

CN4003: Staffing Plan: Create staffing plans that meet both patient care needs and budget constraints.

Assessment Rubric

Rubric Criteria	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Module 1: Full Time Equivalents (FTEs) and Nursing Hours Per Patient Day (NHPPD)			
<p>Perform the necessary calculations for determining FTEs required for staffing in the scenario.</p> <p>Learning Objective 1.1: Calculate FTEs</p>	<p>Response does not adequately complete each of the four calculations necessary for determining FTEs in the scenario.</p>	<p>Response adequately completes each of the four calculations necessary for determining FTEs in the scenario with only minor errors.</p>	<p>Response clearly, accurately, and completely completed each of the four calculations necessary for determining FTEs in the scenario.</p>
<p>Explain why the unit uses a particular staffing ratio and how that ratio is determined.</p> <p>Learning Objective 1.2: Analyze staffing ratios</p>	<p>Response does not adequately explain why the unit uses a particular staffing ratio or does not adequately explain how that ratio is determined.</p>	<p>Response adequately explains why the unit uses a particular staffing ratio and adequately explains how that ratio is determined.</p>	<p>Response clearly and completely explains why the unit uses a particular staffing ratio and accurately explains how that ratio is determined.</p>
<p>Explain whether other units in the same facility would have the same ratio or different ratios. Justify your response.</p>	<p>Response does not adequately explain whether other units in the same facility would have the same ratio or different ratios or does not adequately justify the response.</p>	<p>Response adequately explains whether other units in the same facility would have the same ratio or different ratios and adequately justifies the response.</p>	<p>Response clearly and completely explains whether other units in the same facility would have the same or different ratios and clearly and completely justifies the response.</p>

Rubric Criteria	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Learning Objective 1.3: Compare staffing ratios in different hospital units			
Module 2: Personnel Costs			
Perform the necessary calculations for determining salary costs for staffing budgets. Learning Objective 2.1: Calculate salary costs for staffing budgets	Response does not adequately perform the two necessary calculations for determining salary costs for staffing budgets.	Response adequately performs the two necessary calculations for determining salary costs for staffing budgets.	Response clearly, accurately, and completely performs the two necessary calculations for determining salary costs for staffing budgets.
Explain the importance of budgeting when making staffing decisions. Learning Objective 2.2: Analyze the importance of budgeting when making staffing decisions	Response does not adequately explain the importance of budgeting when making staffing decisions.	Response adequately explains the importance of budgeting when making staffing decisions.	Response clearly and completely explains the importance of budgeting when making staffing decisions.
Module 3: Staffing Plan Development			
Create staffing plan for a 14-day pay period for the 4 North day shift. Learning Objective 3.1: Develop nursing staffing plans	Response does not create an adequate staffing plan for a 14-day period or does not use the details in the given scenario.	Response creates an adequate staffing plan for a 14-day period using the details in the given scenario.	Response creates a thoughtful and clear staffing plan for a 14-day period using the details in the given scenario.

Professional Skills Assessment

Professional Writing			
Professional Writing: Clarity, Flow, and Organization	Content contains significant spelling, punctuation, and/or grammar/syntax errors. Writing does not demonstrate adequate sentence and paragraph structure and requires additional editing/proofreading. Key sections of presented content lack clarity, logical flow, and/or organization.	Content contains few spelling, punctuation, and/or grammar/syntax errors. Writing demonstrates adequate sentence and paragraph structure and may require some editing. Content presented is satisfactorily clear, logical, and/or organized, but could benefit from additional editing/revision.	Content is free from spelling, punctuation, and grammar/syntax errors. Writing demonstrates appropriate sentence and paragraph structure. Content presented is clear, logical, and well-organized.
Professional Writing: Context, Audience, Purpose, and Tone	Content minimally or does not demonstrate awareness of context, audience, and/or purpose. Writing is not reflective of professional/scholarly tone and/or is not free of bias. Style is inconsistent with the professional setting/workplace context and reflects the need for additional editing.	Content demonstrates satisfactory awareness of context, audience, and purpose. Tone is adequately professional, scholarly, and/or free from bias, and style is mostly consistent with the professional setting/workplace context.	Content clearly demonstrates awareness of context, audience, and purpose. Tone is highly professional, scholarly, and free from bias, and style is appropriate for the professional setting/workplace context.
Professional Writing: Originality, Source Credibility, and Attribution of Ideas	Content does not adequately reflect original writing and/or paraphrasing. Writing demonstrates inconsistent adherence to reference requirements, including the use of credible	Content adequately reflects original writing and paraphrasing. Writing demonstrates adequate adherence to reference requirements, including the use of credible evidence to	Content reflects original thought and writing and proper paraphrasing. Writing demonstrates full adherence to reference requirements, including the use of credible evidence to

	<p>evidence to support a claim, with appropriate source attribution (when applicable) and reference. There are numerous and/or significant errors.</p>	<p>support a claim, with appropriate source attribution (when applicable) and references. There are one or two minor errors.</p>	<p>support a claim, with appropriate source attribution (when applicable) and references.</p>
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