
* ADDENDUM *

HACKETTSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

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Issue Date: June 2008

TITLE: STAFF LEVEL POSTING AND REPORTING FOR HOSPITALS

The purpose of this policy is to comply with the New Jersey Department of Health and Senior Services mandatory staff level posting and reporting standards for hospitals. State references the proposed new rule NJAC 8:43G – 17A and proposed amendment NJAC 8:43G -1.2.

Policy: Each inpatient unit (MedSurg, OB, ICU, PCU, PACU, ER) shall count the number of patients and the number of staff based on hours worked for each category of direct patient care staff (RN, LPN, Nursing Assistant) ONE hour before the end of each shift each day of each month.

Posting:

1. Each inpatient unit shall calculate the staff level and post the required information in close proximity (visible and accessible to patients and their families) to the nursing station utilizing the form “Daily Patient Care Staffing” no later than one hour after the beginning of the next shift (inpatient units)
2. Emergency Department and Post Anesthesia Department will calculate and post the “Daily Staffing Sheets” in waiting areas of the respective units.
3. Other licensed healthcare professionals (Physical Therapy and Respiratory Therapy) will post the “Daily Staffing Sheets” in a central location within the hospital that is open and accessible to the public.
4. The Emergency Department shall count the number of patients registered during the previous 24 hours and the number of staff, based on hours worked for each category of direct patient care staff one hour before the end of the 24-hour period on each day of each month. The Emergency Department shall post the required information in the ED waiting area utilizing the “Daily Patient Care Staffing: Emergency Department” no later than one hour after the beginning of the next 24 hour period.
5. The Post Anesthesia Care Unit (PACU) shall count the number of patients who were in the PACU during the previous 24 hours and the number of staff, based on hours worked for each category of direct patient care staff one hour before the end of the 24-hour period on each day of each month. The PACU shall post the required information in the Surgical Services waiting area utilizing the form “Daily Patient Care Staffing: Post-Anesthesia Care Unit” no later than one hour after the beginning of the next 24 hour period.
6. In counting the number of staff, only staff that was actually present and providing direct patient care shall be included.
7. Each posting shall include a brief description of the methods used for determining and adjusting direct patient care staffing levels.
8. If a language other than English is the exclusive language spoken by at least 10 percent of the hospital’s patients, the staff posting forms shall be translated into that language and the forms shall be posted in English and the other language.
9. A copy of the daily postings shall be provided to any member of the public by the department manager or administrative coordinator upon request at no charge.

10. Daily postings will be stored on the nursing unit for one year, and after one year be forwarded to the file databank for a period of three years.
11. Daily postings will be entered into an Excel spreadsheet. By the first Monday of each month, each unit and other licensed healthcare professional will calculate and send monthly data to the Department of Nursing Staff Coordinator for entering into the state system.

Reporting Requirements

The following information shall be reported to the NJDHSS for each hospital:

1. For each inpatient unit type included in the "Daily Patient Care Staffing Forms: Inpatient Units" broken down by shift, the average of the previous month's daily ratios of staff-to-patients for each category of direct patient care staff and the number of inpatient units covered for each licensure category reported.
2. For the Emergency Department and PACU, the average of the previous month's daily number of staff in each category of direct patient care and the average of the daily number of patients.
3. The average of the previous month's daily number of staff for each category of other licensed healthcare professionals.
4. The public may obtain a quarterly report, which the Department is required to complete utilizing an electronic method.

Any violation of these rules and regulations determined by the Commission of the DHSS may issue enforcement action.