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|  <p>B.S. Aquino Drive,<br/>Bacolod City,<br/>Negros Occidental,<br/>6100</p> <p>DR. PABLO O. TORRE<br/>MEMORIAL HOSPITAL</p> | Document Code:      | DPOTMH-I-31-P02-S01          |
|   | Effective Date:     | 11-30-2021                   |
|   | Document Type:      | Standard Operating Procedure |
|   | Page Number:        | 1 of 4                       |
|   | Department/Section: | Endoscopy Unit               |
|   | Document Title:     | <b>STAFFING PLAN</b>         |

**PURPOSE:**


To define the steps involved in planning for the staffing plan of the unit.

**SCOPE:**

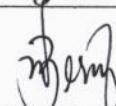
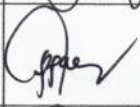
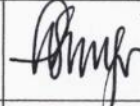


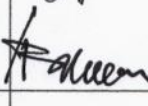

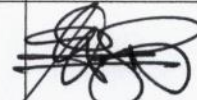
Applicable to all Endoscopy Unit staffs of Dr. Pablo O. Torre Memorial Hospital


**PERSON RESPONSIBLE:**

Surgical Complex Manager, Endoscopy Unit Head Nurse, Registered Nurses, Nursing Attendants, Human Resources personnel

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**APPROVAL:**

|                        | Name/Title   | Signature   | Date        |
|------------------------|--|---|-------------|
| Prepared by:           | <b>WELYN J. TIROL-BERMUDEZ, RN</b><br>Surgical Suites Staff Nurse                        |    | 11/15/2021  |
|                        | <b>AILEEN B. PALENCE, RN</b><br>Endoscopy Unit/ PACU Head Nurse                          |    | 11/12/2021  |
| Verified:              | <b>MARIA AGNES A. SARIEGO, RN, MN, FPCHA</b><br>Surgical Complex Manager                 |   | 11/12/2021  |
| Reviewed by:           | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor             |  | 11/12/2021  |
| Recommending Approval: | <b>MARIA LIZA C. PERAREN, RN, MAN</b><br>Nursing Service Division Officer                |  | 20-Dec-2021 |
|                        | <b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b><br>Total Quality Division Officer           |  | 12/20/2021  |
|                        | <b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b><br>Vice President – Chief Medical Officer |  | 12-20-2021  |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                    |  | 01/06/22    |

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### **PROCEDURE:**

1. The Surgical Complex Manager and Endoscopy Unit Head Nurse determines the number of staff required for the unit.

Table 1. Endoscopy Unit Daily Staffing (as of Policy writing)


| ENDOSCOPY UNIT DAILY STAFFING |                 |          |
|-------------------------------|-----------------|----------|
|                               | Monday – Friday | Saturday |
| Head Nurse                    | 1*              | -        |
| Staff Nurse                   | 4               | 4        |
| Scrub Technician              | 2               | 2        |
| Clerk                         | 1               | 1        |
| PACU Attendant                | 1               | 1        |
| <b>TOTAL</b>                  | <b>9</b>        | <b>8</b> |

*\* 6am to 2pm, 7am to 3pm and 8am-4pm shift for 6 days a week only*

*\*On-call for Sunday*

| ENDOSCOPY UNIT DISTRIBUTION OF STAFF    |                   |          |          |
|---|-------------------|----------|----------|
| Endoscopy and PACU Staff                | Monday – Saturday |          |          |
|   | 6-2               | 7-3      | 8-4      |
| Endoscopy Procedure Room 1 Nurse        | 1                 | 1        |          |
| Endoscopy Procedure Room 2 Nurse        |                   |          | 1        |
| Endoscopy Procedure Room 1 Scrub Person | 1                 |          |          |
| Endoscopy Procedure Room 2 Scrub Person |                   |          | 1        |
| Clerk                                   |                   |          | 1        |
| Endo-PACU Staff Nurse                   |                   |          | 1        |
| Endo- PACU Attendant                    |                   |          | 1        |
| <b>TOTAL</b>                            | <b>2</b>          | <b>1</b> | <b>5</b> |



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2. The Surgical Complex Manager, Supervisor and Head Nurse 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.
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.

#### **REFERENCE:**

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