**Section 250.1120 Staffing Levels**

a) As used in this Section, the following definitions apply:

*"Nursing care" – care that falls within the scope of practice set forth in the Nursing and Advanced Practice Nursing Act or is otherwise encompassed within recognized professional standards of nursing practice, including assessment, nursing diagnosis, planning, intervention, evaluation, and patient advocacy.* (Section 10 of the Hospital Report Card Act [210 ILCS 86])

*"Staffing levels" – the numerical nurse to patient ratio by licensed nurse classification within a nursing department or unit.* (Section 10 of the Hospital Report Card Act)

*"Unit" – a functional division or area of a hospital in which nursing care is provided.* (Section 10 of the Hospital Report Card Act)

b) *The number of registered professional nurses, licensed practical nurses, and other nursing personnel assigned to each patient care unit shall be consistent with the types of nursing care needed by the patients and the capabilities of the staff. Patients on each unit shall be evaluated near the end of each change of shift by criteria developed by the nursing service. There shall be staffing schedules reflecting actual nursing personnel required for the hospital and for each patient unit. Staffing patterns shall reflect consideration of nursing goals, standards of nursing practice, and the needs of the patients*. (Section 15 of the Hospital Report Card Act)

c) *Current nursing staff schedules shall be available upon request at each patient care unit. Each schedule shall list the daily assigned nursing personnel and average daily census for the unit. The actual nurse staffing assignment roster for each patient care unit shall be available upon request at the patient care unit for the effective date of that roster. Upon the roster's expiration, the hospital shall retain the roster for 5 years from the date of its expiration.* (Section 15 of the Hospital Report Card Act)

d) *All records required under* this Section and Section 15 of the Hospital Report Card Act, *including anticipated staffing schedules and the methods to determine and adjust staffing levels, shall be made available to the public upon request*. (Section 15 of the Hospital Report Card Act)

e) *All records required under* this Section and Section 15 of the Hospital Report Card Act *shall be maintained by the facility for no less than 5 years*. (Section 15 of the Hospital Report Card Act)

f) *A hospital covered by* the Hospital Report Card Act *shall not penalize, discriminate, or retaliate in any manner against an employee with respect to compensation or the terms, conditions, or privileges of employment who in good faith, individually or in conjunction with another person or persons,* reports violations of the Hospital Licensing Act or the Hospital Report Card Act pursuant to Sections 35 and 40 of the Hospital Report Card Act. (Section 35 of the Hospital Report Card Act)

(Source: Added at 31 Ill. Reg. 14530, effective October 3, 2007)