 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	09-30-2021
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the department to operate smoothly.

LEVEL:


Surgical Complex

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. Staffing patterns are established according to patient census on each shift. These are closely monitored continuously to allow for as much flexibility as possible.
2. A minimum of two Surgical Suite personnel shall compose a team which would be assigned to each operating suite. A team shall consist of one circulating nurse and one scrub person. The circulating staff shall be a Registered Nurse. The scrub person may be a registered nurse or a scrub technician.
3. The Surgical Suite Staff shall rotate in 3 different shifts (6am-2pm, 2pm-10pm, 10pm-6am). As for the admin and support personnel, they shall cover the 8am-4pm shift.
4. This policy shall be in conjunction to 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).

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	09-30-2021
	Document Type:	Policy
	Page Number:	2 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

5. Staffing guidelines of the Surgical Complex 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 Surgery Complex Manager and Surgical Suites Head Nurse shall determine both direct and indirect patient caregivers for the unit.
7. The number of nursing personnel that will be provided for various types of operative or other invasive procedures shall depend on the complexity of the procedure, individual team member competency, patient acuity, patient monitoring requirements (eg, local or moderate sedation), trauma, or the use of complex technology (eg, laser, minimally invasive techniques) as cases may require more diverse direct care personnel than the minimum number of staff members originally identified.
8. 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.
9. Staff deficits shall be covered by overtime and on call.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	09-30-2021
	Document Type:	Policy
	Page Number:	3 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

DOCUMENTATION:


New Policy

DISSEMINATION:






Staff Pre-Board Orientation
Policies and Procedures Manual


REFERENCES:

1. Kellogg School of Management at Northwestern University. *Operating Room Staffing and Scheduling*. From <https://www.kellogg.northwestern.edu/faculty/bandi/OnlineStaffingAndScheduling.pdf>
2. Association of Operating Room Nurses (2014). *AORN Position Statement on Perioperative Safe Staffing and On-call Practices*. From <file:///C:/Users/003615/AppData/Local/Temp/PosStat-Personnel-Safe-Staffing-On-Call-Practices.pdf>
3. The Institute for Operations Research and the Management Sciences (2020). *Operating Room Staffing and Scheduling*. From <https://pubsonline.informs.org/doi/abs/10.1287/msom.2019.0781>
4. *How to Develop a Staffing Plan* | Lucidchart Blog. (2019, September 16). Lucidchart.com. <https://www.lucidchart.com/blog/how-to-develop-a-staffing-plan>

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	09-30-2021
	Document Type:	Policy
	Page Number:	4 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09-23-21
Verified:	MARIA AGNES A. SARIOGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/4/2021
	MA. ANTONIA S. GENSOLI, MD, FPS, FPCHA Vice President – Chief Medical Officer		10-6-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/23/2021

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-I-38-P02
		Effective Date:	12-31-2021
		Document Type:	Policy
		Page Number:	1 of 4
		Department/Section:	Surgical Complex
		Document Title:	STAFFING PLAN

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the department to operate smoothly.

LEVEL:


Surgical Complex

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. Staffing patterns are established according to patient census on each shift. These are closely monitored continuously to allow for as much flexibility as possible.
2. A minimum of two Surgical Suite personnel shall compose a team which would be assigned to each operating suite. A team shall consist of one circulating nurse and one scrub person. The circulating staff shall be a Registered Nurse. The scrub person may be a registered nurse or a scrub technician.
3. The Surgical Suite Staff shall rotate in 3 different shifts (6am-2pm, 2pm-10pm, 10pm-6am). As for the admin and support personnel, they shall cover the 8am-4pm shift.
4. This policy shall be in conjunction to 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).

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	12-31-2021
	Document Type:	Policy
	Page Number:	2 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN


5. Staffing guidelines of the Surgical Complex 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 Surgery Complex Manager and Surgical Suites Head Nurse shall determine both direct and indirect patient caregivers for the unit.
7. The number of nursing personnel that will be provided for various types of operative or other invasive procedures shall depend on the complexity of the procedure, individual team member competency, patient acuity, patient monitoring requirements (eg, local or moderate sedation), trauma, or the use of complex technology (eg, laser, minimally invasive techniques) as cases may require more diverse direct care personnel than the minimum number of staff members originally identified.
8. 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.
9. Staff deficits shall be covered by overtime and on call.

DOCUMENTATION:

New Policy


DISSEMINATION:

Staff Pre-Board Orientation
Policies and Procedures Manual


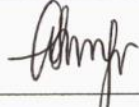



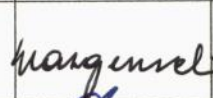

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02
	Effective Date:	12-31-2021
	Document Type:	Policy
	Page Number:	3 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

REFERENCES:

1. Kellogg School of Management at Northwestern University. *Operating Room Staffing and Scheduling*. From <https://www.kellogg.northwestern.edu/faculty/bandi/OnlineStaffingAndScheduling.pdf>
2. Association of Operating Room Nurses (2014). *AORN Position Statement on Perioperative Safe Staffing and On-call Practices*. From <file:///C:/Users/003615/AppData/Local/Temp/PosStat-Personnel-Safe-Staffing-On-Call-Practices.pdf>
3. The Institute for Operations Research and the Management Sciences (2020). *Operating Room Staffing and Scheduling*. From <https://pubsonline.informs.org/doi/abs/10.1287/msom.2019.0781>
4. *How to Develop a Staffing Plan* | Lucidchart Blog. (2019, September 16). Lucidchart.com. <https://www.lucidchart.com/blog/how-to-develop-a-staffing-plan>

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-I-38-P02
		Effective Date:	12-31-2021
		Document Type:	Policy
		Page Number:	4 of 4
		Department/Section:	Surgical Complex
		Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03.13.22
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3-13-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-13-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		3-24-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/28/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3-30-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		5/25/22

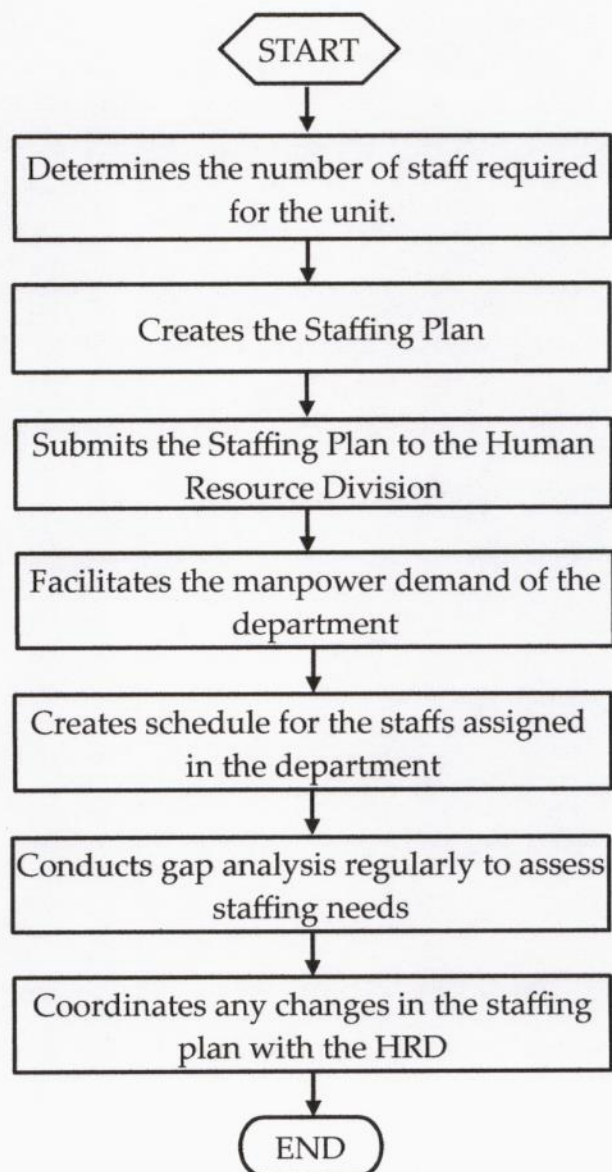



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-I-38-P02-FC01
Effective Date:	12-31-2021
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Surgical Complex
Document Title:	STAFFING PLAN


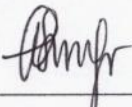

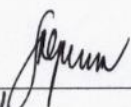
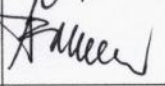
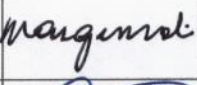

FLOWCHART




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02-FC01
	Effective Date:	12-31-2021
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN


B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

APPROVAL:


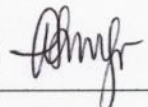

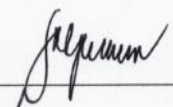
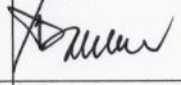
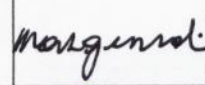

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03.15.22
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3-15-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-15-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		3-24-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/28/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3.30.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		5/25/22


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P02-WI01
	Effective Date:	12-31-2021
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

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 Resource Division 3. Conducts gap analysis regularly to assess staffing needs 	Surgical Complex Manager, Head Nurses and Supervisors
Ensures that the manpower demand of the department are fulfilled	Human Resource Division
Creates the schedule for the staff assigned in the unit/ section	Head Nurses

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P02-WI01
	Effective Date:	12-31-2021
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03-15-22
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		3-15-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-15-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		3-24-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/28/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3-30-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/25/22

 DR. PABLO O. TORRE MEMORIAL HOSPITAL	Document Code:	DPOTMH-I-38-P02-S01
	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the department to operate smoothly.

SCOPE:

Applies to all Surgical Complex staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Surgical Complex Manager, Head Nurses and Supervisor

PROCEDURE:

1. The Surgical Complex Manager, Head Nurses and Supervisors determines the number of staff required for the unit.

Table 1. Surgical Suites Daily Staffing (as of Policy writing)

SURGICAL SUITES DAILY STAFFING			
	Monday – Friday	Saturday	Sunday
Head Nurse	1*		
Staff Nurse	15	15	8
OR Technician	10	10	7
OR Clerk	1	1	
Supply Room Clerk	3	3	3
Inventory Clerk	1*		
TOTAL	31	29	18

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



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02-S01
	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

Table 2. Surgical Suites Distribution of Staff (as of Policy writing)

SURGICAL SUITES DISTRIBUTION OF STAFFS						
	Monday – Saturday			Sunday		
	6am-2pm	2pm-10pm	10pm-6am	6am-2pm	2pm-10pm	10pm-6am
STAFF NURSE						
Charge Nurse	1	1				
Runner / Observer	2	1		1		
MIS 1	1	1		1		
GS 1	1	1	1	1	1	1
GS 2	1	1	1	1	1	1
Minor / Isolation	1					
Ophtha	1					
SCRUB TECHNICIAN						
MIS 1	1	1		1		
GS 1	1	1	1	1	1	1
GS 2	1	1	1	1	1	1
Minor / Isolation	1					
Ophtha	1					
SUPPLY ROOM CLERK	1	1	1	1	1	1
TOTAL	14	9	5	8	5	5


2. The Surgical Complex Manager, Head Nurses and Supervisor 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 the different shifts set by the department accordingly.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02-S01
	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

5. The Head Nurses creates the schedule for the team assigned to them.
6. The Manager, Head Nurses and Supervisor 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.




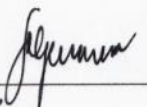
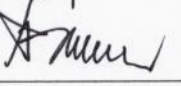
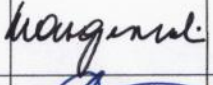

REFERENCES:

1. Kellogg School of Management at Northwestern University. *Operating Room Staffing and Scheduling*. From <https://www.kellogg.northwestern.edu/faculty/bandi/OnlineStaffingAndScheduling.pdf>
2. Association of Operating Room Nurses (2014). *AORN Position Statement on Perioperative Safe Staffing and On-call Practices*. From <file:///C:/Users/003615/AppData/Local/Temp/PosStat-Personnel-Safe-Staffing-On-Call-Practices.pdf>
3. The Institute for Operations Research and the Management Sciences (2020). *Operating Room Staffing and Scheduling*. From <https://pubsonline.informs.org/doi/abs/10.1287/msom.2019.0781>
4. *How to Develop a Staffing Plan* | Lucidchart Blog. (2019, September 16). Lucidchart.com. <https://www.lucidchart.com/blog/how-to-develop-a-staffing-plan>

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-38-P02-S01
	Effective Date:	12-31-2021
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 4
	Department/Section:	Surgical Complex
	Document Title:	STAFFING PLAN

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		03.15.22
Verified:	MARIA AGNES A. SARIOGO, RN, MN, FPCHA Surgical Complex Manager		3-15-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3-15-2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		3-24-2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/28/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		4-4-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		5/25/22