

**CHARTER**  
**Nursing Care Committee**

**PURPOSE**

The Hospital Nursing Care Committee is to provide a collaborative effort for establishing safe staffing guidelines for registered nurses and licensed practical nurses in settings that care for inpatients. These guidelines should recognize evidence-based standards established by nursing specialty organizations, as well as specific patient outcomes and nurse sensitive indicators.

**GOALS**

The role of the Nursing Care Committee is to:

Review existing, or develop new, safe staffing plans and guidelines for all inpatient units

Review current standards established by private accreditation organizations, government agencies, and nursing specialty organizations as it relates to staffing recommendations

Create recommendations for staffing for registered nurses and licensed practical nurses that is cost effective, and that ensures that the hospital has a staff of competent nurses with the specialized skills needed to meet patients needs, using evidence based nurse staffing standards and, in addition, ensure that the following are considered in the plan:

- The complexity of complete care, assessment on patient admission, volume of patient admissions, discharges and transfer, evaluation of the progress of a patient's problems, the amount of time needed for patient education, ongoing physical assessments, planning for a patient's discharge, assessment after a change in patient condition, and assessment of the need for patient referrals
- Patient acuity and the number of patients for whom care is being provided
- The need for ongoing assessments of a unit's patients and its nursing staff levels
- Identification for additional nurses who can provide direct patient care when patients' unexpected needs exceed the planned workload for direct care staff

At least once a year review how the staffing plan :

- Affects inpatient care outcomes
- Affects clinical management
- Facilitates a delivery system that provides, on a cost-effective basis, quality nursing care consistent with acceptable and prevailing standards of care and evidenced-based guidelines established by national nursing organizations
- Make recommendations for revisions to the staffing plan based upon this annual review

These staffing plans should serve as a formal recommendation to existing hospital committees.

## MEMBERSHIP & STRUCTURE

### Membership:

The Nursing Care Committee will consist of:

CNO as committee chair

Staff nurse co-chair

At least 50% registered nurses who provide direct patient care in the hospital. The number of registered nurses should be sufficient to provide adequate representation of all types of nursing care provided in the hospital.

### Structure:

The Nursing Care Committee will meet at least once a year

Members will be selected by the Chief Nursing Officer

The Chief Nursing Officer will establish a mechanism for obtaining input from nurses in all inpatient care units who provide direct patient care

Decisions will be made using the consensus model

## ROLES & RESPONSIBILITIES

### Chair:

#### Responsibilities:

Provide overall leadership and direction to the Committee

Organize meetings, plan agenda.

Monitor progress of assignments and initiatives from subcommittees.

Mentor Chair-Elect.

Provide orientation to new Committee members

Identify representatives not fulfilling requirements and acts as deemed appropriate and consistent with consensus of committee members

#### Term:

Minimum 1 year

#### Time commitment:

Initially 8 hours for education

Two 4 hour meetings annually

#### Selection process:

Members will be appointed by the Chief Nursing Officer. All registered nurses who meet requirements as defined under "Committee Membership" will be considered for appointment.

**Council Co-Chair:**

**Responsibilities:**

- Assist in providing overall leadership and direction to the Committee in collaboration with the CNO
- Assist with agenda planning, committee facilitation
- Assist CNO in seeking input from nurses in all inpatient settings

**Qualifications:**

Minimum 1 year (Insert hospital name) nursing experience

**Term:**

One year minimum, 2 year maximum

**Committee Members :**

Members shall demonstrate evidence of professional characteristics including: potential for leadership, dedication to continuous performance improvement, good interpersonal skills and communication skills, flexibility, eagerness to improve the professional practice and patient care environment at hospital.

**Responsibilities:**

- Attend meetings, participate, bring ideas and clinical expertise
- Serve as liaison for clinical area to facilitate two-way communication between clinical area(s) and Committee
- Assist Committee with literature review, data review, evidenced based safe staffing standards and nurse sensitive patient outcome indicators

**Qualifications:**

Any FT/PT or Contingent RN from any patient care area.

**Term:**

Minimum 1 year.

**Selection process**

Selected by Chief Nursing Officer with input from committee co-chair and other nurse leaders