



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Nursing		
Document:	Departmental Policy and Procedure		
Title:	Nursing Staffing Plan		
Applies To:	All Nursing Staff		
Preparation Date:	January 08, 2025	Index No:	NR-DPP-063
Approval Date:	January 22, 2025	Version :	2
Effective Date:	February 22, 2025	Replacement No.:	NR-DPP-063 (1)
Review Date:	February 22, 2028	No. of Pages:	03

1. PURPOSE:

- 1.1 The staffing plan form the nursing administration in the Maternity and Children Hospital reflects specific service needs to meet patient care, organizational needs and maintains an adequate staffing level on all department. Evaluation of the department specific needs and staffing requirements shall be used to determine the staffing in need for each shift as outlined in the department core coverage and as necessary to provide the scope of services.
- 1.2 The plan shall also establish guidelines as to the qualification of staff assigned to provide patient care.

2. DEFINITONS:

- 2.1 **Nursing Staff** – defined as registered nurse licensed to practice nursing in Maternity and Children Hospital Hafar Al Batin.
- 2.2 **Safe Patient Care** – defined as nursing care that is provided effectively, in a timely manner and meets the patient's need.
- 2.3 **Telford Method** – (sometimes known as the 'consultative approach') utilises the professional views of nurses to determine how many nurses are required to staff a clinical area.

3. POLICY:

- 3.1 Staffing Guideline:
 - 3.1.1 Staff Qualification:
 - 3.1.1.1 Nursing staff is licensed by the Saudi Commission for Health specialty and placed on the scheduling system. The qualifications and performance expectations for all skill levels are outlined in the hospital policies and individual job description. For Head Nurse should possess a bachelor's degree in Nursing and has a 5 years Managerial Experience.
 - 3.1.1.2 Staff assigned to patient care shall have complete the competency requirements by the assigned area or be under the supervision of a preceptor.
- 3.2 Core Coverage:
 - 3.2.1 The minimum staffing needed for each skill level is determined by the nurse patient ratio guidelines and patient care needs. Core coverage staffing plans should be considered guidelines rather than absolutes.
 - 3.2.2 These minimum staffing levels may be adjusted up or down based on workload assessment which may include patient acuity, staff skill level and patient care activities including patient education, procedures, admission, discharge and transfers.
 - 3.2.3 The staff nurse has another staff member readily available wen caring is an isolated location or a location that has no other staff scheduled.
- 3.3 Staff Allocation:
 - 3.3.1 The nursing admin allocates nursing staff according to skill and appropriate qualification or credentials by the Saudi Commission in health specialty. The Director of Nursing reviews

the nursing staff documents including the degree of qualification, area and years of experience, clinical specialty and the nursing licensing boards. The director of nursing approves the allocation with signatures on the staff personnel file.

- 3.4 Staffing Assessment:
 - 3.4.1 Patient care workload and activities can fluctuate and therefore, requires on going assessment and planning to assure the adequate and qualified staff is available to meet patient care needs. Staffing must be planned based on average daily census and usual patient type.
 - 3.4.2 Staffing levels are assessed daily (by shift) and adjustment are made for staff assignment based on the needs of the patient. Head nurses along with deputy nurse do this assessment prior to the beginning of each shift and staffing adjustment are made accordingly to accommodate patient needs.
- 3.5 Daily Staffing Adjustment:
 - 3.5.1 Difference in actual versus targeted staffing are corrected using staffing alternatives.
- 3.6 When available nursing staff is insufficient to meet coverage demand and high acuity, the head/charge nurse and the floor supervisor shall evaluate the need for alternative staffing. Available alternatives include:
 - 3.6.1 Re-assign (float) excess staff, which may be above the minimum staff needed for specific patient care unit.
 - 3.6.2 Adjust regular work hours and or use shift rotation during extended low staffing periods.
 - 3.6.3 Shift off days.
 - 3.6.4 Mandatory overtime may be used if necessary.

4. PROCEDURE:

- 4.1 The Telford Method the actual number of nurse for a particular ward per hour is determined by the professional judgement. Then this number is converted in the Whole Time Equivalent by using the following formula:

$$\frac{\text{Number of Nurse} \times \text{Working Hours Per Day} \times 7 \text{ Days (1week)}}{\text{Total Working Hours Per Week}}$$

Example:

A ward consisting of 21 beds required 15 nurses in 24 hours, based on judgment for the 3 shift, morning, afternoon and night, where the nurses work 8 hours a day would need in WTE:

$$\frac{15 \times 8 \text{ hours} \times 7 \text{ days}}{48 \text{ hours per week}} = 17.5 \text{ WTE} \times 23\% \text{ (Total number of on leave)}$$

In conclusion, to keep 15 nurses on duty at any one time, it requires 21.5 or 22.

5. MATERIALS AND EQUIPMENT:

- 5.1 Calculator

6. RESPONSIBILITIES:

- 6.1 Nursing Director
- 6.2 Nursing Supervisor
- 6.3 Head Nurse


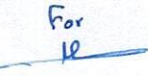

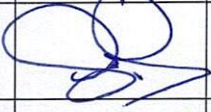

7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 Directorate of Health Affairs Holy Capital Maternity and Children Hospital, Kingdom of Saudi Arabia.
- 8.2 Mosby, Ann Marriner Tomey (7th Edition), 2004 (Guide to Nursing Management & Leadership).
- 8.3 Safe Staffing for the Nurse and Safety Act of 2018.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Manal Maseer Alshammari	Nursing Quality Member		January 08, 2025
Reviewed by:	Ms. Rasha Anwar	Nursing QM&PS Supervisor	For 	January 13, 2025
Reviewed by:	Mr. Sabah Turayhib Al Harbi	Director of Nursing		January 15, 2025
Reviewed by:	Mr. Abdulelah Ayed Almutairi	QM&PS Director		January 16, 2025
Approved by:	Mr. Fahad Hezam Al - Shammari	Hospital Director		January 22, 2025