

Nursing Staffing

Facility Name: _____

Date: _____

Census: _____

| Shift | Category of Staff | | Actual Hours Worked (# and shift worked) | Staffing Totals |
|-------|-------------------|-----|---|-----------------|
| | Licensed | RN | | |
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| | Unlicensed | LPN | | |
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| | Unlicensed | TMA | | |
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| | | | | |
| | | | | |
| | Unlicensed | CNA | | |
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Required Staffing Information

According to F356, nursing homes must post information about the number of staff directly responsible for resident care on each shift. This information must be posted in a prominent place, readily accessible to residents and visitors at the start of each shift. Facilities are not required to post staffing information on each floor, unless they choose to do so.

The information that is posted must include the following.

1. The Facility name & current date
2. The **total number of staff** directly responsible for resident care per shift **for each of the following categories: licensed (RNs, LPNs), and unlicensed (CNAs)** (14). (For example, 1 RN, 2 LPNs, 4.5 CNAs.) The number of RNs must be separate from the number of LPNs. (5)
3. The **actual hours worked** per shift for each of the following categories: licensed (RNs, LPNs), and unlicensed (CNAs). For example, if three CNAs on the evening shift work from 2:30 PM to 10:30 PM and 1 CNA works from 5PM to 9 PM, the facility's posting should indicate:

Actual hours worked

3 CNA (2:30 PM – 10:30 PM)

1 CNA (6:00 PM – 10:00 PM)

Staffing total

3.5 CNAs

Timing

Information is to be posted daily and must be present at the start of each shift. Nursing homes can choose to post staffing information for the entire day or for the current shift.

Nursing homes are required to update the posted staffing if any changes arise, for example, if a nursing assistant calls in sick or goes home sick and is not replaced. Failing to update the posted staffing was identified on 8 citations. Another six citations identified the fact that the posting was not current for the present day.

Retention

Posted nurse staffing information shall be maintained for 18 months. This was an issue identified on 7 of the citations issued since 11/1/10. Nursing homes must make staffing information available to the public, upon written or oral request, at a cost not to exceed the community standard for copying.

Format

The Centers for Medicare and Medicaid Services (CMS) did not require nursing homes to use a specified format to allow facilities flexibility in how they report varied staffing patterns for employees who work non-standard or overlapping shifts.

The Federal Register for 10/28/2005 gave the following format as an example that nursing homes could use to post its staffing information. Please note that while this is not a required format, it does contain all the information that is required to be posted.

Note: If an LPN worked a 12-hour shift, the LPN's time would be reflected as providing 8 hours from 7 a.m. to 3 p.m. on the day shift and four hours on the evening shift (3 p.m. to 7 p.m.).