SUBJECT/TITLE: Structure Standards

PURPOSE:
A. To provide continuity of patient care
B. To promote patients' safety and comfort
C. To allay patients'/families anxiety and provide emotional support and reassurance
D. To provide patient/family and staff teaching
E. To screen, monitor, sedate and recover patients
F. To establish and maintain good working relationships with other departments
G. To expedite patients' flow
H. To provide safe and efficient inpatient transportation to and from the Radiology Department (specific to Nursing Assistant role)

DEFINITION:

BACKGROUND:

POLICY:

PROCEDURE:

ADMINISTRATION AND ORGANIZATION

A. Administrative Support to Radiology Nursing

The Nurse Manager collaborates with the administrative and clinical staff to provide and maintain patient care standards. Overall management of Radiology Nursing staff is the responsibility of the Nurse Manager, with supervision, direction and support by the Technical Director, Radiology. Consultation for clinical issues and communication specific to nursing practice provided by the Associate Director for the Intensive and Surgical Services Division and supporting committees within the Department of Nursing. Collaboration with physicians and administration takes place periodically through formal and informal meetings.
The Nurse Manager educational requirement and job description is consistent with that of the Department of Nursing. In the absence of the Nurse Manager a designated staff nurse RN may assume responsibilities when necessary.

B. The Medical Director of the Department of Radiology is Dr. Laurie Fajardo.

C. In all other general matters, Radiology Nursing follows the Department of Nursing policies and Hospital wide policies.

STAFFING PLAN

PURPOSE: To ensure that an adequate number of RN’s competent in IV placement, patient monitoring and procedural sedation are available to meet patient needs. To ensure that an adequate number of NAs competent in patient screening and recovery and/or patient transportation are available to meet patient needs.

A. The basic Radiology Nursing staff requirements will be based on:

1. Patient census (e.g., Number of physicians performing procedures)
2. Patient acuity
3. Experience and competency of nursing personnel
4. 5-7 Staff Nurses (1 Charge nurse and 4-6 other nurses) provide coverage during days, one nurse works from 10-2230, and one works from 1430-2300 Monday-Friday. The CT prep and interventional area is also staffed by a nursing assistant 0700-1900 Monday-Friday. One nurse is on call for Interventional Radiology only. Call is from 1730-0730 Monday-Friday. Weekend call is 1730 Friday until 0730 Monday. Holiday call is 24 hours a day starting at 1730 the evening before the holiday. One nurse provides regular weekend coverage, 0800-2030 on Saturday and Sunday.

5. 7-8 Nursing Assistants provide patient transportation during the day shift Monday-Friday. 2 Nursing Assistants provide patient transportation during the evening shift Monday-Friday. 1-2 Nursing Assistants provide patient transportation on Saturdays and Sundays between the hours of 0800-1930.

B. Basic 0700-2300 plus call staffing requirement plan will be reviewed and assessed each shift and PRN with consideration for:

1. Patient census
2. Anticipated recoveries
3. Patient acuity
4. Sedation/monitoring experience and competency of nursing personnel
5. Non-patient care activities scheduled (e.g., staff meetings, inservices, committee meetings)

6. Number of procedures being completed in the department

C. Radiology Nursing staffing requirements will be reviewed and adjusted by the Nurse Manager/designee.

   1. If the need for staffing changes, the nurse manager will come into the count to accommodate an increased demand. Employment of hourly personnel. Deployment of Nursing Assistants from the Medical Surgical Division or the Intensive Surgical Services Division may be utilized in Radiology if staff needed and are available.

   2. If certain procedures are being performed under anesthesia or an area is closed due to maintenance, staff nurses will be allocated to other areas or tasks.

D. The allocations and basic Radiology staffing requirement will be reviewed on an annual basis by the NM and Technical Director in conjunction with the budgeting process.

ORIENTATION / COMPETENCY

A. All Radiology Unit staff will complete hospital and unit orientation programs which are structured, formalized, and individualized.

B. All staff will have an additional period of review at the end of the orientation period based on the Radiology Unit standards, nursing responsibilities for the specific patient population, and identified learning needs of the new staff member.

C. All staff will participate in ongoing educational events; inservices; and annual competency review within the Department of Nursing and on the Radiology Unit. These educational activities will be based on routine and new responsibilities of nursing staff, identified learning needs, and data from patient care review activities.

D. Educational records will be maintained by the Nurse Manager.

Manual: 6/92, 11/92, 7/95, 9/98, 12/00, 7/07