
* ADDENDUM *

HACKETTSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

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Issue Date: August, 1990
Revised Date: 2/14/05, 8/1/08

TITLE: STAFFING AND SCHEDULING POLICIES

- A. The usual staffing patterns for the Critical Care Areas are as follows:
1. ICU
 - Three (3) RN's, NJ License, BLS, ACLS and Critical Care experienced, one NA and one MT/Secretary for each shift.
 - There will be primary care on the ICU patients with each nurse taking complete patient assignment.
 2. PCU
 - Four (4)- Five (5) RN's, NJ License, BLS, ACLS and Progressive Care experienced on each shift and 2 NA per shift. One secretary from 0700-2300. One Monitor Tech for each shift.
- B. Weekend and holidays will be staffed in the same manner.
- C. If patient acuity/census warrants additional staff, the Manager in collaboration with Staffing Secretary or the Administrative Supervisor on the off shifts may assign additional staffing to assist with patient care. This staff may be experienced or non-experienced in critical care. (RN,LPN, NA or Unit Secretary) They will be assigned to the area to assist in care and function within his/her job description and level of experience.
- Additional staff should be considered for the following:
- Bedside moderate sedation procedures such as Cardioversion and TEE.
 - Emergent situation occurring with a high census, such as codes or procedures such as temporary pacemaker insertion.
 - A need determined by the Administrative Coordinator and/or Unit Coordinator.
- D. If low census indicates one RN may be asked to take call at home according to call policy outlined in Department of Nursing Standard Manual. Call assignment is at the discretion of the Critical Care Coordinator/ Charge Nurse and/or the Administrative Coordinator and/or Unit Manager with careful assessment of the acuity of the remaining patients. The ICU nurse may be floated to another unit as long as back up is provided to relieve their assignment if he/she is needed back in ICU.

CALL POLICY – ICCU/CCU or PCU

When the census in ICCU/CCU or PCU dictates a RN to take call, the following will prevail.

The Administrator Coordinator in collaboration with the Unit Manager or Unit Coordinator or Charge Nurse will:

1. Determine the need for a RN to take call.
2. Prioritize by the following:
 - Agency, if not under contractual agreement
 - Bonus
 - Volunteered Call
 - Per Diem
 - Staff
3. When all scheduled RN's are regular staff the call book will be referenced to determine which will take first call.

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4. RNs may choose to split shift as mutually agreed.
5. When ICCU/CCU census drops to zero (0), one (1) RN will be available in the building and Manager/Administrative Coordinator will assign duties.
6. Call shall be distributed as equitably as possible.

LPN/SECRETARY/CNA/MONITOR TECH

All other personnel may take call or float to another unit when acuity or census dictates. Manager/Unit Coordinator /Charge Nurse and/or Administrative Coordinator will make the overall decision regarding staffing.

- E. Scheduling is the responsibility of the Critical Care Manager. Full and part-time staffs have block schedules each month. Per diem staff are filled in accordance to unit needs and their availability as well as their per diem requirements as outlined in the Department of Nursing Standards Manual. The schedule will be submitted to the Nursing Office and posted on unit the first week of the previous schedule.
- F. Schedule requests should be submitted to the Critical Care Manager/Unit Coordinator prior to schedule posting. Once the schedule is posted, it is the responsibility of each nurse to find their own coverage if he/she needs the day off. If he/she needs assistance, he/she may consult with the Critical Care Manager for suggestions.
- G. Use of paid time off (PTO) will be handled as outlined in the Department of Nursing Standards Manual.
- H. Staff may make equal exchange on the schedule (switch slip) only after approval by the Critical Care Manager/Unit Coordinator.

SCHEDULES

1. The ICU and PCU work from a master schedule. The unit coordinator facilitates this process.
2. The manager/unit coordinator in accordance with HRMC policy approves vacation request.
3. Holidays are as per HRMC Department of Nursing policy.
4. Weekends will be assigned and scheduled prior to schedule coming out.