

# 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