

OHA Explanation Guide

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Unit Onsite Review Tool

<u>Facility</u>	<u>Date</u>
<u>Unit</u>	<u>Time</u>
<u>NSM</u>	<u>Surveyor</u>

This form is for use by the surveyor to determine unit practices in real time. This tool provides questions the surveyor may ask direct care NSMs while on the unit. The surveyor may note instances where the NSM was not able to explain unit practices or if the practice differed from what is stated in the unit nurse staffing plan. (1)

Acuity and Intensity on the Unit

NSM knows the process for measuring acuity and intensity on the unit (2) Yes No

NSM's explanation for how acuity and intensity is monitored on the unit:

Does NSM's description match what is in the unit's NSP? (Surveyor may refer to Nurse Staffing Plan Review Tool completed by unit's nurse manager and direct care representative) (3) Yes No

The Unit Onsite Review Tool provides a framework for OHA surveyors to interview nursing staff members on the unit. The surveyor will interview direct care nursing staff who are familiar with unit practices, such as the unit charge nurse. Because OHA surveyors do not determine compliance with the nurse staffing rules while they are at the facility, you should not expect the surveyor to comment on whether the facility is in compliance during this onsite period.

(1) A **Nurse Staffing Member (NSM)** is a Registered Nurse, Certified Nursing or Licensed Practical Nurse. There will be one form completed per NSM interviewed. OHA surveyors may choose to speak with one or more NSMs on the unit.

(2) OHA surveyors will ask the nurse staffing member (NSM) what the process is for measuring acuity and intensity on the unit. The surveyor will record a summary of the NSM's explanation in the box below.

(3) The OHA surveyor will compare the NSM's response for how acuity and intensity on the unit is measured to the process described in the unit's **Nurse Staffing Plan (NSP)**. Before surveyors visit the unit, the unit's Nurse Manager and Direct Care Representative (or designee) will have completed the Nurse Staffing Plan Review tool, which asks questions about the NSP approved by the hospital's Nurse Staffing Committee. The information from the NSM and observed on the unit should reflect how the NSP is being used on the unit to measure acuity and intensity.

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Have the NSM show you when acuity and intensity was last monitored on the unit (4)

When was acuity last monitored? (5)

When was intensity last monitored? Write "same" if same time as acuity.

Have the NSM show you how the current acuity and intensity on the unit is reflected by the number of NSMs working this shift.

Brief description of how acuity and intensity on the unit is reflected in current staffing: (6)

Minimum number of nursing staff members on the unit

Have the NSM show you what the minimum staffing should be for the current shift and the documentation that supports their answer.

Minimum staffing for current shift (7)

Source of minimum number (NSP Minimum Numbers section) (8)

Number of NSMs on current shift

Unit currently meets minimum requirement specified in NSP (9)

Yes No

(4) OHA recognizes that there are different ways to monitor acuity and intensity, and that this may differ from hospital to hospital, or even unit to unit. Some units may choose to acuitize patients at set times, while others use a rolling approach. Both methods are acceptable. A unit may be cited for not following its NSP. For this question, OHA surveyors will determine if the unit is following the process for monitoring acuity and intensity as described in the NSP approved by the hospital Nurse Staffing Committee. For example, if the NSP says "Upon patient admittance and once per hour, whichever is sooner", the surveyor should see acuity measured either the last time the patient was admitted or once an hour.

(5) We would expect to see the process as well as the time written here.

(6) The unit should be prepared to explain how the acuity and intensity on the unit is reflected in its current staffing. OHA surveyors will see how many NSMs are working the current shift and how that number is supported by the current acuity and intensity on the unit.

(7) Minimum staffing for the current shift, per nurse staffing plan approved by the Hospital Nurse Staffing Committee

(8) OHA surveyors would record the NSP version and approval date, which is incorporated from the plan or seen on the Nurse Staffing Plan Review Tool.

(9) This refers to the number of NSMs currently working on the floor. NSMs who are on a meal or rest break do not count towards this minimum number.

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Have there been any times in the last six months when a patient was on the unit and you were the only NSM present? (10) Yes No

If yes, explain below. Be sure to include approximate date(s), time(s), and shift(s) in explanation.

(10) Per OAR 333-510-0110 (2)(f), the nurse staffing plan must establish the minimum number of NSMs required on specified shifts. The Hospital Nurse Staffing Committee must determine a number that is at least 1 RN + 1 NSM (RN, LPN, or CNA), but may choose to set this minimum number higher. Hospitals may also apply for a waiver that allows 1 RN + 1 other staff member as the minimum number (for example, 1 RN + 1 technologist). If a NSM indicated to the OHA surveyor that they had worked as the only NSM on the unit when a patient was present, the hospital would have violated the minimum numbers requirement.

There are floats working on the unit today (11) Yes No

If yes: Have the NSM describe the float was oriented to the unit prior to working on the unit.

OHA surveyors would need the date, time, and shift that this incident occurred and would attempt to confirm this record in paper and/or electronic documents

(11) All NSMs working on the unit - including float staff - must meet the qualifications and competencies for the unit, as described in the NSP. The approved NSP may describe different qualifications and competencies for float staff.

Meal and Rest Breaks on the Unit

Have the NSM show you the meal and rest break documentation for the unit. (12)

Meal breaks have been taken during this shift Yes No

Explanation if no:

(12) OHA surveyors will ask to see the meal and rest break documentation for the unit. Documentation should show who was working vs. who was on break at certain times during the shift.

If the OHA surveyor is on the unit at the beginning of the shift, meal and rest breaks may not have been taken. In this situation, OHA surveyors would ask to see documentation for the most recent shift the NSM worked. On the tool, the OHA surveyor would mark "No" for meal breaks taken during this shift and would write in the explanation box which shift they reviewed and whether meal breaks were taken for that shift.

If the NSM has not recently worked on the unit, OHA surveyors may choose to interview another NSM to gather this information.

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Rest breaks have been taken during this shift (13) Yes No

Explanation if no:

(13) OHA surveyors will ask to see the meal and rest break documentation for the unit. Documentation should show who was working vs. who was on break at certain times during the shift.

See the explanation for Question 12 for what OHA surveyors would do if meal or rest breaks had not yet been taken when the surveyors are on the unit.

Staffing during meal and rest breaks on this shift meets the minimum numbers required in NSP (14) Yes No

Explanation if no:

(14) One of the required components of the Nurse Staffing Plan (NSP) is to establish the minimum number of NSMs on the unit for specified shifts. "On the unit" refers to NSMs who are currently working on the unit and able to provide patient care. NSMs who are on a break do not count towards the minimum number specified in the NSP.

This question determines whether the unit meets the minimum staffing requirements, even when NSMs are on break.

"Today" refers to the previous 24 hours. If the OHA surveyor is onsite at the beginning of the day's first shift, OHA surveyors may ask to see data for the previous shift, even if this previous shift did not occur on the same calendar day that the OHA surveyor is onsite. If the NSM has not recently worked on the unit, OHA surveyors may choose to interview another NSM to gather this information.