 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-34-P05-S01
	Effective Date:	11-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Post-Anesthesia Care Unit
	Document Title:	STAFFING PLAN

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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	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Post-Anesthesia Care Unit
	Document Title:	STAFFING PLAN

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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	Effective Date:	11-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Post-Anesthesia Care Unit
	Document Title:	STAFFING PLAN

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.

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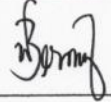
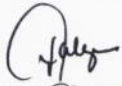
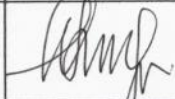


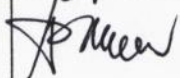
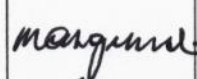
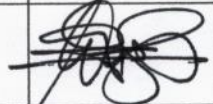
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	Document Type:	Standard Operating Procedure
	Page Number:	4 of 4
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