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	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

- 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
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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>