
* ADDENDUM *

HACKETTSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

Index: 8620.000

Addendum: #1

Issue Date: May, 2005

TITLE: STAFFING

A productivity dashboard is completed by the Director of Nursing or the Administrative Coordinator four times in a 24 hours period, this includes census and staffing. This enables review of staffing on a regular basis.

Hours per patient day are calculated daily and a report is received every two weeks from Finance for the patient units to monitor adequate hour of direct care per patient (see addenda 1b).

Registered Nurse to patient ratios are monitored daily and reviewed at Nursing Quality Council monthly to assess the current and predictive needs (see addenda 1c).

The staffing grid defines minimum and maximum staffing for all nursing areas (see addenda 1d).