

Guidance for Posting the Staffing Plan and Actual Daily Staffing in a publicly conspicuous area on each patient care unit

1. Post the template on your unit in a publicly conspicuous place **at each Nurses' Station on your unit** (or in waiting rooms for ED's and OR's). **
 2. Each day, each shift (or time block) add the census and actual staffing and – this can be done by any staff member.
- The Staffing Plan is based on your unit Workload Planner (WLP) for Fiscal Year 2024-2025.
 - Some areas will take time to reach the full staffing plan (based on the planned census) based on a changes in projected census and/or new positions added to the plan. Please note this to staff.
 - Point out the Staffing Plan/WLP to your Charge Nurses and all staff so they become familiar with it and where it is located.
 - Add the Staffing Plan/WLP to your staff TV and make staff aware, if possible.
 - An updated Staffing Plan/WLP will be sent to you as needed to re-post should there be a change in your Staffing Plan that adjusts your Workload Planner.
 - This daily template does not need to be saved and should be replaced with a new template at the start of each new day.

** Per the latest guidance from the NYS Department of Health and HANYS webinar

Background: Clinical Staffing Committee

Amended/added to Public Health Law § 2805-t

1. Every general hospital must form a clinical staffing committee by 1/1/2022.
2. Must be at least 50% RN/LPN/Ancillary direct care staff.
 - a. Our committee is 16 members - 8 direct care and 8 administrative.
3. The committee meets on work time.
 - a. Our committee meets monthly.
4. Committee Functions:
 - a. Develop and oversee the adoption of clinical staffing plan, by patient care unit, by shift:
 - i. Report staffing plan to DOH by July 1
 - ii. Report any adjustments to the plan to DOH as needed.
 - b. Semi-annual review of the staffing plan
 - i. Committee will review the staffing plan in January (in addition, plans are reviewed internally on an ongoing basis via Staff Detail meetings)
 - c. Post the staffing plan in a publicly conspicuous area on each patient care unit as well as actual staffing for each unit.**
 - d. Review, assess and respond to complaints related to potential violations of the plan.
 - i. Committee is working on the process for this requirement.

If there are any questions on the staffing plan, posting of the plan/actual daily staffing or the work of the Clinical Staffing Committee please reach out to the committee co-chairs:

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