

UNDERWOOD-MEMORIAL HOSPITAL
Woodbury, New Jersey
DEPARTMENT OF NURSING
FLOAT NURSING TEAM

PURPOSE: To delineate a staffing mechanism for providing nursing resources needed for patient care.

POLICY: The Float Nursing team is utilized to supplement regular nursing staff during periods of high census and/or acuity and to manage vacancies, unscheduled absences, and leaves. The Float team consists of budgeted nursing positions and covers designated areas: Adult Health; Telemetry; Critical Care; Transitional Care Unit; and ED holds for inpatient admissions. Float team staff must be competent to meet the needs of varied units and are assigned to one of the two clinical focus areas listed below:

- | | |
|-------------------|-----------|
| 1. Adult Health | 2. MSICU |
| Transitional Care | Telemetry |
| ED Holds | ED Holds |

PROCEDURE:

1. Float team staff is assigned primarily by the Resource Coordinator and/or Administrative Shift Coordinator on a daily shift basis. Assignments/clinical areas may be split within the shift. In collaboration with a Nurse Manager a float team staff member may be pre-assigned to a specific clinical unit with significant leave and vacancies.
2. The staffing office manages float team staff schedules. Pre-assigned Float team members will be scheduled via clinical unit Nurse Manager or designee in collaboration with the staffing office.
3. Holiday Scheduling includes requirements for minor and major holidays (see attached).
4. The ASC will consult with Nurse Managers or designees and make plans for above-outlined clinical nursing units related coverage.
 - a. Assignment within the budgeted Float team staff (non-overtime hours) will be exhausted prior to other staffing options.
5. Float team staff name will be identified on the daily staff boards by the staffing secretary with the symbol, **F**.
6. Reassignment of Float team staff will occur prior to clinical unit and pool nursing staff reassignment.
7. If assuming role of designated charge nurse or preceptor, float team members are eligible for current compensation.
8. Float team members are eligible for the bonus program and certification pay.
9. Float team staff receive an additional four dollars per hour difference in the rate of pay.

Policy subject to change at discretion of Nursing/Hospital Administration

References:

Developed by: Department of Nursing, Human Resources

Date: March 3, 2008

New or **Supersedes:**

Effective on:

This procedure is also included in the following manuals: Nursing Operational Manual

Approved by: _____

Date: _____

Reviewed: _____

Date: _____

FLOAT TEAM HOLIDAY WORK REQUIREMENTS

The following requirements must be met as an employee of the Float team:

- A minimum commitment of two minor holidays must be scheduled per year for FS and PT. RT will be scheduled for one holiday. For the purpose of this policy, minor holidays include:
 - Christmas and New Year's Eve
 - Martin Luther King Day
 - President's Day
 - Valentine's Day
 - St. Patrick's Day
 - Good Friday/Easter
 - Mother's Day
 - Father's Day
 - Halloween
 - Day after Thanksgiving

- A minimum commitment of three major holidays must be scheduled per year for FS and PT. RT will be scheduled for one holiday. Major holidays include:
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day

2 Summer Holidays

 - Christmas Day
 - New Year's Day

1 Winter Holiday

Holidays will be rotated from year to year.