

ABOUT STAFF MANAGEMENT

THINGS TO REMEMBER

STAFF MANAGER



- is responsible to develop a structured plan for:
 - staffing needs
 - possibilities to take breaks during shifts
- defines which tasks to prioritize in situations where:
 - health-care facility is understaffed
 - disease outbreak situations
- makes day-to-day life in the health-care facility more structured and safer
- needs to determine the staffing need based on the conditions in the facility



BEHAVIOR IN UNDERSTAFFED SITUATIONS



- stick to regulations of the staff management
- do not decide yourself which tasks to prioritize and which to drop
- get visitors and relatives involved in patient care
- never neglect hygienic measures!



Remember: You have responsibility for your health and for the health of your patients!

RULES FOR VISITORS HELPING WITH CARE

- provide PPE to all visitors and relatives that are involved in patient care
- make sure care takers know basics about hand hygiene and use of PPE
- show them how to help with washing or feeding
- make sure involved visitors don't change!
- not allowed to give medications or treat injuries



INFECTIOUS PATIENTS

- need special regulations in staff management
- must always receive care from designated health-care workers
- must be isolated from other patients
- may not receive care from visitors or relatives
- health-care workers must stick to PPE regulations

