

<b>Clinical</b>	<b>Nursing Staffing Information</b>		
	<b>Effective Date:11/16/22</b>	<b>Last Reviewed: 11/16/22</b>	<b>Last Revised: 11/8/22</b>

### **POLICY STATEMENT**

To make nurse staffing information readily available in a readable format to residents and visitors at any given time.

### **Guideline**

The facility's staffing data "document" may be a form or spreadsheet, as long as all the required information is displayed clearly and in a visible place.

The information should be displayed in a prominent place that is readily accessible to residents and visitors and presented in a clear and readable format.

This information posted must be up-to-date and current.

The facility is required to list the total number of staff and the actual hours worked by the staff to meet this regulatory requirement.

The information should reflect staff absences on that shift due to call-outs and illness.

Staffing must include all nursing staff who are paid by the facility (including contract staff).

The nursing home is not required to include in the posting the data for staff who are paid for through other sources; examples include hospice staff covered by the hospice benefit, or individuals hired by families to provide companionship or assistance to a specific resident.

RESOURCE DOCUMENTS	RESOURCE DOCUMENTS	ORIGINATION DATE	DATE REVISED	DATE REVIEWED
Administrator, Director of Nursing, Licensed Nurse, Department Managers		9/22/22	11/8/22	11/16/22