
Sample Staffing Committee/Council Structure

Purpose: To promote collaboration between administrative leadership and frontline nurses regarding workload and the unique staffing needs of our facility. We aim to empower our front-line nursing team members to actively participate in defining issues and contributing to solutions to improve the quality and safety of care delivery. Finally, to give nursing a meaningful voice and active role in creating a better and more fulfilling professional work environment.

Objectives: The Staffing Committee/Council will conduct review of overall workload and staffing monthly with a goal of working collaboratively on continuous improvement and creating a staffing action plan.

The Committee/Council will promote safe and appropriate workload and staffing through:

- Monitoring internal and external influences on workload and staffing.
- Monitoring and informing HR recruitment activities.
- Creation and regular review of a staffing strategic action plan.
 - Including floating practices, orientation process and practices, unique departmental staffing and workload needs, understanding current operational and care delivery barriers, and identifying opportunities.
- Implementation of a workload/staffing issues and innovation submission process.

Membership:

- The Committee/Council will be co-chaired by the Nurse Executive/Leader and a Non-Management RN.
- Committee/Council membership will consist of a minimum of 50% of non-management nursing team members.

Structure:

- A goal of each department being represented on the Committee/Council, including both in-patient and outpatient care services.
- The Committee/Council could be multidisciplinary to include ancillary staff as the council deems necessary for ideal work product and progress.
- Sub-committees may be formed at the discretion of the Committee/Council to address specific issues needing focused attention.
- Members are paid for their time spent working and attending meetings of the Committee/Council.
- Face to face is critical. Option for remote could be provided but should not be a preferred method of attendance.
- Keep meetings on schedule as essential and keep cancelations to emergency only.