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# Sample Initial Staffing Committee/Council Agenda

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1. **Call to Order** - *co-chairs one from management and one from nursing frontline.*
  2. **Reports** (*Consider including HR representative sit in on meetings*)
    - Recruitment & Retention
    - RN External Hires (month & YTD)
    - RN Turnover (month & YTD) – actual & percentage
    - RN Vacancy Rate
    - Current Open Positions by Department
    - Transfers
  3. **Internal/External Environment Impacting Staffing** (*spend a few minutes dedicated to discussion of any new and current factors impacting staffing plan*)

Forecasting the environment

    - Seasonal volume fluctuation
    - Graduation months
    - Review of intention to stay by department
    - Opportunities for individual retention
  4. **Staffing Strategies**
    - What's working and what's not
    - Ideas and innovation
    - Models of care
    - Resources and equipment
  5. **Outcome Data Review**
    - HCAHPS
    - Patient Safety Dashboard
    - Other data review as appropriate
  6. **Workload and Staffing Reports**
    - Quick report from each council member on their department/service line workload/staffing
    - Review of all submitted staffing concern forms (*a process designed by the committee/council*)
    - Define trends and priorities in reported issues
    - Discuss barriers, opportunities, and solutions
    - Define action steps (who, what, when, how)
  7. **Next Meeting**
    - Date, time
    - Departments missing in the conversation? Who will we recruit to the meeting to ensure they are represented next time?  
*(design could be multidisciplinary but lead with nursing co-chair)*
  8. Adjourn
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