

NR.5.3.17.) staff providing care to patients are evaluated at the time they begin providing care before the probationary or orientation period is completed. This evaluation of necessary skills, and knowledge and desired work behaviors, is carried out by the department or service to which the staff member is assigned, before or at the time of starting to perform work responsibilities. Ongoing evaluation ensures that training occurs when needed or at least annually and that the staff member is able to assume new or changed responsibilities.

## **NR.6 Sufficient nurses are available to meet the needs of patients.**

NR.6.1 The nursing director develops a staffing plan that maintains an adequate staffing level in all nursing units.

NR.6.2 The staffing plan identifies an evidence-based estimation of the number of staff needed per shift, considering all relevant factors (e.g., patient acuity, patient care hours, size of the hospital, scope of services provided).

NR.6.3 Nursing staff are allocated according to the skill level, qualifications, patients volume and acuity, and in accordance with laws and regulations and nursing licensing boards.

### **Standard Intent:**

Appropriate and adequate staffing is critical to patient care, Staff planning is carried out by department/service leaders. The planning process uses recognized evidence-based 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 staffing plan is written and identifies the number and types of required staff and the skills, knowledge, and other requirements needed in each unit, and is based on patient volume and patient acuity.

## **NR.7 The nursing department provides regularly updated work schedule.**

NR.7.1 There is a nursing scheduling policy that defines:

NR.7.1.1 Duration of working shifts (e.g., 12 hours, or 8 hours).

NR.7.1.2 Assignment of overtime when needed.

NR.7.1.3 On-call requirements.

NR.7.1.4 Vacation schedules.

NR.7.1.5 Method for approving change of schedule.

NR.7.1.6 Participation in education/training activities.

NR.7.1.7 Participation in designated committees, departmental meetings, and quality improvement activities.

NR.7.2 The work schedule provides an adequate number of staff on every shift.

### **Standard Intent:**

The nursing staffing plan should ensure adequate staffing with pre-identified skills mixture all the times according to the mission and scope of service. Vacancy rates, staff

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schedules should be controlled to ensure safe services 24 hours a day / 7 days a week and take into consideration assignment of overtime when required, on-call requirement, vacation schedule, participation in education, training and designated committees.

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**NR.8 There is a process for assignment of nurses out of their normal working areas.**

NR.8.1 The nursing director ensures that nurses assigned out of their normal working area have the competency required for safe and effective patient care.

NR.8.2 The nursing director maintains a list of cross-trained nurses and makes it available for all nursing units.

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**Standard Intent:**

The nursing staffing plan must consider the reassignment of staff from one department or service to another in response to changing patient needs or staff shortages should be based on their training and competency, this is achieved by developing a cross-training program.

Planned and actual staffing is monitored on an ongoing basis, and the plan is updated as necessary.

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**NR.9 Nursing services are provided by qualified nurses.**

NR.9.1 The nursing director ensures the availability of adequate number of licensed registered nurses to provide nursing care for all patients.

NR.9.2 Each unit has a head nurse/nurse manager with the required nursing and managerial experience.

NR.9.3 Nursing services are provided by registered nurses in accordance with their license and scope of practice.

NR.9.4 Qualified registered nurses are readily available to provide bedside nursing care to all patients twenty-four hours a day, seven days a week.

NR.9.5 Nursing assistants or aides are supervised by a registered nurse at all times.

NR.9.6 Nursing assistants have clearly defined job description and responsibilities.

NR.9.7 There is an education program for nursing assistants performing patient-care services to orient them to their role.

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**Standard Intent:**

The nursing director ensures the availability of head unit/nurse manager with the required nursing, managerial experience, adequate number of licensed registered nurses to provide nursing care for all patients and nursing assistants or aides supervised by registered nurses. All nursing staff must have a clearly defined job description and an education program to orient them to their role.

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**NR.10 There is a comprehensive nursing assessment for each patient upon admission.**

NR.10.1 The nursing assessment is timely completed by a registered nurse.

NR.10.2 The scope and content of the nursing assessment is defined in hospital policies and may include: