



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™**

Annual Evaluation Format for Unit-Specific Staffing Plans

Unit: _____ Date: _____ Nurse Manager Signature: _____

1. SCOPE	Yes	No
a. Has the volume of patients increased or decreased significantly from last year?		
b. Have the types of patients changed? Is their acuity greater?		
c. Have the operating hours or the area of operations changed?		
d. Have new protocols or procedures been instituted in the last year that may impact staffing needs?		
e. Are there any new protocols or procedures planned for next year that may impact staffing needs?		
f. Are there any protocols or special procedures being eliminated or changed?		

Explain all yes answers:

2. QUALIFICATIONS	Yes	No
a. Are there concerns that the staff requirements are not sufficient to support the needs of quality patient care within this unit?		
b. Is there anything proposed for the next year that may require increased education and/or training time such as new equipment, new procedures, changes in State or Federal regulations?		
c. Has there been information from Risk Management or performance improvement that might indicate a need for further education and/or qualifications of the staff?		

Explain all yes answers:

3. STAFFING	Yes	No
a. Has the method of care delivery changed? (Staff rotations, primary vs. team approach, case mgmt. approach, etc.)		
b. Are there concerns that staffing is inadequate to meet the needs of the staff and patients?		
c. Has there been information from Risk Management or Performance Improvement that might indicate a need for change in the way staffing is performed?		
d. Do satisfaction questionnaires (patient, physician and staff) reflect negative comments about the personnel and the way care is delivered?		

Explain all yes answers:



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4. ASSIGNMENTS	Yes	No
a. Have problems been identified in the method used to make assignments?		
b. Has there been any Risk Management issues identified as a result of assigning staff unqualified to care for a particular patient population?		
<i>Explain all yes answers:</i>		
5. STAFFING PLAN	Yes	No
a. When reviewing staffing variances, are there trends or patterns identified that might constitute a need for staffing changes?		
b. Is the staffing mix inadequate to support needs?		
c. Are there Risk Management or Performance Improvement issues that have been identified over the last year that may be related to inadequate staff?		
d. Do satisfaction questionnaires (patient, physician and staff) reflect negative comments about the amount and types of staff utilized?		
<i>Explain all yes answers:</i>		

Questions to Consider: