

# **Annual Nursing Care Committee-Staffing Report December 2025**

Hospital CNO: Rhonda Marks

Nursing Care Committee Chair: Rhonda Marks

Nursing Care Committee Co-Chair: Kelly Musselman

## **Executive Summary:**

- *The Nursing Care Committee (NCC) was formed in September 2019 and but reassembled in August of 2021, 2022, 2023, 2024 and 2025.*
- *The NCC is comprised of 55% direct care nursing staff.*
- *The NCC meeting agenda, minutes, and staffing concern/complaint form are posted on the hospital's intranet.*
- *The NCC has revised the nursing department's staffing plan and implemented a process for reporting staffing variances.*
- *The NCC in collaboration with Human Resources(HR), reviewed an initiative to attract new staff, and retain current staff.*
- *The NCC in collaboration with HR, evaluated wage equity on multiple occasions.*
- *The NCC in collaboration with HR hired a search firm to assist with staffing needs, and hired agency staff.*
- *The NCC reinstated training for safety and skill review/maintenance.*

## **1) Nursing Care Committee:**

- *Frequency of meetings; The NCC is required to meet at least six times per year*
- *Past meeting dates: February 18, 2025, May 13, 2025, June 23, 2025, July 22, 2025, September 23, 2025, October 21, 2025.*
- *Number of attendees; the requirement for attendance of direct care nursing staff at each meeting was met at 55%.*
- *The House Supervisor working at the time of each meeting is encouraged to attend the meeting.*
- *A call-in option was made available, so staff can call from their units (if busy), or call-in from their homes (if off work), to facilitate staff nurse involvement.*

## **2) Subsequent Items the Committee Addressed in the Previous Six Months**

### **A. Revised Staffing Plan**

- *The hospital staffing plan includes unit specific plans that set nurse staffing levels for inpatient and outpatient services based on the current patient acuity model. National guidelines were used for surgical services and emergency services.*
- *The hospital staffing plan is inclusive of the following care areas:*
  - a) Medical/Surgical**
  - b) Emergency Department**

- c) *Surgical Services*
- d) *Convenient Care*
- *Staffing plan revisions were completed June 23, 2025. The updated plan is accessible to staff on the hospital's intranet. The staffing plan included the following considerations:*
  - a) *Patient outcomes;*
  - b) *Concerns related to staffing, including delays in care or absence of care staff;*
  - c) *Hours of overtime worked by nursing staff;*
  - d) *Extent that each unit's nurse staffing differed from the staffing plan guideline.*
  - e) *Any other changes to the hospital staffing plan determined by the NCC to ensure the hospital is staffed to meet the healthcare needs of patients.*
  - f) *ED Nurses went to in person ACLS, PALS and TNCC Classes*
  - g) *Added NRP for RN's in the Emergency Department and House Supervisors.*
  - h) *Increased Security Guard hours to 3pm from 6:30pm and 24 hour coverage on weekends in 2025.*
  - i) *House Supervisor staffing around the clock available circulating and as an expert resource.*
  - j) *Provided Workplace Violence training. This was made mandatory for staff.*
  - k) *Continued Individualized plans of care to increase Emergency Department consistency. Added care plans in the Medical Surgical and Convenient Care departments.*
  - l) *Coached staff on adverse event reports and emphasis on Workplace Violence and will continue in 2025.*
  - m) *Kishwaukee Nursing Students will continue in 2025.*
  - n) *We continue with periodic wage reviews.*
  - o) *Opened outpatient Behavioral Health Clinic, Added a CMA, 1 APN and 1 LCSW.*
  - p) *We continue ongoing preceptor classes.*
  - q) *IPL and PLAWA policies were reviewed and addressed with staff.*
  - r) *Implemented a new ADP System.*
  - s) *We added the new Birthday and Floating Holiday policies.*
  - t) *We updated the Low Census policy.*
  - u) *Created a swing bed committee*
  - v) *Increased the number of hours of Extended Leave for family.*
  - w) *Critical Shift bonus pay reviewed and adjusted.*

- x) *Nursing representing was added to the RCH Retention Team and The Wellness Committee.*

**B. Reporting Staffing Variances**

- *A process for direct care staff to report staffing variances has been developed and implemented by the NCC.*
- *The process was developed and re-evaluated by the NCC and changes were made before implementing the process across the organization. The process was implemented on May 2, 2022. The same process continues in 2025.*
- *The process for submission and review of staffing variances includes:*
  - *Staff access and complete the form on the hospital intranet.*
  - *Submissions reviewed by NCC and action steps identified.*
  - *Submissions and action steps are shared with the Administration Team.*
  - *Summary of the reported variances and action steps will be shared with staff through email.*
- *To date no staffing variances have been reported.*
- *Themes of the staffing variances include: N/A.*
- *As required, the annual notice to hospital nursing staff was assigned to all nursing staff through our online education platform (HealthStream).*

**C. The NCC developed a plan to increase staff participation in meetings:**

- *Managers discuss NCC at monthly meetings/updates.*
- *Staff on duty at time of meeting invited and encouraged to participate.*
- *Information booth available at annual skills events.*

This report was developed and approved by the Nursing Care Committee. Questions about this report can be directed to Rhonda Marks [rmarks@rcha.net](mailto:rmarks@rcha.net) or Kelly Musselman [kmusselman@rcha.net](mailto:kmusselman@rcha.net)