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	Document Title:	STAFFING PLAN

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the section 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. The Post-Anesthesia Care 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 Staffing patterns shall be established according to patient census on each shift. These are closely monitored continuously to allow for as much flexibility as possible.
3. The PACU Staffs shall rotate in different shifts depending on their area of assignment (Main PACU, Endo-PACU, Cardiac Catheterization Laboratory PACU). The shifts which varies between 8-12 hours.

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4. 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).
5. Staffing guidelines of the PACU shall be based on individual patient needs, patient acuity, technological demands, staff member competency, skill mix, practice standards, health care regulations, and accreditation requirements.
6. The Surgical Complex Manager or PACU Head Nurse shall determine both direct and indirect care patient caregivers for the unit.
7. 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.
8. Staff deficits shall be covered by overtime and on call.

DOCUMENTATION:

New Policy

DISSEMINATION:

1. PACU Policy and Procedure Manuals
2. Orientations

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APPROVAL:

	Name/Title	Signature	Date
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Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		11-10-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		11-10-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		11/12/2021
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/8/22

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PURPOSE:


To discuss the processes involved in planning for the staffing plan of the Post-Anesthesia Care Unit.

SCOPE:

Applies to all Post-Anesthesia Care Unit staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Attending Physician, Anesthesiologist, Registered Nurse, and Technician

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PROCEDURE:

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


Table 1. Post-Anesthesia Care Unit Daily Staffing (as of Policy writing)

POST ANESTHESIA CARE UNIT DAILY STAFFING			
	Monday – Friday	Saturday	Sunday
Head Nurse	1*		
Staff Nurse	7	7	7
OR Technician/ Attendant	4	4	4
Auxiliary	4	4	1
OR Clerk	1	1	
Supply Room Clerk	3	3	3
TOTAL	20	10	15

** 8am-4pm shift for 5 days a week only*

Table 2. PACU Distribution of Staff (as of Policy writing)

POST ANESTHESIA CARE UNIT DISTRIBUTION OF STAFFS						
	Monday – Saturday			Sunday		
	6am-2pm	2pm-10pm	10pm-6am	6am-2pm	2pm-10pm	10pm-6am
Medication Nurse/ Bedside Nurse	2	2	1	1	1	1
Attendant	1	1	1	1	1	1
Auxiliary	2	2		1		
TOTAL	5	5	2	3	2	2

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2. The Surgical Complex Manager and 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. Staffs assigned in the department are to rotate in 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

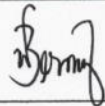
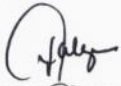
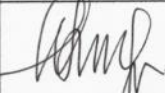

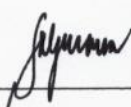
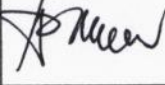
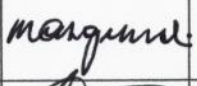

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	WELYN J. TIROL-BERMUDEZ, RN Surgical Suites Staff Nurse		3/3/2022
	AILEEN B. PALENCE, RN Endoscopy Unit/ PACU Head Nurse		3/3/22
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3/3/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/6/22

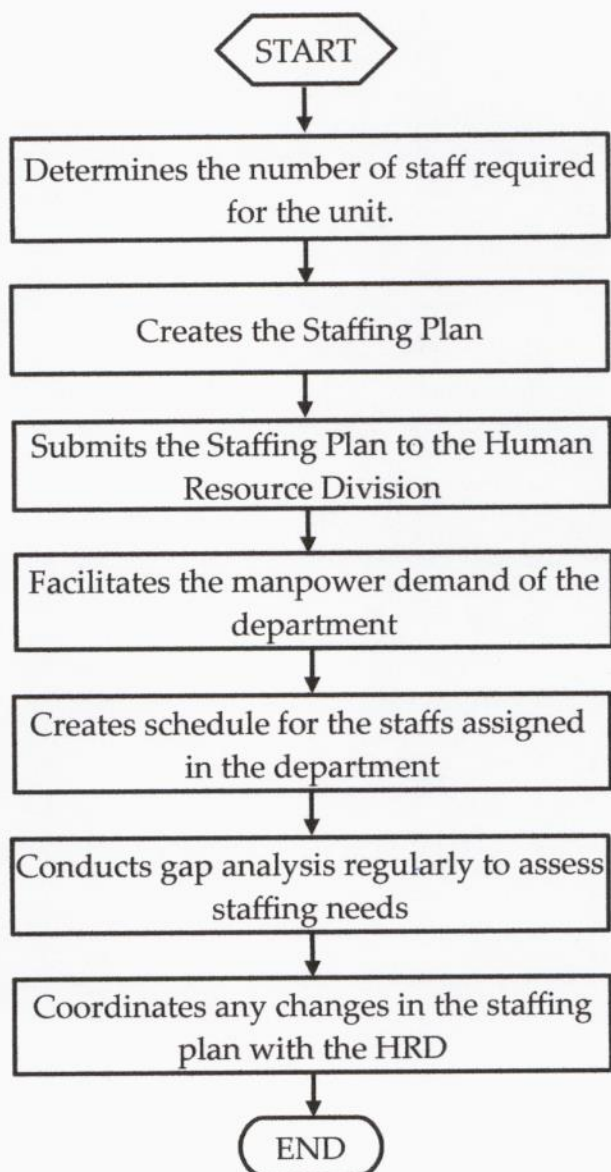



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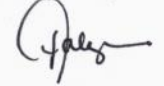


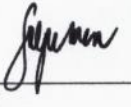
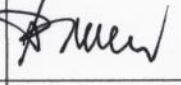
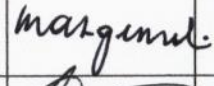

FLOWCHART




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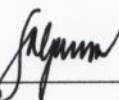
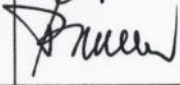
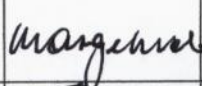

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Determines the number of staff required for the unit 2. Creates the Staffing Plan and submits it to the Human Resources Division 3. Conducts gap analysis regularly to assess staffing 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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