
OHA Nurse Staffing Webinar

Nurse Staffing Committee Requirements

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Health Care Regulation & Quality Improvement

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Nurse Staffing Complaint Process

Agenda

- Nurse Staffing Committee Overview
- Nurse Staffing Committee Composition, Quorum, and Voting
- Nurse Staffing Committee Charter
- Meeting Minutes
- Uncovered Units
- Nurse Staffing Myths Exposed
- Q & A
- Nurse Staffing Resources
- Feedback: Additional Resources

Nurse Staffing Committee Overview

- Any hospital that has at least one unit where nursing services are provided must have one hospital-wide Nurse Staffing Committee
- The Nurse Staffing Committee:
 - Must be composed of an equal number of direct care nurses and nurse managers
 - Is responsible for reviewing and approving nurse staffing plans
 - Must meet at least every three months
- Described in Oregon Revised Statute 441.154 & 441.156 and Oregon Administrative Rule OAR 333-510-0105 & 333-510-0115

Nurse Staffing Committee Composition

- The Nurse Staffing Committee must be composed of equal numbers of Direct Care members and Nurse Manager members
 - It must include one non-RN (LPN or CNA) member, which counts towards the direct care total
- The Direct Care members vote to select the Direct Care Co-Chair, and Nurse Manager members vote to select the Nurse Manager Co-Chair

Nurse Staffing Committee Composition

- Direct Care RN members represent a unit/specialty and are voted onto the Committee by the other direct care members on the unit
 - If nurses are represented by a union: The union arranges a vote
 - If nurses are not represented by a union: The direct care RNs on the unit/specialty arranges a vote
- Nurse Manager members are selected by the hospital administration and are not required to represent a unit

Nurse Staffing Committee Composition

- Direct Care non-RN member is a voting member of committee
- Direct Care non-RN member represents the Direct Care non-RN nursing staff members working in a units/specialties where nursing care services are provided
 - If non-RN nursing staff members are represented by a union: The union arranges a vote
 - If non-RN nursing staff members are not represented by a union: The direct care non-RNs in the units/specialties arrange a vote

Nurse Staffing Committee Quorum

- The Nurse Staffing Committee must have a quorum in order to hold a meeting
- The nurse staffing statute and rules define a quorum as: A majority, or one-half plus one, of the staffing committee members are present during a meeting

Example: The Nurse Staffing Committee at ABC Hospital is comprised of 5 Direct Care members (4 Direct Care RNs and 1 Direct Care CNA) and 5 Nurse Manager members. A quorum is 6 members.

Nurse Staffing Committee Voting

- Only an equal number of Direct Care Members & Nurse Manager Members may vote
- The Nurse Staffing Committee must have a process to determine who sits out on the vote when there are unequal numbers

Example: ABC Hospital has a Nurse Staffing Committee composed of 5 DC members and 5 NM members. At its monthly meeting, 4 DC members and 2 NM members attend. The Committee has a quorum and is able to hold the meeting.

During the meeting, the Committee votes on a motion. Two DC members and two NM members vote on the motion.

Nurse Staffing Committee Charter

The Nurse Staffing Committee must have a written charter that documents the policies and procedures, and include, at minimum:

- How meetings are scheduled
- How members are notified of meetings
- How agendas are determined
- How input from hospital nurse specialty or unit staff is submitted
- Who may participate in decision-making
- How decisions are made
- How the staffing committee shall monitor, evaluate, and modify the staffing plan over time.

Nurse Staffing Committee Meeting Minutes

- The Nurse Staffing Committee must keep minutes showing:
 - The name and position of each staffing committee member in attendance;
 - The name and position of each observer in attendance;
 - Motions made;
 - Outcomes of votes taken;
 - A summary of staffing committee discussions; and
 - Instances in which non-members have been excluded from staffing committee meetings (only allowed in limited circumstances).
- The Nurse Staffing Committee must approve meeting minutes prior to or during the next committee meeting.
- Meeting minutes must be available to nursing staff and other hospital staff upon request, no more than 30 calendar days after being approved.

Uncovered Units

- A unit must have a Direct Care representative and a Nurse Staffing Plan if the unit provides nursing services
- The Nurse Staffing Committee should evaluate whether the nursing staff members (RNs, LPNs, CNAs) on the unit are primarily engaged in providing direct patient care services
- Nurse Staffing Committee meeting minutes should document:
 - The unit under consideration
 - The factors the Nurse Staffing Committee considered
 - Outcome of the discussion
- Nurse Staffing Committee should conduct a review of uncovered units whenever unit services change, or at a regular interval (e.g., once a year)

Uncovered Units: Factors to Consider

The Nurse Staffing Committee should consider the following factors to determine if a unit provides nursing services:

1. Does the unit have nursing staff members (RNs, LPNs, and CNAs)?
2. Are the nursing staff members who work on this unit replaced if they're unexpectedly absent for a shift?
3. Are the nursing staff members in the unit assigned to work with specific patients?
4. Is the nursing staff member providing a specific service to the patient, during which time the patient's regularly assigned direct care nurse remains responsible for all other care?
5. Who would be expected to provide nursing services to a patient who is in the unit?

Nurse Staffing Myths Exposed

Myth

If a unit where nursing services are provided only has traveler RNs, the unit doesn't have a Direct Care Representative on the Nurse Staffing Committee.

Fact

A unit where nursing services are provided must have a Direct Care Representative and a nurse staffing plan. Traveler RNs are eligible to serve on the Nurse Staffing Committee.

If direct care nurses are represented by a union, then only direct care nurses who are members of the union are eligible to serve on the Nurse Staffing Committee.

If the direct care nurses are represented by a union, the union must arrange the vote to select the Direct Care Representative. The Direct Care Representative is not required to be a member of the union to vote or to serve on the Nurse Staffing Committee.

Nurse Staffing Myths Exposed

Myth

The Direct Care non-RN (LPN or CNA) member doesn't count towards the total number of Direct Care members.

The Direct Care non-RN member can be a non-voting member.

If the unit has a waiver allowing technicians to count towards the minimum number, then the Direct Care non-RN member can be a technician.

Fact

The Direct Care non-RN member counts towards the total number of Direct Care members on the Nurse Staffing Committee.

The Direct Care non-RN member must be allowed to be a voting member.

The Direct Care non-RN must be an LPN or CNA. A waiver only allows the technician (or other staff member) to count towards minimum numbers – it does not allow them to count as nursing staff members for any other purposes of the law.

Nurse Staffing Myths Exposed

Myth

The Direct Care Co-Chair cannot represent a unit.

Fact

The Direct Care Co-Chair should represent a unit and counts as one of the Direct Care Members on the Committee (just as the Nurse Manager Co-Chair counts as one of the Nurse Manager members on the Committee).

Nurse Manager members must represent a unit.

Nurse Manager members are not required to represent a unit and can be committee members as long as they meet the Nurse Manager definition.

Nurse Staffing Myths Exposed

Myth

The Nurse Staffing Committee cannot have more than one Nurse Manager member from the same unit.

The CNO cannot serve on the Nurse Staffing Committee.

Fact

The Nurse Staffing Committee can have multiple Nurse Managers members from the same unit. Assistant Nurse Managers may be eligible to serve on the Nurse Staffing Committee.

The CNO is a nurse manager who oversees nursing services of the entire hospital and is eligible to serve as a Nurse Manager member on the Nurse Staffing Committee.

Nurse Staffing Myths Exposed

Myth

The Nurse Staffing Committee must review all the Nurse Staffing Plans on the same day.

If one of the annual review factors is not relevant to the unit, the Nurse Staffing Committee does not need to review that factor.

Fact

The Nurse Staffing Committee can schedule reviews throughout the year. Each Nurse Staffing Plan must be reviewed by the Nurse Staffing Committee at least once every 12 months.

The Nurse Staffing Committee must consider each factor in its annual review of the Nurse Staffing Plan. Factors should reflect the characteristics and operations of the unit.

Q & A

We have difficulty filling our direct care nurse positions, can this be assigned to a staff member?

Can the nurse staffing committee approve a staffing plan that is safe but goes over the unit's HPPD?

The questions and answers are provided for general information only and may not be relied upon for purposes of regulatory compliance. The questions and answers are not legal advice and are not intended to be legally binding on the Oregon Health Authority when conducting a survey or complaint investigation.

How often do committee members need to change?

What do you do when the union does not fill the Direct Care openings?

When you have unequal numbers of direct care members and managers, and there just aren't enough managers – what is the best practice?

Is there a term limit?

Nurse Staffing Resources:

Website: www.healthoregon.org/nursestaffing

- Nurse Staffing Interpretive Guidance (Hospital Nurse Staffing Committee section)
- Sample Nurse Staffing Survey Tool Kit
 - Hospital Nurse Staffing Committee Cochair Pre-Interview Questionnaire
 - HNSC Composition Review Tool
 - HNSC Cochair Interview
 - HNSC Charter Review
 - HNSC Meeting Review
 - HNSC Annual Staffing Plan Review
- Nurse Staffing Reports and approved Plans of Correction

THANK YOU FOR YOUR INTEREST IN THIS WEBINAR SERIES!

**In the chat: Are there other
resources/webinar topics that
would be helpful?**

Nurse Staffing Resources:

Website: www.healthoregon.org/nursestaffing

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