**Nurse Staffing Committee (NSC) Checklist**

**NSC composition and participation**

* At least 50% are staff nurses (RNs providing direct patient care).
* Staff nurses on the NSC are selected by the union if RNs represented by union.
* Participation on NSC shall be scheduled work time, relieved of all other work duties, and paid.
* No retaliation or intimidation of employees serving on NSC or reporting concerns to NSC.

**NSC primary responsibilities**

* Development & oversight of annual patient care unit & shift staffing plan based on patient care needs.
* Semiannual review of staffing plan against patient need & evidenced-based info (nursing sensitive indicators).
* Review, assess, and respond to staffing variations/concerns/complaints reported to the NSC.
* Track complaints reported to the NSC.
* Track resolution of each complaint by NSC (resolved, dismissed, unresolved).

**Key elements in development of staffing plan**

* Census, including total number of patients on unit/shift including discharges, admissions, and transfers.
* Level of intensity of all patients and nature of care delivered on each shift.
* Skill mix.
* Level of experience and specialty certification or training.
* Need for specialized or intensive equipment.
* Layout of patient care unit including placement of patient rooms, treatment areas, nursing stations, medication prep areas, and equipment.
* Staffing guidelines adopted by national nursing profession and specialty nursing organizations.
* Availability of other personnel supporting nursing services.
* Strategies to enable nurses to take meal and rest breaks.

**Staffing plan posting, disclosure, implementation and complaint**

Posting

* Posting of nurse staffing plan and actual staffing levels (nurses and relevant clinical staff) for that shift in public area on each patient care unit.

Plan approval and implementation

* CEO provide written explanation if staffing plan from NSC is not adopted, and prepare alternate staffing plan.
* Hospital must implement staffing plan (either original NSC plan or alternative by CEO) and assign nursing personnel to each unit according to plan beginning January 1, 2019.

Reporting disclosure

* Hospital must submit staffing plan (either original NSC plan or alternative by CEO) to Department of Health beginning January 1, 2019.
* Hospital must submit staffing plan annually and at any time in between when plan is updated.

Report to NSC for violations

* Variations where the staffing level is not in accordance with the adopted staffing plan
* Disagreement with shift-to-shift staffing adjustments made by management