Nurse Staffing Committee Charter
FY 2015

1. **Name of Committee:**
   Nurse Staffing Committee

2. **Mission:**
   Nurse Staffing Committee is composed of both nursing management and direct care RNs who realize that all hospitals and nursing professionals are responsible for promoting the health and safety of those in their care. We are committed to fulfilling the intent and spirit of the nurse staffing law by working together with a strong collaborative partnership, in an open manner, communicating decisions and recommendations in a timely manner and seeking appropriate consultation and feedback.

   **Purpose:**
   In order to assist in creating an environment which will promote a culture of caring, improve clinical outcomes, help ensure patient and staff safety and is in alignment with the organization’s strategic goals, the committee will develop a house wide staffing plan that will:
   - Be collaborative and consistent with the Values of Service, Honesty, Excellence, Respect and Teamwork
   - Be continually monitoring and evaluating for the purpose of accuracy
   - Provide structure to individual units as they develop unit specific evidence based staffing plans
   - Assure a flexible, nurse driven process to address and allocate resources to meet immediate and on-going patient care needs
   - Promote best practice standards and support fiscally responsible exploration of options
   - Transform the work environment to ensure the collegial relationships between nursing management and direct care RNs as we provide quality nursing care

3. **Stakeholder Statement:**
   Stakeholders include:
   Nursing services staff and leadership; recognizing that decisions made may have a broader impact on patient, families and other healthcare providers.

4. **Contact Person:**
5. **Committee Membership:** Members and Alternate Representatives

Direct care RN and nurse manager/director representing each department as defined in policy ______.

6. **Committee Authority & Reporting:**

This committee represents and reports to unit based staffing committees and has the authority to make collaborative decisions related to the hospital plan for nurse staffing.

This committee is responsible for ongoing monitoring, evaluation, and approving necessary modifications to the staffing plan.

The VP for Nursing is an ad hoc member of this committee and is responsible for insuring that the members of this committee are informed regarding the nurse staffing law and are in compliance with the law. The VP for Nursing is responsible to take the decisions of the nursing staffing committee to the appropriate hospital committees for review and approval of the annual nurse staffing plan.

7. **Committee Communication:**

Minutes are taken at each meeting and sent to all committee members and unit staffing committee chairs by e-mail. These minutes are posted in a common place accessible to all nursing staff per ______.

E-mails are used to communicate agenda items, updates or changes in the meeting schedule. In the case of a meeting change or cancellation, phone calls will be made to members in addition to email notifications.

Committee members will meet with unit based councils/committees responsible for staffing to share information and bring back information to the Committee.

8. **Committee Voting or Decision Making Plan:**

**Voting**

A. Must have a quorum to hold a meeting. Eight (8) people, four (4) direct care and four (4) management including co-chairs.

B. Decision-making: majority (50% of group + 1) vote will win. We will strive for 2/3rds vote for adoption. In case of an impasse, 50/50, would move forward to have a facilitator assist resolution of issue.

C. Committee will provide each member an opportunity to give input prior to a vote. Under certain circumstances, the nominal technique may be used as an alternate method of decision making.

D. Primary member is the voting member unless not at meeting, then the alternate member will vote. Any voting member can call a vote. If primary attends, alternate can attend but will not vote. Primary and alternate can discuss and decide on the one vote together.
9. **Method of Recording Actions:**

Minutes are taken at each meeting and sent to all committee members and unit staffing committee chairs electronically by e-mail.

10. **Annual Goals:**

1. Educate and implement revised, online SRDF form and guidelines.
2. Utilize SRDF data as a nurse-sensitive staffing effectiveness indicator for review/revisions to unit staffing plans for FY15.
3. Co-chairs participate and network quarterly with representatives at the state staffing collaborative, to broaden understanding of the law, and moreover provide ongoing updates and education to the Hospital Staffing Committee.
4. Increase staff nurse awareness of the goals, purpose and functions of the Hospital Staffing Committee and the unit-based staffing committees.
5. Consolidate policies into one document and establish annual review of same along with Charter.

12. **Annual Review:** Should be done yearly, just before annual goals set for next year.

   All goals met?  Yes □  No □  (If “no,” state barriers to accomplishing those goals.)