

## Written Staffing Plan Review Audit Tool

(Use this as a rubric when writing your plan to make sure you are meeting state requirements)

1. Specialized qualifications and competencies.
2. Provided for skill mix and level of competency to meet health care needs of patients.
3. Activity measure including rate of admissions, discharges and transfers and time required for direct care RN to complete these tasks.
4. Based on total diagnosis for unit and NS required to manage those diagnoses.
5. Consistent with national recognized standards.
6. Recognizes differences in patient acuity and nursing care intensity.
7. Establishes minimum numbers of RNs, LPN, and CNAs required on specific shifts – 1:1 or greater.
8. Includes process for limiting admissions/ diversions to another hospital.
9. Considers non-direct care tasks including meals and rests.
10. Not solely based on external benchmarking data – how was data used?