 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-34-P02
	Effective Date:	11-30-2021
	Document Type:	Policy
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	Department/Section:	Post-Anesthesia Care Unit
	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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REFERENCE:


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