Decentralized Staffing Guidelines

Intent:

To promote a no-reassignment environment, staff must agree to the following guidelines insuring safe staffing and resources in a decentralized manner. The following are basic guidelines for which each unit may enhance and include within their individual self-scheduling guidelines and that are agreed upon by their Professional Practice Councils.

1. The staff nurses will agree to a coverage plan and sign an agreement for availability.

2. “Date available calendars” will be posted and staff members will be asked to “sign up” for dates that they are available to work. Sign up shifts must include evening, night and weekend shifts. Staff nurses will be divided into two groups: group one will choose one eight hour off-shift during the week and group two will choose one eight hour off shift during the weekend. These groups will rotate with each schedule.

3. Access to the Resource Pool will be limited and based on global need with the flex and overflow units taking priority.

4. Staff members will remain available until 2 hours prior to their pre-chosen “available shift”. If needed, the charge nurse will notify the staff member of the need for him/her to come in to work. If the available staff member does not receive a phone call 2 hours prior to the start of the shift the staff member is released from their obligation for that month.