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		Effective Date:	10-30-2021
		Document Type:	Standard Operating Procedure
		Page Number:	1 of 3
		Department/Section:	Neonatal Intensive Care Unit
		Document Title:	STAFFING PLAN

PURPOSE:


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

SCOPE:





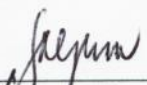
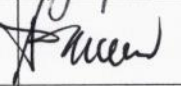
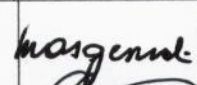

Applicable to all Neonatal Intensive Care Unit staffs of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

NICU Head Nurse, NICU Nurses and Attendants

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APPROVAL:

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

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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>