Jones Memorial Hospital Clinical Staffing Committee Charter

Name of committee:
Jones Memorial Hospital Clinical Staffing Committee

Purpose:
The clinical staffing committee is composed of both frontline staff and management who are responsible for promoting the safety of those in their care. Committee goals will be established to create an environment that will help ensure patient and staff safety, which is in alignment with the mission of Jones Memorial Hospital (JMH).

Goals include to:

- Collaborate in the development of specific staffing plans for each patient care unit and work shift.
- Communicate the staffing plan and post on each patient care unit.
- Conduct a semiannual review of the staffing plan.
- Review, assess and respond to complaints regarding potential violations of the adopted staffing plan.
- Transform the work environment to ensure collegial relationships between frontline staff and management, as we work together to provide quality care.

Stakeholders:
Nursing department staff and management; recognizing that decisions made have a broader impact on patients, families and the healthcare team.

Committee membership:
CNO
CFO
VP of HR

Approximately 60% RN staff and 40% ancillary unit support

Committee authority and reporting:
This committee has the authority to make collaborative decisions related to the hospital plan for the nursing department’s staffing.
This committee is responsible for the ongoing monitoring, evaluation and approving necessary modifications for the staffing plan.

The CNO/VP of nursing is a member of the committee and is responsible for ensuring that the members of the committee are informed regarding the nurse staffing law and are in compliance with the law.

**Committee communication:**

Minutes are taken at each meeting and sent to all committee members electronically by e-mail. Minutes will be posted on the intranet, which will be accessible to all nursing department staff.

Emails are used to communicate meeting dates/times and agenda items. A Zoom meeting and conference call will be provided for the meetings.

Committee members are responsible to share information from the meetings to frontline staff and also bring back any information.

**Committee voting/decision making plan:**

Must have a quorum to hold a meeting.

Frontline staff members of the committee shall have one vote and management members of the committee shall have one vote.

If the committee does not reach consensus, the CEO is notified and uses discretion to adopt a plan or partial plan.

**Method of recording actions:**

Minutes are taken at each meeting and sent to all committee members electronically by email.

**Annual committee goals:**

- Establish meetings dates/times and the PAGER agenda format.
- Increase awareness of the goals and purpose of the clinical staffing committee.
- Create a nursing staffing plan policy and disseminate to all staff.
Jones Memorial Hospital Staffing Committee Membership

Sandra Watkins, MS RN CNO
Jodi Howe, MBA CPA CFO
Kristopher Green HR Director
Kelly Foster, ED Director
Kari Zweifka, OR Director
Sharon Green, Sr Director of Nursing
Amanda Green, Director OB
Kristina Willetts, RN
Brianna Meehan, RN
Kim Jenkins, RN
Ryan Masco, RN
Jason Hunt, RN
Sharon Stalker, RN
Taren Jaycox, PCT
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<tr>
<th>Service Line</th>
<th>Unit</th>
<th>Unit Type</th>
<th>Bed Capacity</th>
<th>Staffing Minimum based on AD</th>
<th>RNs</th>
<th>LPNs</th>
<th>PCTs</th>
<th>Unit Support Staff</th>
<th>Emergency Department AS (registration)</th>
<th>Weekend staffing is the same</th>
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