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	Effective Date:	10-30-2021
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Neonatal Intensive Care Unit
	Document Title:	STAFFING PLAN

PURPOSE:

To determine the number of staff nurses needed by the unit.

LEVEL:


Nursing Service Division Office, Neonatal Intensive Care Unit

DEFINITION OF TERMS:

Staffing Plan- reflects the specific service needs to meet patient care and organizational needs¹.

POLICY:


1. Health Standards:
 - 1.1 Health status of the staff shall be assessed before exposure to NICU. A normal chest x-ray result, negative stool exam, and negative Covid-19 RT-PCR) shall be submitted to the Section Head.
 - 1.2 All personnel are required to have a yearly chest x-ray and semi-annual stool exam.
 - 1.3 Personnel shall be free from transmissible infectious diseases.
2. Staff assignments are designed to match patient needs with the qualifications/ competence of the staff and to allow the assigned staff to function within their scope of practice.
3. The following are the predetermined number or required personnel per shift:
 - 3.1 3 staff nurses in the AM shift
 - 3.2 3 staff nurses in the PM shift
 - 3.3 3 staff nurses in the Night shift
 - 3.4 ** 1 staff standby for Covid Room Admission

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4. Nurse to Patient Ratio


	NICU	NICU TRIAGE	COVID POSITIVE	PENDING SWAB	INTUBATED	(+) BLOOD CS
UNSTABLE	1:1	-----	1:1	1:1	1:1	1:1
STABLE	1:3	1:3	1:2	1:3	1:2	1:1 OR 1:2 ***BUT SHOULD HAVE SAME ORGANISM

5. If there is a shortage of staff, the Head Nurse/ Supervisor shall ask one of the staffs to extend for four hours to cover the shortage and as per over time schedule.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CANDY LYN G. QUIPTE, RN NICU Staff Nurse		11/12/2021
	JENIFFER D. SISON, RN NICU Head Nurse		11/12/2021
Verified:	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		11/12/2021
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		12-07-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		11/19/2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		12/9/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		12-15-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01-05-22

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DOCUMENTATION:


New Policy

DISSEMINATION:

Hospital Communicator
Policies and Procedure Manual

REFERENCE:

Nursing Staffing Plan | Port Clinton Hospital. (n.d.). Magruder Hospital. Retrieved August 23, 2021, from <https://www.magruderhospital.com/nursing-staffing-plan>

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		Document Title:	STAFFING PLAN

PURPOSE:


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

SCOPE:

Applicable to all Neonatal Intensive Care Unit staffs of Dr. Pablo O. Torre Memorial Hospital





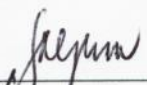
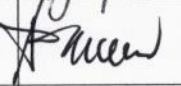
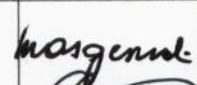

PERSON RESPONSIBLE:


NICU Head Nurse, NICU Nurses and Attendants

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B.S. Aquino Drive,
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APPROVAL:

	Name/Title	Signature	Date
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PROCEDURE:

1. The Head Nurse determines the number of staff required for the unit.
2. The Head Nurses 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. The Head Nurse creates the schedule for all the personnel assigned assigned in the unit.
5. The Head Nurse and Nursing Service Division Middle Managers conducts a gap analysis regularly to assess the staffing needs of the department.
6. Any changes in the staffing plan are coordinated with the HRD.

REFERENCE:

Nursing Staffing Plan | Port Clinton Hospital. (n.d.). Magruder Hospital. Retrieved August 23, 2021, from <https://www.magruderhospital.com/nursing-staffing-plan>

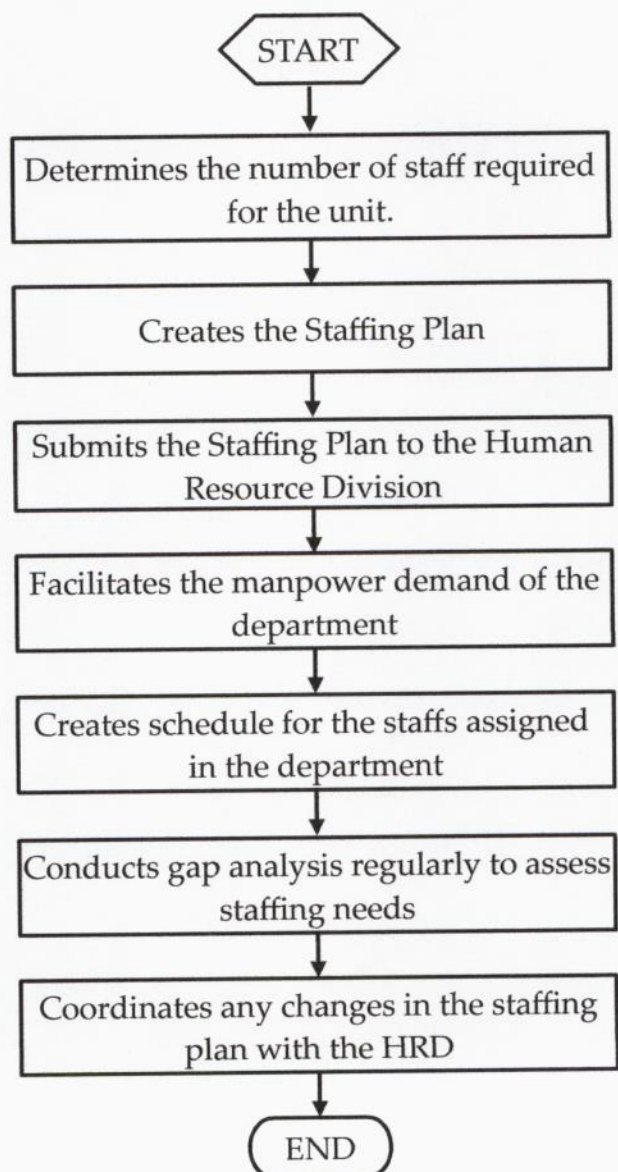



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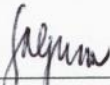
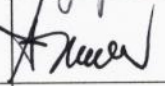
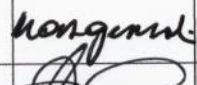
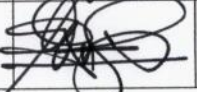
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FLOWCHART




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APPROVAL:





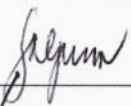

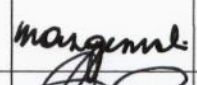
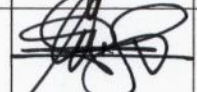
	Name/Title	Signature	Date
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		01-05-22

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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 	Head Nurse and NSD Middle Managers
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 Nurse

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