

Lifesong Hospice and Palliative Care

Staffing Ratios and Planning HR.S45

Regulation(s): | None
L-Tag(s): | None

POLICY: Lifesong Hospice and Palliative Care hires and retains an appropriate number of qualified staff and volunteers to meet the needs of patients, families and the organization.

PROCEDURE:

1. Staffing ratios are established and utilized in planning for staff recruitment, retention and assignments.
2. The assessment process delineated in NHPCO's *Staffing Guidelines for Hospice Home Care Teams* is used in conjunction with agency demographics and patient needs considerations to determine appropriate caseload numbers for each discipline.
3. Planning for adequate staffing includes consideration for increases and decreases in patient census, case mix, geography and the unpredictable nature of hospice operations.

Created:	Reviewed:	Revised:	Effective:
8/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: