

**Measurable Elements of SQE.01.04**

1. ① Personnel records for each staff member are standardized, current, and maintained.
2. Personnel records are kept confidential and secure consistent with hospital policy.
3. Personnel records contain documented evidence of the following:
  - Current job description that includes job qualifications and responsibilities, as indicated (*See also* SQE.01.01, ME 4)
  - Staff member work history
  - Record of completed orientation to the hospital
  - Record of completed orientation to specific job/role
  - Record of training and education attended by the staff member
  - Completed annual performance evaluations and other evaluations as defined by hospital policy or consistent with laws and regulations
  - Completed annual staff competence assessments and other competence assessments as defined by hospital policy or consistent with laws and regulations

**Standard SQE.01.05**

The hospital has the necessary staff to support the care, treatment, and services it provides.

**Intent of SQE.01.05**

Appropriate and adequate staffing is critical to patient care and to all teaching and research activities. Staff planning is carried out by department/service leaders. The planning process uses recognized methods for determining levels of staffing. For example, a patient acuity system is used to determine the number of licensed nurses with pediatric intensive care experience to staff a 10-bed pediatric intensive care unit. The process is written and identifies the number and types of required staff and the skills, knowledge, and other requirements needed in each department and service. The staffing process addresses the following:

- Reassignment of staff from one department or service to another in response to changing patient needs or staff shortages
- Consideration of staff requests for reassignment based on personal, spiritual/religious, and/or cultural beliefs
- Compliance with local laws and regulations

The staff planning process assesses the levels of complexity in care and the volume of these patient populations present in the hospital in comparison with the skill mix of available staffing resources. Medical equipment and the availability of other pertinent patient care resources are considered when planning for hospital allocation of staffing resources. With a global staffing shortage, the impact staffing has on staff retention should also be considered. Planned and actual staffing is monitored on an ongoing basis, and the process is revised as necessary. There is a coordinated process for the department/service leaders to update the overall process.

**Measurable Elements of SQE.01.05**

1. ① Hospital leaders implement a hospital staffing process that supports the care, treatment, and services it provides. (*See also* GLD.03.01, ME 1)
2. ① The hospital staffing process indicates the number, types, and desired qualifications of staff using a recognized staffing method.
3. ① The hospital staffing process describes the assignment and reassignment of staff.
4. The hospital staffing process complies with local laws and regulations.
5. ① The effectiveness of the hospital staffing process is monitored on an ongoing basis.
6. The hospital staffing process is reviewed and revised consistent with hospital policy and when indicated.
7. The hospital staffing process involves coordination with various hospital department/service leaders.