
Sample Standing Agenda Staffing Committee/Council

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. **Outcome Data Review**
 - HCAHPS
 - Patient Safety Dashboard
 - Other appropriate data review for committee/council
4. **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 additional action steps to add to plan (who, what, when, how)
5. **Staffing Strategies/Action Plan Review** (*creation of staffing committee/council action plan based on discussion, information, and data from initial and ongoing meetings including agenda item #4*)
 - Current action plan review – status of item implementation
 - i. Complete or status update on all action items
 - ii. Additional action items needed to include
 - Update action plan (*progress and any new items*)
6. **Next Meeting**
 - Date, time
 - Departments missing in the conversation? Who will we recruit to the meeting to ensure they are represented next time?
7. **Adjourn**