1. **When considering staffing ratios, the successful nurse leader finds the right balance between quality, safety, fiscal responsibility, and**

- patient satisfaction.
- facility expectations.
- staff satisfaction.

2. **Which statement about an FTE is accurate?**

- Each employee is considered 1.0 FTE.
- One employee or a combination of employees who work 80 hours in a 14-day period equals 1.0 FTE.
- For staffing on a unit, an FTE must be a clinical professional.

3. **One individual's portion of the budgeted FTE allocation is determined by calculating**

- the hours per day the employee works multiplied by days per pay period the employee works divided by 80 hours.
- the hours per week the employee works divided by 40 hours.
- the hours per pay period the employee works divided by 80 hours.

4. **Which of the following is a mistake sometimes made in staffing calculations?**

- counting 12 hours/day, 3 days a week as 1.0 FTE
- including the unit secretary in the staffing mix
- including both productive and nonproductive hours

5. **A 12-hour shift employee (paid full time for 72 hours per pay period) is counted as**

- 0.8 FTE.
- 0.9 FTE.
- 1.0 FTE.

6. **Position control is another name for**

- the calculations done for optimal staffing.
- the staffing roster.
- a list of open positions on a unit.

7. **To account for fluctuating census, you should base your staffing estimate on**

- how many FTEs you need to cover departmental needs for the majority of the time.
- a 3-month average unit census.
- the previous year's figures for the same time period.

8. **Which of the following is the unit of service often used to determine the measurement of work on a med-surg unit?**

- the average daily number of ADT
- midnight census
- patient acuity data

9. **What's the definition of HPPD?**

- the number of hours the patient was on the unit during the day
- the number of staff needed on the unit to care for all patients
- the average number of hours required to care for each patient on the unit

10. **Formulas for developing staffing plans**

- take into consideration fluctuations in patient admissions.
- are valuable for developing and defending a staffing plan.
- are determined by the facility's human resources department.

11. **Which of the following identifies the most frequently occurring census point?**

- mean
- median
- mode

12. **Which unit of measurement is the best for determining the measurement of work?**

- mean
- median
- mode

13. **To calculate productive hours, which of the following must be taken into account?**

- 8- or 12-hour shifts
- average census
- skill mix

14. **Which of the following isn't considered a measurement of patient outcomes on a unit?**

- infection rates
- medication errors
- number of procedures performed

15. **Which type of unit is most likely to have a flatter, or more equal, need for staffing on each shift?**

- surgical ICU
- med-surg floor
- pediatric unit

16. **Which of the following is imperative to determine proper staffing ratios?**

- staff willing to work additional shifts when necessary
- physicians' routines
- support from human resources

17. **Which of the following statements is accurate?**

- The manager must be included in staffing calculations.
- The manager's FTE is added to the calculated RN FTEs for the day shift.
- The manager is included in staffing calculations only when he or she serves in a staff capacity.

18. **For nonproductive time, the author recommends**

- obtaining the average percentage of nonproductive time from human resources.
- including only the paid hours not spent providing patient care.
- calculating these hours for your department annually at budget time.