Sample Nursing Care Committee Charter

In order to create and maintain an effective plan for hospital nurse staffing and comply with ORC §§ 3727.50 – 3727.57, a hospital-wide nursing care committee will be utilized to develop a nurse staffing plan and to review the plan no later than annually. The staffing committee will be guided in its duties by the provisions in the above noted ORC.

Committee Composition (ORC §3727.51):

- The hospital’s chief nursing officer (CNO) shall be included as a member of the committee.
- At least 50% of the committee’s membership shall consist of registered nurses who provide direct patient care.
- The number of registered nurses included as members of the committee shall be sufficient to provide adequate representation of all types of nursing care services provided in the hospital.
- The committee member who is the CNO shall establish a mechanism for obtaining input from nurses in all inpatient care units who provide direct patient care, regarding what the nursing services staffing plan should include.

Sample Nursing Care and Staffing Committee Composition

<table>
<thead>
<tr>
<th>Administrative Representatives</th>
<th>Direct Care Nurse Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Nursing Officer</td>
<td>Critical Care RN</td>
</tr>
<tr>
<td>Clinical directors/nurse managers</td>
<td>Med-Surg RN</td>
</tr>
<tr>
<td>Off shift nursing supervisor</td>
<td>Peri Operative RN</td>
</tr>
<tr>
<td>Human Resources representative</td>
<td>Labor/Delivery/Post Partum/NICU</td>
</tr>
<tr>
<td>Finance representative (CFO designee)</td>
<td>Resource/Float Pool RN</td>
</tr>
<tr>
<td>Management Engineer representative</td>
<td>Observation Unit RN</td>
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</tbody>
</table>

Committee Duties and Responsibilities (ORC §3727.52)

- Evaluate the current staffing plan if one exists
- Recommend a nursing services staffing plan that is at a minimum, consistent with current standards established by private accreditation organizations or governmental entities and addresses the following:
  - The recommendations, implementation, and evaluation of minimum staffing levels for all inpatient care units that ensure that the hospital has a staff of competent nurses with specialized skills needed to meet patient needs in accordance with evidence based safe nurse staffing standards;
  - The complexity of complete care, assessment on patient admissions, volume of patient admissions, discharges and transfers, evaluation of the progress of a patient’s problems, the amount of time needed for patient education, ongoing physical assessments, planning for a patient’s discharge, assessment after a change in patient condition and assessment of the need for patient referrals;
  - Patient acuity and the number of patients for whom care is being provided;
  - The need for ongoing assessment of a unit’s patients and it nursing staff levels;
  - The hospital’s policy for identifying additional nurses who can provide direct patient care when patients’ unexpected needs exceed the planned workload for direct care staff.
(ORC §3727.53)

- Create an evidence-based written nursing services staffing plan guiding the assignment of nurses hospital-wide.
- The staffing plan shall, at a minimum, reflect current standards established by private accreditation organizations or governmental entities.
- The plan shall be based on multiple nurse and patient considerations that yield minimum staffing levels for inpatient care units that ensure that the hospital has a staff or competent nurses with specialized skills needed to meet patient needs.

(ORC §3727.54)

At least once a year, the hospital-wide nursing care committee shall do both of the following:

- Review how the most current nursing services staffing plan does all of the following:
  - Affect inpatient care outcomes;
  - Affect clinical management
  - Facilitates a delivery system that provides, on a cost-effective basis, quality nursing care consistent with acceptable and prevailing standards of safe nursing care and evidence-based guidelines established by national nursing organizations.

Make recommendations, based on the most recent review, conducted based on the above, regarding how the most current nursing services staffing plan should be revised, if at all.

Sample committee organizing activities

- Name committee chair or co-chairs
- Define process that will be utilized to select direct care nurse representatives and term of appointment
- Identify committee members
- Set meeting dates, times and locations (and communicate broadly in order to facilitate member attendance)
- Establish committee ground rules and rules of order
- Define data and information needs in order to review current nurse staffing plan or develop evidence-based plan
- Consider holding education/orientation retreat once committee members are set in order to share available information, educate direct care nurses about staffing budget process and provide an opportunity for team building
- Set time line for completion of plan development or annual review

Sample committee annual review activities

Define/identify key metrics to be utilized in evaluating current nursing services staffing plan annually, such as:

Financial reports

- Departmental monthly budget and productivity reports
- Top of hospital performance reports i.e., cost per discharge
- Monthly overtime usage
- Vacancy and turnover rates

8 Sample #2 Nursing Care Committee Plan (8/08)
**Quality and safety reports**
- NDNQI quarterly reports
- Occurrence/event/error reports
- Core measure performance reports
- Unit specific quality monitoring reports
- Staff and patient injury reports

**Quality of work life**
- Employee opinion survey
- Physician satisfaction survey

**Patient satisfaction reports**
- Press Ganey
- HCAHPS
- Patient/family complaints and grievances