**University of Al–Mustaqbal/ College of Nursing**

**Leadership and Management in Nursing**

**Staffing Process**

**Lecture 7**

**Learning Objectives-**

1. Discuss the staffing process in a health agency.
2. Analyze factors that affect staffing in a given unit.
3. Discuss the concepts of direct and indirect care needs.
4. Calculate the staffing needed in a nursing unit.

**Staffing Process-**

**Definition**: It is **an orderly, systematic process applied to determine the number and kind of nursing personnel required to provide nursing care to a group of patients in a particular setting.**

**Objective-**

**Objective** of staffing process is **to provide qualified nursing personnel in sufficient number to ensure adequate, safe nursing care for all patients 24 hours, 7 days a week, and 52** **weeks a year.**

**Factors that Affect Staffing-**

Philosophy and objectives should guide staffing, also other factors related to patients, staff, and environment affects the staffing decisions as:

* **Types of patients**
* **Acuity levels**
* **Fluctuations in admission**
* **Length of stay**
* **Type of care**
* **Standards of nursing care**
* **Personnel policies (e.g., holidays, weekends, sick leaves, overtime, etc.)**
* **Educational and experiential levels of staff**
* **Job descriptions**
* **Absenteeism**
* **Number of beds**
* **Supplies and equipment**
* **Nurse-patient ratio required (e.g., 1:1 in critical care)**
* **Budget**

**Patient Care Needs-**

In predicting nursing work load, **a manager must calculate not only the total number of patients to be cared for but also the proportion in each category (self-care, minimal care, full care, intensive care)**, because care needs vary from category to another. To quantify workload, patient care needs must be quantified.

**Total care needs for each patient are the sum of the patient’s** **needs for direct care and indirect care.**

**Direct Care-**

It is care given by nursing personnel while working during patient presence and related to the patient physical and psychological needs.

**Direct care involves**: feeding, hygiene, treatment, mobility, and medication, and the more dependent the patient is, the more hours of nursing care is needed.

**Indirect Care-**

They are those activities undertaken on the patient behalf but beyond his presence.

**Indirect care includes**: assembling supplies and equipment, consulting with other healthcare team members, writing and reading patient records, reporting, constructing discharge plans, preparation and cleaning up required before and after procedures, etc. generally, a patient’s indirect care needs vary with the intensity of illness or dependency and assumed to require the same amount of time for all patients in the unit (example 40 minutes /patient /day).

**Time Standard-**

**Is to assign a value unit to various activities of patient care**. Those activities are usually clustered according to the above-mentioned categories, such as feeding, hygiene, etc.

**Calculating the Required Staffing Needs-**

Identify the nursing care hours required to care for a patient for a day or for a shift. If patient categories considered, then estimate the care hours required for each patient in each category (direct + indirect care hours). After estimating the nursing care hours required, you can apply the following simple equation **to estimate the number of nurses needed for each shift or for the whole day, for each category of patients:**

Nursing care hours required x Average patient census Estimated number of ---------------------------------------------------------------------------- **=**nurses needed / day

Expected days off for one nurse / month x No. of work hours of one nurse / day

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