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|  | **HOSPITAL STAFFING PLAN** | | | | |  |
|  |  |  |  |  |  |  |
|  | **Hospital Name:** City General Hospital | | |  |  |  |
|  | **Address:** 123 Health Blvd, Wellness City, HC 45678 | | |  |  |  |
|  | **Phone Number:** (555) 123-4567 | | |  |  |  |
|  | **Department:** Emergency Medicine | | |  | **Date:** |  |
|  | **Prepared by:** Dr. Alex Smith, Staffing Coordinator | | |  | May 23, 2024 |  |
|  |  |  |  |  |  |  |
|  | **Role** | **Staff Number** | **Shifts** | **Qualifications Required** | **Notes** |  |
|  | Registered Nurse | 10 | 24/7 | RN License | Critical care trained |  |
|  | Physician | 5 | 24/7 | MD Degree | Specialized in ER |  |
|  | Technician | 8 | Day/Night | Certification | Lab work |  |
|  | Receptionist | 3 | Day | High School Diploma | Customer service exp. |  |
|  | Janitorial Staff | 6 | Day/Night | N/A | Shift rotation |  |
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|  | **CONCLUSIONS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | City General Hospital is well-equipped with registered nurses and physicians for round-the-clock care, ensuring that patient needs are met 24/7. However, there appears to be a need for additional technicians to support the day and night shifts, suggesting a potential area for recruitment. The current staffing levels for receptionists and janitorial staff are adequate for daily operations. It’s recommended to review the qualifications of the current staff to identify any gaps in skills, especially for critical care training among nurses. Overall, the hospital must continue to monitor staffing patterns to maintain a balance between operational efficiency and high-quality patient care. | | | | |  |
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|  | **ACTION STEPS** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 1. Recruit: Campaign to fill the identified gaps for technicians and critical care-trained nurses within the next quarter. | | | | |  |
|  | 2. Train: Schedule mandatory upskilling sessions for current staff to meet the latest healthcare standards. | | | | |  |
|  | 3. Budget: Align costs with hiring plans. | | | | |  |
|  | 4. Optimize: Test new scheduling tool. | | | | |  |
|  | 5. Audit: Ensure staffing compliance. | | | | |  |
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