 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-31-P02
	Effective Date:	11-30-2021
	Document Type:	Policy
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	Department/Section:	Endoscopy Unit
	Document Title:	STAFFING PLAN

PURPOSE:

To provide framework and to ensure that the staffing is adequate for the unit 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:







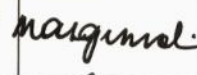

1. Endoscopy Unit shall develop a staffing plan that addresses:
 - 1.1 Staffing needs
 - 1.2 Staff qualifications
 - 1.3 Applicable licensure, certification, laws and regulations relative to the required staffing complement.
 - 1.4 Patient Census
2. The personnel shall rotate in 3 different shifts (6:00 a.m. to 2:00 p.m., 7:00 a.m. to 3:00 p.m. and 8:00 a.m. to 4:00 p.m. As for the administrative and support personnel they shall cover the 8 a.m. to 4 p.m. shift.
3. A minimum of two (2) endoscopy personnel shall compose a team which would be assigned to each procedure room. A team shall consist of one circulating nurse and one scrub person. The circulating nurse shall be a Registered Nurse. The scrub person maybe a Registered Nurse or a Scrub Technician.
4. The Endo-PACU shall be composed of a team of one nurse and one attendant.


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5. 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).
6. Staffing guidelines of the Endoscopy Unit shall be based on individual patient needs, patient acuity, technological demands, staff member competency, skill mix, practice standards, health care regulations, and accreditation requirements.
7. The Surgical Complex Manager and the Endoscopy Unit Head Nurse shall determine both direct and indirect care patient caregivers for the unit.
8. The number of nursing personnel that will be provided for various types of post-operative or other invasive procedures shall depend on the complexity of the procedure, individual team member competency, patient acuity, patient monitoring requirements (e.g., local or moderate sedation), as cases may require more diverse direct care personnel than the minimum number of staff members originally identified.
9. 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.
10. Staff deficits shall be covered by overtime and on call.

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DOCUMENTATION:

New Policy

DISSEMINATION:

1. Surgical Complex- Endoscopy Unit Policy and Procedure Manuals
2. Orientations

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

Bigony, L., (2012). Is your Client Ready for PACU Discharge? OR Nurse, September 2012.
48 National Association of PeriAnesthesia Nurses of Canada Standards for Practice 3rd Edition 2014

Odom-Forren, J. (2013). Drain's Perianesthesia Nursing: A Critical Care Approach (6th Edition).

Perry, A., Potter, P., & Ostendorf, W. (2018). Clinical Nursing Skills and Techniques, (9th Edition).