
OHA Nurse Staffing Webinar

Nurse Staffing Plan Requirements

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Health Care Regulation & Quality Improvement

Anna L Davis, JD

Kimberly Voelker, MPH



OHA Nurse Staffing Webinar

Nurse Staffing Plan Requirements

Agenda

- Nurse Staffing Plan Overview
- Nurse Staffing Plan Requirements
- Nurse Staffing Plan Attachments
- Nurse Staffing Myths Exposed
- Q & A
- Upcoming Webinars
- Nurse Staffing Resources

Nurse Staffing Plan Overview

- Any hospital unit where nursing services are provided must have a Nurse Staffing Plan approved by the nurse staffing committee
- The Nurse Staffing Plan must be reviewed by the Hospital Nurse Staffing Committee at least once a year
- The Hospital Nurse Staffing Committee can update the plan more frequently
- Described in Oregon Revised Statute 441.155 & 441.156 and Oregon Administrative Rule 333-510-0110

Nurse Staffing Plan Requirements

There are 11 requirements Nurse Staffing Plans must comply with:

1. Include qualifications and competencies
2. Quantify rate of admissions, discharges, and transfers and the time it takes for a direct care RN to complete those tasks
3. Be based on total diagnoses
4. Be consistent with nationally recognized evidence-based standards and guidelines

Nurse Staffing Plan Requirements

11 requirements Nurse Staffing Plans continued:

5. Recognize differences in patient acuity and nursing care intensity
6. Establish minimum numbers of nursing staff members
7. Process for initiating limitations on admission or diversion
8. Tasks not related to direct patient care, including meal & rest breaks

Nurse Staffing Plan Requirements

11 requirements Nurse Staffing Plans continued:

9. May not be based solely on external benchmarking data
10. May not be used to impose on unionized nursing staff changes in terms and conditions of employment
11. May not create, preempt or modify a collective bargaining agreement or require parties to bargain

Nurse Staffing Plan Attachments

Any document that is part of the Nurse Staffing Plan must:

- Have been approved by the Hospital Nurse Staffing Committee as part of the Nurse Staffing Plan; **and**
- Be referenced in the Nurse Staffing Plan by title and date/version number; **or**
- Be included as an attachment appendix

Nurse Staffing Myths Exposed

Myth

The NSP only needs to include qualifications and competencies for RNs

The NSP doesn't need to include qualifications and competencies for travelers

The NSP doesn't need to include qualifications and competencies for float staff, helping hands, sitters, etc.

Fact

The NSP must have qualifications and competencies for all NSMs that work on the unit

If travelers are allowed to have different qualifications and competencies or a different method to validate their skills, it must be reflected in the NSP

If float staff/helping hands/sitters have different qualifications and competencies, it must be included in the NSP

Nurse Staffing Myths Exposed

Myth

If this unit doesn't have admissions, discharges, and/or transfers, the NSP isn't required to include that information

Fact

All NSPs must include rate of admissions, discharges, and transfers (ADT). For units that don't have traditional ADT, redefine to describe how patients arrive/leave the unit

Patient acuity and nursing care intensity are the same thing

Patient acuity is the complexity of patient care needs. Nursing care intensity is the level of patient need for nursing care. The NSP must address both patient acuity and nursing care intensity.

Nurse Staffing Myths Exposed

Myth

If there's no evidence-based acuity and/or intensity measurement for this specialty, the NSP doesn't need to have acuity and/or intensity

Fact

The NSP must include an objective process for assessing acuity and nursing care intensity to ensure consistency. The NSP can include factors to consider instead of a tool

The NSP can/must include staffing ratios

The NSP is required to have minimum numbers of NSMs on specified shifts

Minimum numbers requirements don't apply to units with on-call staffing (e.g., OR)

Minimum numbers apply whenever you have one patient on the unit

Nurse Staffing Myths Exposed

Myth

As long as the NSP includes 1 RN and 1 other NSM, the unit is compliant with the minimum numbers requirements

Fact

The NSP must also include minimum numbers for when there is more than one patient on the unit. It must be clear how many NSMs are required when the unit has different patient census

The union contract should be included in the approved NSP

The NSP cannot impose changes on unionized staff or require parties to bargain. In general, the union contract and the NSP should be kept separate. OHA cannot enforce union contracts.

Q & A

What elements are frequently cited in Nurse Staffing Plans during survey?

Why are these plans re-written every year?

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 binding are ratios in Nurse Staffing Plans?

Are there different requirements for procedural and outpatient areas?

Are technicians incorporated into the staffing plan if they are involved in direct patient care in acute settings?

OHA 2022 Nurse Staffing Webinar Series

Fridays - 10:00 AM – 11:00 AM on Zoom

- ✓ **September 16** – Overview
- ✓ **September 23** – Nurse staffing plan requirements
- **September 30** – Meal and Rest break requirements (nurse staffing plan and timekeeping requirements)
- **October 7** – Voluntary vs. Mandatory overtime (including recordkeeping requirements)
- **October 14** – Nurse staffing during an emergency
- **October 21** – OHA nurse staffing complaint process
- **October 28** – Nurse staffing committee requirements

Nurse Staffing Resources:

Website: www.healthoregon.org/nursestaffing

- Nurse Staffing Interpretive Guidance (Nurse Staffing Plans section)
- Hospital Nurse Staffing Interpretive Guidance for Acuity & Intensity
- Nurse Staffing Reports and approved Plans of Correction

Nurse Staffing Resources:

Website: www.healthoregon.org/nursestaffing

Email: mailbox.nursestaffing@odhsoha.state.or.us

Kimberly Voelker, MPH

Nurse Staffing Policy Analyst

Kimberly.N.Voelker@dhsaha.state.or.us

(971) 803-0914

Tip McIntosh

Nurse Staffing Administrative Specialist

Tip.McIntosh@dhsaha.state.or.us

(971) 501-8266

Additional Resources:

Dana Selover, MD, MPH

Health Care Regulation & Quality Improvement
Section Manager

Dana.S.Selover@state.or.us

(971) 673-0546

Anna Davis, JD

Survey & Certification
Program Manager

Anna.L.Davis@state.or.us

(971) 263-4328