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## Summary of Changes to 2020 Nurse Staffing Surveys

The Oregon Health Authority (OHA) completed the first cycle of nurse staffing surveys for all Oregon hospitals during 2017, 2018 and 2019. As an interim solution to address the outstanding survey revisits, begin the second survey cycle, and incorporate some of the stakeholder recommendations, OHA will temporarily combine the required revisits with a modified full survey.

Throughout the first survey cycle, OHA and the Nurse Staffing Advisory Board (NSAB) gathered valuable feedback from stakeholders. OHA is incorporating many of these lessons into the second survey cycle.

The second survey cycle will focus on the same basic areas of compliance: Postings and Record Keeping; Nurse Staffing Committee Operations; Unit Nurse Staffing Plans; Unit Nurse Staffing Plan Annual Review; and Nursing Staff Member Overtime. The surveyors will use the [survey tool kit](#) and several new tools, the second survey cycle will streamline some survey processes. Details of these changes are described below and answers to specific questions are covered in the [FAQ for 2020 Nurse Staffing Surveys](#).

Survey Area	Survey Process	Survey Tag Numbers
Postings and Record Keeping	<ul style="list-style-type: none"> <li>Review of nurse staffing postings and of nursing staff member qualifications and competencies will be the same.</li> </ul>	E600, E602 and E604
Nurse Staffing Committee Operations	<ul style="list-style-type: none"> <li>Review of committee operations will consist of               <ul style="list-style-type: none"> <li>Review of the committee composition using the <a href="#">Hospital Nurse Staffing Committee Composition Review tool</a>. Facilities may expedite the review by providing surveyors with a completed copy of this tool; and</li> <li>Written confirmation using the new <a href="#">pre-survey questionnaire</a> from Nurse Staffing Committee Cochairs</li> <li>Revised questions for Nurse Staffing Committee Cochair interviews using the revised <a href="#">Nurse Staffing Committee Cochair Interview Form</a>.</li> </ul> </li> <li>Review of committee operations may include additional document review if there are complaints</li> </ul>	E606, E608, E610, E612, E614, E616, E618, E620, E622, E624 and E626

	regarding committee operations or other indications of non-compliance.	
Unit Nurse Staffing Plans	<ul style="list-style-type: none"> <li>Review of nurse staffing plans will use the <a href="#">Written Staffing Plan Review tool</a>.</li> <li>Surveyors will look for the date the nurse staffing plan was approved by the Hospital Nurse Staffing Committee to be clearly reflected on the nurse staffing plan.</li> <li>Units will be selected by surveyors to include one or more units surveyed in the first survey cycle and one or more units that were not surveyed in the first survey cycle.</li> <li>Review of meal and break practices will use the new <a href="#">Meal and Rest Break Practice Review tool</a>. Review a unit's meal and break practices may include additional document review, including timekeeping and payroll records, if there are complaints regarding meals and breaks or other indications of non-compliance.</li> </ul>	E628, E630, E632, E634, E636, E638, E640, E642, E644, E646, E648 and E650
Unit Nurse Staffing Plan Annual Review	<ul style="list-style-type: none"> <li>Review of the Hospital Nurse Staffing Committee's annual review of nurse staffing plans will consist of review of the Committee's most recent annual report to the hospital administration. The report should reflect the date of the review and consideration of the factors required in the annual review.</li> <li>Review of the Hospital Nurse Staffing Committee's annual review of nurse staffing plans may include additional document review, including nurse staffing committee minutes, if there are complaints regarding the annual review or other indications of non-compliance.</li> </ul>	E652, E654 and E656
Nursing Staff Member Overtime Review	<ul style="list-style-type: none"> <li>Review of a unit's mandatory overtime will begin with a review of whether there has been mandatory overtime on the unit within the past six months. Review a unit's overtime may include additional document review, including timekeeping and payroll records, if there are complaints regarding mandatory overtime or other indications of non-compliance.</li> <li>Review of the mandatory overtime policy will use the new <a href="#">Mandatory Overtime Review tool</a>.</li> </ul>	E665, E670 and E675

**Next steps:** OHA will update the Sample Nurse Staffing Survey Tool kit on [www.healthoregon.org/nursestaffing](http://www.healthoregon.org/nursestaffing) with the revised and new tools reflected above.

Please send any questions to [mailbox.nursestaffing@state.or.us](mailto:mailbox.nursestaffing@state.or.us). Frequently received questions will be incorporated into the [Nurse Staffing Interpretive Guidance](#).

If you need this material in an alternate format, please call (971) 673-0540 or TTY (711).