

## Chapter 12

- Discuss TJC position on staffing/competency
  - TJC says an organization must provide the right number of competent staff to meet the needs of the patient
    - Do not mandate staffing levels
    - Assess an organization's ability to provide an adequate staffing level & that the staff are qualified to deliver care
- Discuss general staffing considerations
  - The health care setting
  - The care delivery model
  - Patient acuity
  - Nursing staff available
- Differentiate types of scheduling: centralized, decentralized, self, mixed
  - **Centralized:** decisions about scheduling occur in a "centralized" location for entire institution; may use an automated system for scheduling
  - **Decentralized:** decisions about scheduling occur with the manager on the unit; may use an automated system for scheduling
  - **Self-scheduling:** decisions about scheduling are done by the staff themselves. Manager works with staff to fill any empty slots
  - **Mixed scheduling:** decisions about scheduling are made by staff and empty slots are filled using a "central" office
  - **Block scheduling:** same schedule week after week
- Define staffing plan, patient acuity, variance, full-time equivalent (FTE) average length of stay (ALOS), nursing hours per patient day (NHPPD), staffing ratio
  - Staffing Plan
    - Assessment of the unit requirements over a period of time
    - What is necessary to meet the needs of the patients over a 24-hour period
    - Patient acuity
    - Budget
    - Staff mix
  - Overtime: Emergency situations; higher rate of pay; total work time
  - Per-diem: per day option
  - Travel nurses: per diem contracted employees
  - Variance reports: reflect alterations in staffing: positive or negative
  - Staffing ratio: number of nurses to safely care for a certain number of patients, with adjustments to increase nurse staffing based on patient acuity
  - Nursing hours per patient day (NHPPD): Number of hours worked by nursing staff that have direct patient-care responsibilities
  - Patient acuity

# Tjc 1 Study Guide

**Patrick M. Malone, Karen L. Kier, John  
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## **Tjc 1 Study Guide:**

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[5/E](#) Patrick M. Malone, Karen L. Kier, John Stanovich, Meghan J. Malone, 2014-07-22 The classic guide to information management for pharmacists updated to reflect the realities of today's practice The goal of Drug Information A Guide for Pharmacists is to teach students and practitioners how to effectively research interpret evaluate collate and disseminate drug information in the most efficient and effective manner possible Updated throughout the book also addresses important issues such as the legal and ethical considerations of providing drug information The Fifth Edition includes a timely new chapter on assessing drug promotions by pharmaceutical representatives and the need for counter detailing There is also a new chapter that bridges the gap between pharmacy informatics and drug information **COVERAGE INCLUDES** Formulating effective responses and recommendations for drug information Evaluation of the drug literature The application of statistical analysis in the biomedical sciences Drug evaluation monographs Adverse drug reactions Medication and patient safety Investigational drugs **Readers' Guide to Periodical Literature**, 1915 **Heredity**, 1947 *The Annual American Catalog*, 1904

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