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	Document Title:	STAFFING PLAN

PURPOSE:

To define the processes involved in determining the staffing plan of the Catheterization Laboratory.

SCOPE:

Applies to all Catheterization Laboratory personnel of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Surgical Complex Manager, Supervisor, Catheterization Laboratory Head Nurse, Staff Nurses

GENERAL GUIDELINES:

1. Daily Staffing and Distribution of staff (subject to change)

Catheterization Laboratory Personnel	MONDAYS to SATURDAYS			Total Daily Staffing
	7AM- 3PM	8AM- 4PM	9AM-5PM	
Head Nurse		1**		1*
Staff Nurses				5
Charge Nurse	1			
Circulator 1 (Receiving Nurse)	1			
Circulator 2			1	
Scrub Person	1			



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Recovery Room Nurse			1	
Radiology Technologist	1		1	2
Medical Technologist	1			1
Aide		1		1*
TOTAL	5	2*	3	8

* excluded from the total number of staffs

** No Head Nurse on Saturdays


Cardiovascular Suite Personnel	MONDAYS to SATURDAYS			Total Daily Staffing
	6AM- 2PM	2PM- 10PM	10PM- 6AM	
Circulating Nurse	1	1	1	3
Scrub Person	1	1		2
TOTAL	2	2	1	5

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PROCEDURE:

1. Surgical Complex Manager, Supervisor and Catheterization Laboratory Head Nurse determines the number of personnel needed for the unit.
2. Surgical Complex Manager, Supervisor and Catheterization Laboratory Head Nurse creates the Staffing Plan.
3. The HRD facilitates the staff requirement of the unit.
4. The Head Nurse creates the schedule for the team.
5. The Manager, Supervisor, and Head Nurse conducts a gap analysis regularly to assess the staffing needs of the unit.
6. The Surgical Complex Manager and Cath Lab Head Nurse coordinates with HRD for any changes in the staffing plan.

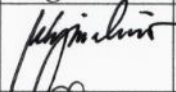
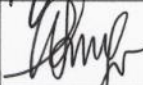


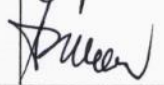
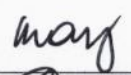
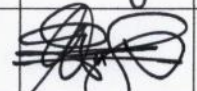
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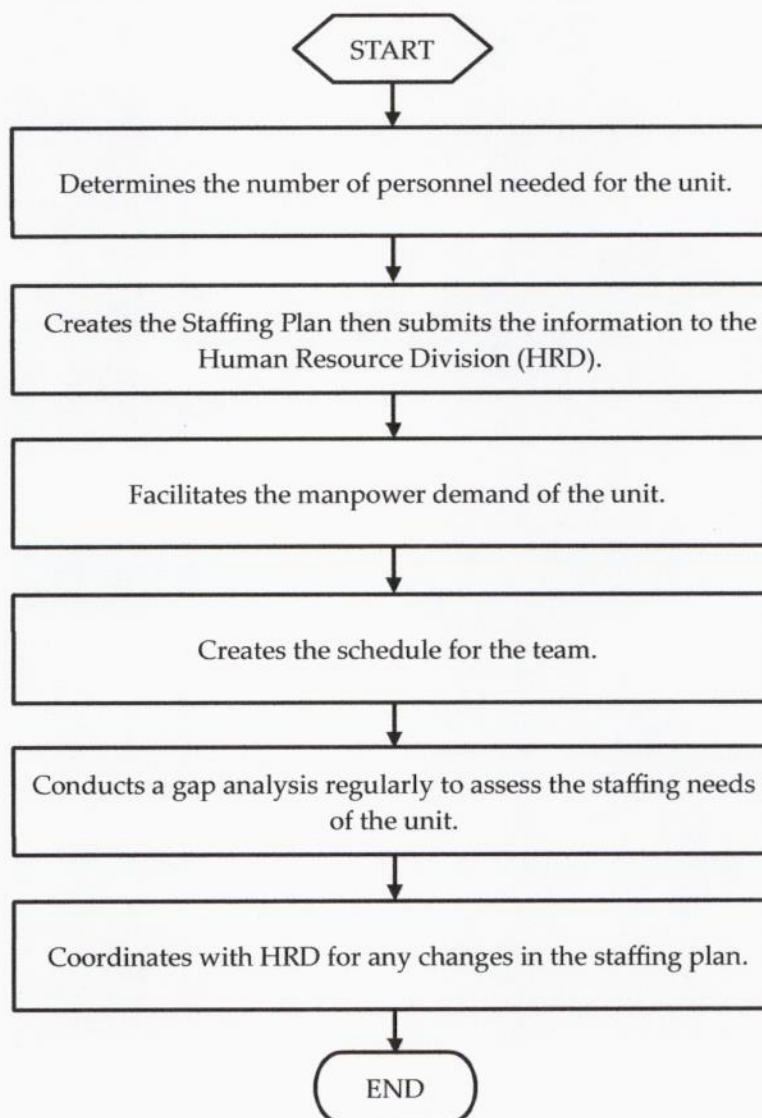



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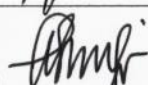

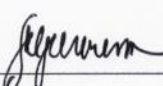

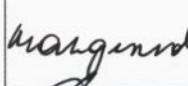

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FLOWCHART:




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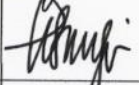


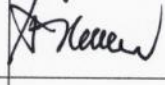

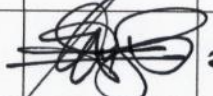
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KEY TASKS	PERSON RESPONSIBLE
1. Determines the number of personnel needed for the unit.	Manager/ Supervisor and Catheterization Laboratory Head Nurse
2. Creates the Staffing Plan then submit the information to the Human Resource Division	Manager/ Supervisor and Catheterization Laboratory Head Nurse
3. Facilitates the manpower demand of the unit.	HRD
4. Creates the schedule for the team.	Head Nurse
5. Conducts a gap analysis regularly to assess the staffing needs of the unit.	Manager, Supervisor, and Head Nurse
6. Coordinates with HRD for any changes in the staffing plan.	Surgical Complex Manager and Cath Lab Head Nurse

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/10/22

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PURPOSE:

To establish guidelines on daily staff schedule and distribution in accordance with the quantity and quality of staff.

LEVEL:

Head Nurse, Catheterization Laboratory Personnel

DEFINITION OF TERMS:

Department of Labor and Employment (DOLE)- is the national government agency mandated to formulate policies, implement programs, and serve as the policy-coordinating arm of the Executive Branch in the field of labor and employment.


Staffing Plan- is a strategic planning process by which a company (typically led by the HR team) assesses and identifies the personnel needs of the organization.

Charge Nurse- a registered nurse responsible for the management of a patient care unit

Circulator 1 (Receiving Nurse)- a nurse member of the surgical team responsible for activities outside the sterile field and for managing nursing care of the surgical patient in the procedure room.

Circulator 2- a nurse/ medical technologist responsible for activities outside the sterile field and assistance to members of the surgical team.


Scrub Person- directly assists the operator (MD) in the procedure room, being responsible for setting up sterile instruments and supplies and handing them to the operator or assistant during the procedure. The scrub person may be a registered nurse or a trained cardiovascular technician.

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Radiology Technologist- a health care professional skilled in the theory and practice of the technical aspects of the use of x-rays and radioisotopes in the diagnosis and treatment of disease.

POLICY:

1. The Surgical Complex- Catheterization Laboratory (Cath Lab) shall develop and utilize 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 personnel shall rotate in two different shifts (7am- 3pm, 9am- 5pm). As for the administrative and support personnel, they shall cover the 8am-4pm shift.
3. A minimum of four (4) Cath Lab personnel shall compose a team in the procedure room. A team shall consist of:
 - 3.1. One (1) Circulator 1 (Receiving Nurse)
 - 3.2. One (1) Circulator 2 (Nurse/ Medical Technologist)
 - 3.3. One (1) Scrub Person
 - 3.4. One (1) Radiology Technologist
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)
5. The staffing guidelines of the Cath Lab shall be based on individual patient needs, patient acuity, technological demands, staff member competency, skill mix, practice standards, healthcare regulations, and accreditation requirements.

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6. The Surgical Complex Manager, Cath Lab Head Nurse and Supervisors shall determine the personnel for both direct and indirect patient care in the unit.
7. The staffing plan shall include provisions for unplanned, urgent, and emergent procedures and how to provide care for the patients when procedures run over the scheduled time. Emergency cases beyond the regular operational schedule shall be catered by the scheduled on-call staff:
 - 7.1. One (1) Circulator 1 (Receiving Nurse)
 - 7.2. One (1) Circulator 2 (Nurse/ Medical technologist)
 - 7.3. One (1) Scrub Person
 - 7.4. One (1) Radiology Technologist
8. In the event of no scheduled procedures in the assigned area:
 - 8.1. Nurses and aide shall be utilized to other area of the department.
 - 8.2. Medical Technologist and Radiology Technologist shall proceed to the Laboratory Department and Department of Imaging and Sciences respectively.
9. Staff deficit shall be covered by overtime and on- call.

DOCUMENTATION:

New Policy


DISSEMINATION:

1. Surgical Complex- Catheterization Laboratory Policy Manual
2. Orientations

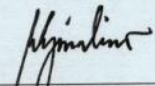
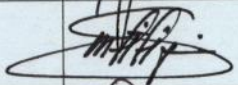
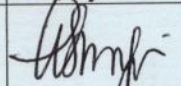
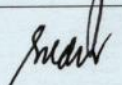


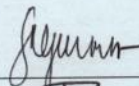

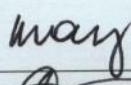
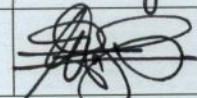
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5. *Memorandum from the president on the inventory of companies engaged in labor-only contracting* | GOVPH. (n.d.). Official Gazette of the Republic of the Philippines.
<https://www.officialgazette.gov.ph/section/briefing-room/department-of-labor-and-employment/>
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