SURGERY STAFFING COUNCIL CHARTER

**Goal: Assess short and long-term staffing needs, paying special attention to potential changes in the environment** (*forecasting, trending in surgical case volumes, resources, projected staff turnover etc.)****,* to ensure sufficient staffing, qualified employees, and a staffing structure designed to accomplish department and hospital goals and objectives.**

Objective: To judiciously utilize the Perioperative 101 program to grow PSF staff.

Objective: To review any planned retirement announcements against future staffing needs to ensure smooth new employee transitions.

Objective: To review recruitment processes against planned future staffing needs and make changes to recruitment means, strategies, and resources.

Objective: To ensure consistent communication with Centura Recruiter and HR department to identify current resources, organizational and national trends.

Objective: To ensure a formalized process for staffing shift change requests and timely follow-up of council recommendations.

Objective: To review and implement consistent process for daily, on-call, and vacation staff scheduling.

**Goal: Innovative recruitment and marketing strategies will be developed to attract applicants to PSF, such as identification and targeting recruitment efforts to underutilized labor pools, high turnover or vulnerable healthcare organizations, and traveling organizations for staff looking to settle.**

Objective: To brainstorm new recruitment strategies with Centura recruites’ et al to identify untapped resources.

Objective: To develop and foster relationships with Nursing and Surgical Technology groups with a focus on Beth-el scholars. Identify other untapped resource opportunities and build new relationships.

**Goal: Barriers to implementation of necessary workforce planning strategies will be identified and addressed.**

Objective: To identify past and current obstacles to the use of workforce planning strategies.

Objective: To assess the likelihood that these obstacles will be in place with the strategies developed in this process.

Objective: To develop strategies to address these obstacles.

**Goal: Workforce planning processes must be sustainable into the future.**

Objective: To identify the steps necessary to ensure ongoing review of the Workforce Plan and the roles of staffing council, and ANM,

Objective: To provide sufficient resources to enable PSF Surgery Dept. to continue the workforce planning process for five years.

**Goal: PSF workforce will have the necessary skills to continue to provide an excellent service to customers, partners, and other stakeholders.**

Objective: To implement training needs assessment with all employees.

Objective: To conduct an annual customer satisfaction survey designed to identify staff strengths and gaps.