the personnel needs of the organization.

POLICY:







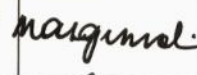

1. Endoscopy Unit shall develop a staffing plan that addresses:
 - 1.1 Staffing needs
 - 1.2 Staff qualifications
 - 1.3 Applicable licensure, certification, laws and regulations relative to the required staffing complement.
 - 1.4 Patient Census
2. The personnel shall rotate in 3 different shifts (6:00 a.m. to 2:00 p.m., 7:00 a.m. to 3:00 p.m. and 8:00 a.m. to 4:00 p.m. As for the administrative and support personnel they shall cover the 8 a.m. to 4 p.m. shift.
3. A minimum of two (2) endoscopy personnel shall compose a team which would be assigned to each procedure room. A team shall consist of one circulating nurse and one scrub person. The circulating nurse shall be a Registered Nurse. The scrub person maybe a Registered Nurse or a Scrub Technician.
4. The Endo-PACU shall be composed of a team of one nurse and one attendant.


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5. This policy shall be in conjunction with the working hours and annual leave policies of the institution, including compliance to the working hours directives set by the Department of Labor and Employment (DOLE).
6. Staffing guidelines of the Endoscopy Unit shall be based on individual patient needs, patient acuity, technological demands, staff member competency, skill mix, practice standards, health care regulations, and accreditation requirements.
7. The Surgical Complex Manager and the Endoscopy Unit Head Nurse shall determine both direct and indirect care patient caregivers for the unit.
8. The number of nursing personnel that will be provided for various types of post-operative or other invasive procedures shall depend on the complexity of the procedure, individual team member competency, patient acuity, patient monitoring requirements (e.g., local or moderate sedation), as cases may require more diverse direct care personnel than the minimum number of staff members originally identified.
9. The staffing plan shall include provisions for unplanned, urgent, or emergent procedures and how to provide care for patients when procedures run over the scheduled time.
10. Staff deficits shall be covered by overtime and on call.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	WELYN J. TIROL-BERMUDEZ, RN Surgical Suites Staff Nurse		11/15/2021
	AILEEN B. PALENCE, RN Endoscopy Unit/ PACU Head Nurse		11/12/2021
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		11-12-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		11-18-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		11-18-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		11/19/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		11-23-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01/06/22

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DOCUMENTATION:

New Policy

DISSEMINATION:

1. Surgical Complex- Endoscopy Unit Policy and Procedure Manuals
2. Orientations

REFERENCE:


The Patient Care Manual. (2018). Boston's Children's Hospital

Nettina, S. (2013). Lippincott Manual of Nursing Practice (10th Ed.) New York. Lippincott & Wilkins

Bigony, L., (2012). Is your Client Ready for PACU Discharge? OR Nurse, September 2012.
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PURPOSE:


To define the steps involved in planning for the staffing plan of the unit.

SCOPE:

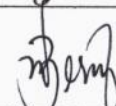
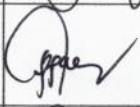
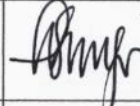


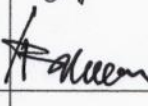

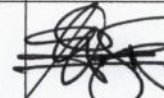
Applicable to all Endoscopy Unit staffs of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

Surgical Complex Manager, Endoscopy Unit Head Nurse, Registered Nurses, Nursing Attendants, Human Resources personnel

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	WELYN J. TIROL-BERMUDEZ, RN Surgical Suites Staff Nurse		11/15/2021
	AILEEN B. PALENCE, RN Endoscopy Unit/ PACU Head Nurse		11/12/2021
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		11/12/2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		11/12/2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		20-Dec-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		12/20/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		12-20-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01/06/22

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PROCEDURE:

1. The Surgical Complex Manager and Endoscopy Unit Head Nurse determines the number of staff required for the unit.


Table 1. Endoscopy Unit Daily Staffing (as of Policy writing)

ENDOSCOPY UNIT DAILY STAFFING		
	Monday – Friday	Saturday
Head Nurse	1*	-
Staff Nurse	4	4
Scrub Technician	2	2
Clerk	1	1
PACU Attendant	1	1
TOTAL	9	8

** 6am to 2pm, 7am to 3pm and 8am-4pm shift for 6 days a week only*

**On-call for Sunday*

ENDOSCOPY UNIT DISTRIBUTION OF STAFF			
Endoscopy and PACU Staff	Monday – Saturday		
	6-2	7-3	8-4
Endoscopy Procedure Room 1 Nurse	1	1	
Endoscopy Procedure Room 2 Nurse			1
Endoscopy Procedure Room 1 Scrub Person	1		
Endoscopy Procedure Room 2 Scrub Person			1
Clerk			1
Endo-PACU Staff Nurse			1
Endo- PACU Attendant			1
TOTAL	2	1	5

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2. The Surgical Complex Manager, Supervisor and Head Nurse creates the Staffing Plan then submits the information to the Human Resource Division (HRD).
3. The HRD facilitates the manpower demand of the department.
4. Staffs assigned in the department are to rotate in the different shifts set by the department accordingly.
5. The Head Nurses creates the schedule for the team assigned to them.
6. The Manager and Head Nurses conducts a gap analysis regularly to assess the staffing needs of the department.
7. Any changes in the staffing plan are coordinated with the HRD.

REFERENCE:

The Patient Care Manual. (2018). Boston's Children's Hospital

Nettina, S. (2013). Lippincott Manual of Nursing Practice (10th Ed.) New York. Lippincott & Wilkins

Bigony, L., (2012). Is your Client Ready for PACU Discharge? OR Nurse, September 2012.
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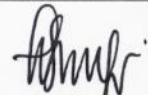

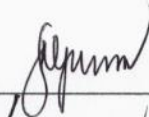
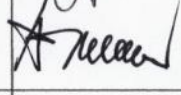
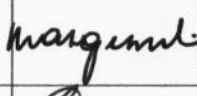
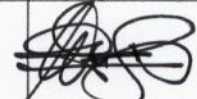
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FLOWCHART




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APPROVAL:

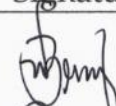
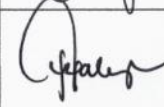
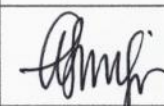


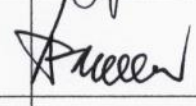
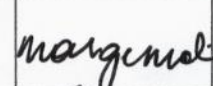
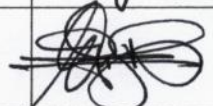
	Name/Title	Signature	Date
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	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		12-20-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01/06/22

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Determines the number of staff required for the unit 2. Creates the Staffing Plan and submits it to the Human Resources Division 3. Conducts gap analysis regularly to assess staffing needs 4. Coordinates any changes in the staffing plan with the Human Resources Division 	Surgical Complex Manager, Head Nurses and Supervisors
Ensures that the manpower demand of the department are fulfilled	Human Resources Division
Creates the schedule for the staff assigned in the unit/section	Head Nurses

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Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		21-Dec-2021
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