

Internal Staffing Exception Report*

Facility _____

Date and Shift of Staffing Exception	Description of Emergency Staffing Situation	Staffing Compliance Actions Taken	Outcome of Emergency Staffing Situation	Ongoing Compliance Measures	Date of Implementation	Person Responsible for Compliance
	<ul style="list-style-type: none"> ○ Unexpected staffing deficiency due to staff “call-out” (e.g., because of illness or other personal emergency) ○ Unexpected staffing deficiency due to other unanticipated factors (e.g., adverse weather conditions or other natural disaster) ○ Unexpected staffing deficiency due to unanticipated change in patient census/acuity ○ Facility’s existing provisions for obtaining back-up staff coverage for unexpected staffing deficiency insufficient to meet emergency staffing situation ○ Other: 	<ul style="list-style-type: none"> ○ Charge nurse was included in the staffing ratio due to the emergency staffing situation ○ Charge nurse monitored assigned patients ○ Staff from other facility was obtained and included in the staffing ratio due to the emergency staffing situation ○ Other agency staff was obtained and included in the staffing ratio due to the emergency staffing situation ○ Charge nurse assigned additional patients to CNA-DT based on assessment of patient acuity and CNA-DT ability ○ Other: 	<ul style="list-style-type: none"> ○ Staffing complied with the 1:3 monitoring individual-to-patient ratio ○ Staffing was sufficient to meet the needs of patients ○ No adverse outcomes resulted from emergency staffing situation ○ Staffing did not comply with the 1:3 monitoring individual-to-patient ratio ○ Staffing was insufficient to meet the needs of patients ○ Patient or staff injury resulted ○ Medication error occurred ○ Prescribed patient treatment was delayed ○ A delay in vital signs monitoring resulted ○ Other: 	<ul style="list-style-type: none"> ○ Staffing exception report reviewed at facility quality assurance (QA) and governing body (GB) meetings to evaluate adequacy of steps taken by facility to address staffing and scheduling issues and quality of care delivered to patients ○ Staffing exception report documented in the facility QA and GB meeting minutes ○ Existing provisions for obtaining back-up staff coverage for unexpected staffing deficiency evaluated by GB for sufficiency and process improvement ○ Designated per diem call list established to obtain additional back-up staff for emergency staffing situations ○ Designated list of other dialysis facilities identified for obtaining additional back-up staff for emergency staffing situations ○ List of other sources for obtaining additional back-up staff established for emergency staffing situations ○ Other: 		

*To be filled out when emergency staffing situations arise which require the charge nurse to be included in the staffing ratio and to be included in facility’s quality assurance reporting process.

Presented to GB at meeting on _____.

Presented at QA meeting on _____.