

Othello Community Hospital Staffing Committee Charter

6/19/2024



Table Of Contents

	Charter Version History & Hospital Information	4
1	Committee members	
1.1	Process for electing cochairs and their terms	
1.2	Roles, responsibilities, & process	
1.2.1	Number of members serving on committee	
1.2.2	Non-voting members	
1.2.3	Process to ensure adequate quorum and attendance	
1.2.4	Process for replacing members.....	
2	Committee meetings	
2.1	Schedule for monthly meetings	
2.1.1	Process for adding meetings	
2.2	Process for committee member to receive 30 days notice of meeting..	
3	Complaints process	
3.1	Process for reviewing, investigating, & resolving complaints.....	
3.1.1	Process for noting date received, contingent, final disposition of complaints, and corrective action plan where applicable	
3.2	Processes by which complaints will be resolved within 90 days of receipt, or longer with majority of committee approval	
3.3	Process ensuring the complainant receives a letter stating the outcome of the complaint	
3.4	Process for an employee, and a labor representative if requested by the employee, to attend committee meetings if they're involved in a complaint.....	
4	Committee review process	
4.1	Process for the hospital staffing committee to conduct quarterly reviews	

- 5 Committee documentation and records**
- 5.1 Process for approving meeting documentation including meeting minutes, attendance, and actions taken
- 5.2 Policies for retention of meeting documentation, must be a minimum of three years and consistent with the hospital's document retention policies
- 6 Process for the hospital to provide the hospital staffing committee with information regarding patient complaints involving staffing made to the hospital through the patient grievance process**
- 7 Process for how the information from the reports required under subsection (7) of RCW 70.41.420 will be used to inform the development and semiannual review of the staffing plan**
- 8 Other**

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Charter Version History

Version	Effective Date	Date Approved	Approved By	Revision Date (If applicable)	Revision Reason (If applicable)
1.0	6/19/24	6/19/24	HSC		
1.1					

Hospital Information

Name of Hospital	Othello Community Hospital				
Hospital Phone #:	509-488-2636				
Hospital Email:	agenbrc@othellocommunityhospital.org				
Hospital License #:	HAC.FS 00000125				
Hospital Street Address	315 N 14 th Avenue				
City/Town:	Othello	State:	WA	Zip Code:	99344
Is this hospital license affiliated with more than one location?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes" was selected, please provide the location name and address					

1 Committee Members

1.1 A process for electing cochairs and their terms

Hospital Staffing Committee will be co-chaired by one elected nursing staff member and one administration representative. Co-chair's will be elected yearly in January by the current members of the committee. Co-chair's will serve but are not limited to a 1 year term.

Membership Table

Name	Title	Date Term effective	Term Length
Tina Bernsen	CNO	9/1/2012	By appointment
Brian Giles	CFO	1/1/2024	By appointment
Dominga Gonzalez	HR Director	9/1/2023	By appointment
Carolyn Fale	ER-Supervisor	1/1/2024	By appointment
Tami Taylor	OR-Supervisor	1/1/2024	By appointment
Brandy Kissler	IP-RN	9/1/2019	By appointment
Jeana Edson	Charge-RN	6/1/2022	3 years
Nichole Goodman	Charge-RN	9/1/2021	3 years
Jessica Miller	ER-RN	1/1/2024	3 years
Karina Marroquin	OR-RN	1/1/2024	3 years
Nia Garza	Per Diem RN	1/1/2024	3 years
Crystal Dominguez	CNA/HUC	1/1/2024	3 years

1.2 Roles, responsibilities, and processes by which the hospital staffing committee functions.

1.2.1 How many members will serve on the committee.

The Hospital Staffing Committee will consist of 12 members:

6 members appointed by a vote of the hospital nursing staff who work in direct patient care to include at least 1 CNA.

6 administrative staff who are appointed by administration to include HR, CNO, CFO, and unit directors or their designees.

1.2.2 Which patient care staff job classes will be represented on the committee as nonvoting members.

Each area where patient care is provided will have the opportunity to provide advice to the Hospital Staffing Committee. These areas will be called to meetings when their attendance is required. Committee meetings are open and any interested Nursing Staff employed by Othello Community Hospital may attend, but only committee members will have a vote.

1.2.3 Processes to ensure adequate quorum and ability of committee members to attend.

A committee quorum will consist of at least 2 members from nursing staff and 2 members from administration staff. There must be 50/50 representation for voting.

Consensus will normally be used as the decision-making model.

Should a particular issue need to be voted upon by the committee, the action must be approved by a majority vote held by a committee quorum.

Members shall be relieved of all other work duties during meetings. Nursing staff members of the Hospital Staffing Committee will be paid, and preferably will be scheduled to attend meetings as part of their normal full time equivalent hours for the majority of the meetings. It is understood that meeting schedules may require that a Nursing staff member attend on his/her scheduled day off. In this case, the Nursing staff member is compensated at their appropriate rate of pay.

1.2.4 Processes for replacing members who do not regularly attend.

All members are expected to attend at least 80 percent of the meetings held each year. Failure to meet attendance expectations may result in removal from the committee.

If a member needs to be excused, requests for an excused absence are communicated to one of the Co-Chairs. Failure to request an excused absence will result in attendance recorded as "absent" in the meeting minutes.

Replacement will be in accordance with aforementioned selection processes.

It is the expectation of the Hospital Staffing Committee that all members will participate actively, including reading required materials in advance of the meeting as assigned, coming prepared to meetings, and engaging in respectful dialogue as professional committee members.

2 Committee Meetings

2.1 Schedule for monthly meetings.

The Hospital Staffing Committee will meet in person monthly.

2.2 Process for adding meetings.

Any member of the committee may request an added meeting to address immediate staffing issues or staffing complaints.

2.3 Process for ensuring committee members receive 30 days' notice of meetings.

All attempts will be made to notify hospital nurse staffing employees and committee members of meeting date and time 30 days prior to meetings to better accommodate unit scheduling.

3 Complaint Process

3.1 Processes for reviewing, investigating, and resolving complaints.

A nurse questioning an assignment is encouraged to communicate this concern in the following manner:

- a) Discuss the concern with the person responsible for the assignment on that shift. This person should then assess options and seek to remedy the situation. When no alternatives are identified as possible, the person in charge should contact their immediate supervisor on duty.
- b) The supervisor should attempt to resolve the situation using available resources as he/she determines appropriate.
- c) If the nurse is dissatisfied with the decision of the supervisor, the nurse should fill out a complaint form as soon as possible and should make every effort to submit a complaint no later than 24 hours upon the conclusion of their shift. Nurse staffing committees should not interpret this recommendation to submit complaints promptly as a reason to dismiss complaints submitted later than 24 hours after a shift – there is no time limit on submitting complaints to nurse staffing committees.
- d) If there is no mutually satisfactory resolution to the problem, and the problem appears to be one which will be recurring, the nurse may submit their documentation to the unit or hospital staffing committee (and/or to the nurse's local bargaining unit, as appropriate).

e) Nurses who raise assignment concerns should be free from restraint, interference, discrimination, or reprisal.

f) Chain of Command in Nursing: General Duty RN-> Charge RN or Supervisor-> Nurse Coordinator-> Complaint Form to Nurse Staffing Committee Mailbox-> Complaint form retrieved and Nurse Staffing Committee notified of need for added meeting to address complaint.

3.2 Process for noting the date received as well as initial, contingent, and final disposition of complaints and corrective action plan where applicable.

Completed complaint forms are submitted to the Staffing Committee Mailbox in the Mail Room. Mailbox is checked weekly and if complaint found committee members are notified by email that a complaint was filed and an added meeting is needed. Upon completion of the complaint review a corrective action plan is created and noted on the complaint form.

3.3 Processes by which complaints will be resolved within 90 days of receipt, or longer with a majority approval of the committee.

Complaints will be reviewed and attempt for resolution will be made within 90 days of the filed complaint. If Hospital Staffing Committee is unable to resolve the complaint a vote for continuation of review will be made and complainant will be notified.

3.4 Process to ensure the complainant receives a letter stating the outcome of the complaint.

Upon final review of the Hospital Nurse Staffing Complaint the hospital staffing committee shall complete the final portion of the complaint form noting resolved or unresolved. A copy of the completed complaint form is provided to the complainant.

3.5 Process for an employee, and a labor representative if requested by the employee, to attend committee meetings if they're involved in a complaint.

Complainant will be invited to attend Hospital Staffing Committee meeting for review of complaint.

4 Committee Review Processes

4.1 Processes for the hospital staffing committee to conduct quarterly reviews.

The purpose of this Committee is to: protect patients, support greater retention of registered nurses, and promote evidence-based nurse staffing by establishing a mechanism whereby direct patient care staff and hospital management can participate in a joint process regarding decisions about nursing staff.

Quality Metric	Review Frequency	Process
Staff turnover rates and turnover rate within 1 year	Monthly	HR
Breaks taken and breaks missed.	Monthly	HR
Anonymized aggregate exit interview data	Annual	HR
Hospital plans regarding workforce development	Annual	HR
Patient census and census variance trends.	Quarterly	CEO
Patient LOS	Quarterly	CEO
Nurse Sensitive Outcome indicator data.	Quarterly	Quality RN or CEO
Quality Metrics and adverse event data	Quarterly	Quality RN
Patient experience data	Quarterly	Quality RN
Staff engagement/experience data	Annual	HSC
Nursing overtime and on-call utilization.	Quarterly	HR or CFO
Nursing agency utilization and expense.	Quarterly	HR or CFO
“Assignment by objection” or other staffing complaint/concern data	Monthly	HSC
Patient utilization trends in those areas where on-call is used	Quarterly	CEO
Education, vacation, and sick time.	Quarterly	HR or CFO

5 Committee Documentation and Records

5.1 Process for approving meeting documentation including meeting minutes, attendance, and actions taken.

The minutes of each meeting will be distributed to all committee members with each meeting agenda, with approval of the minutes as a standing agenda item for each meeting.

5.2 Policies for retention of meeting documentation must be a minimum of three years and consistent with the hospital's document retention policies.

A master copy of all agendas and meeting minutes from the Hospital Staffing Committee meetings will be maintained in the G-Drive->Nursing->XNurse staffing committee folder for a minimum of 3 years and available for review upon request.

6 Process for the hospital to provide the hospital staffing committee with information regarding patient complaints involving Nursing staff made to the hospital through the patient grievance process.

HR/Quality RN will report to the Hospital Staffing Committee Monthly of any patients grievances received.

7 Processes for how the information from the reports required under subsection (7) of RCW 70.41.420 will be used to inform the development and semiannual review of the staffing plan.

Typical time line for annual review and validation of staffing plans:

- Committee review every 6 months In June and December.
- Staff input will be requested each May.
- Finalized communication of staffing plan for upcoming year will be provided to the CEO each December.
- Review, assess, and respond to staffing variations or concerns presented to the committee.
- Assure that patient care unit annual staffing plans, shift-based staffing, and total clinical staffing are posted on each unit in a public area.
- Assure factors are considered and included, but not limited to, the following in the development of staffing plans:
 - Census, including total numbers of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers.
 - Level of intensity of all patients and nature of the care to be delivered on each shift.
 - Skill mix.

- Level of experience and specialty certification or training of nursing personnel providing care.
 - The need for specialized or intensive equipment.
 - The architecture and geography of the patient care unit, including but not limited to placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment.
 - Staffing guidelines adopted or published by national nursing professional associations, specialty nursing organizations, and other health professional organizations.
 - Availability of other personnel supporting nursing services on the unit.
 - Strategies to enable registered nurses to take meal and rest breaks as required by law.
- Evaluate staffing effectiveness against predetermined nurse sensitive metrics collected by Washington hospitals.
 - Hospital finances and resources as well as defined budget cycle must be considered in the development of the staffing plan.
 - Develop / produce and oversee the establishment of an annual patient care unit and shift-based nurse staffing plan and staffing plan modifications based on the needs of patients and use this plan as the primary component of the staffing budget.
 - Provide semi-annual review of the staffing plan against patient need and known evidence-based staffing information, including nurse sensitive quality indicators collected by the hospital.

The committee conducts routine surveys to assess the satisfaction of both hospital staffing committee members, and bedside nursing staff, with nursing staff and with the effectiveness of the staffing committee.

8 Other.

- Staffing committee members will go through a formal education/orientation prior to joining the committee.
- If possible, staff are encouraged to attend at least 1 meeting and review charter prior to committing.