

Nurse Staffing Committee (NSC) Checklist

Revised September 6, 2018

NSC composition and participation

- At least 50% are staff nurses (RNs providing direct patient care).
- Registered nurse participants are selected according to the collective bargaining agreement or by their peers if staff are not represented by a 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 and oversight of annual patient care unit and shift staffing plan based on patient care needs.
- Semiannual review of staffing plan against patient need and evidenced-based information (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.

* Under Section 9(a) of Taft-Hartley Act, a union which has been certified or recognized as the representative of the workers in a bargaining unit has the right of exclusive representation for all workers in that unit and has the right to choose the individuals who bargain on its behalf.

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