

**Oneida Health Acute Care Facility Clinical Staffing Committee and Hospital
Responsibilities to Develop a Staffing Plan**

Staffing Grids

The following grids are based off of each unit’s standard of care practices and are subject to vary depending on current and estimated patient census. Staffing gets reviewed daily by nursing administration as a group, and constantly by the nursing supervisor. Many RNs are cross-trained in different units to give fluidity in regards to staffing assignments.

Emergency Dept.

Shift	Charge RN	Staff RN	LPN/Tech	Ward Clerk
07-0930	1	3	1	1
0930-11	1	4	1	1
11-2130	1	5	1	1
2130-23	1	4	1	1
23-03	1	3	1	1
03-07	1	2	1	1

Staffing is based off of an average daily Emergency Dept. census of 64.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

Intensive Care Unit

Shift	Charge RN	Staff RN	Monitor Tech
07-1930	1	1-2	1
19-0730	1	1-2	1

Staffing is based off of an average daily ICU patient census of 3.4.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

OB/GYN/Pediatrics/ Nursery

Shift	Charge RN	Staff RN	Ward Clerk
07-1930	1	2-4	1
19-0730	1	2-3	0

Staffing is based off of an average daily OB/GYN/Pediatric patient census of 4.2, an average daily newborn nursery census of 3.2, and an annual average of 580 newborn deliveries.

Staffing guidelines are based off of AWHONN standards: 1RN:5-6 newborns; 1 RN: 5-6 postpartum/GYN mix; 1RN: 1 OB w/ Mg gtt in acute phase, (may care for one couplet if Mg is maintenance not in labor); 1 RN:3 couplets; 2 RNs for each delivery (1 mom, 1 baby); 1 RN: 2-3 triages; 1 RN: 1 mom in pacu x2hrs, same RN may care for baby if both stabilized; 1 RN: 1-2 special care newborns.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

Medical-Surgical Unit

Shift	Charge RN	Staff RN	LPN	CNA/PCT	Ward Clerk
07-1930	1	5-6	1-3	2-3	1
19-0730	1	5-6	0	2-3	1

Staffing is based off an average daily Medical-Surgical patient census of 20.5 patients. Maximum RN: Patient on days 5:1 for RN/CNA team and 7:1 for RN/LPN team. Maximum RN: Patient on nights is 6:1.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, nursing administration, and charge RN to take a smaller 1-3 patient assignment. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

Operating Room

Average Daily Census: 15.1

Shift	Charge RN	Staff RN	Surg Tech	Ward Clerk	Anes Tech/LPN
0700-1500	1	5	4	1	1
0900-1700	0	1	1	0	0
1100-1900	0	1	1	0	0
1900-0700	0	1 Call	1 Call	0	0
2300-0700	0	1	1	0	0

RN: Patient= 1.1

Scrub Tech: Patient= 1:1

Staffing is based off an average daily Operating Room patient census of 15.1. One RN and one scrub tech is on call 24/7 to meet needs of cases during hours outside of Monday-Friday 07-1900. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

PACU

Average Daily Census: 12.7

Shift	Staff RN
0700-1900	3
1900-0700	1 Call

RN: Patient= 1:1-2

Staffing is based off an average daily PACU patient census of 12.7. One RN is on call 24/7 to meet needs of cases during hours outside of Monday-Friday 07-1900. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, Intensive Care Unit cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

Respiratory Therapy

Shift	Respiratory Therapists
0700 - 1900	2
1900 - 0700	1

The respiratory therapy department is staffed with 3 RTs within a twenty four hour period, seven days a week. In times of high volumes/unexpected staff call-ins, the director of RT will help on the floor with treatments, other RTs are asked to come in for overtime, and certain RT treatments may be delegated to trained nursing staff to complete. Staffing is based off a year to date daily average of 21.59 respiratory treatments.

Physical Therapy

<u>Avg. # of patients seen daily</u>	<u>Avg # of new evals</u>	<u># of staff</u>	<u># of hours scheduled</u>
12	5	1.8 -2.6	15-21

In times of high patient volumes/ unexpected staff call ins, the director of physical therapy will bring in therapists from outpatient areas as needed. There is one PT aide scheduled per diem (depending on volume and staffing) with the PT. Staffing is higher on days of planned orthopedic surgeries.

Endoscopy

Average Daily Census: 13.7

Shift	Charge RN	Staff RN	Endo Tech	Ward Clerk
0630-1630	1	0	1	0
0530-1330	0	0	0	1
0600-1800	0	1	0	0
0700-1500	0	5	2	0
1400-1800	0	2	1	0
1800-0700 (Unit Closed)	0	0	0	0

Staffing is based off an average daily Endoscopy patient census of 13.7. Unit is closed during hours outside of Monday-Friday 0600-1800. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, PACU cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

Ambulatory Surgery Unit

Average Daily Census: 19.45

Shift	Charge RN	Staff RN	Ward Clerk
0600-1600	1	4	0
0500-1300	0	0	1
0600-1800	0	2	0
1800-0600 (Unit Closed)	0	0	0

Staffing is based off an average daily ASU patient census of 19.45. Unit is closed during hours outside of Monday-Friday 0600-1800. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, PACU cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

Care Transitions

Shift	RN	ED Navigator/LPN	Administrative Assistant
7-4pm	3	1	2

Care Transition Services (CTS) is responsible for utilization management, discharge planning and follow up services for patients and family members who have medical, psychosocial or environmental needs which impact their admission, diagnosis, treatment and discharge. Staffing in the department is consistent and not census dependent.

Wound Care Center

Shift	RN	Hyperbaric Tech	Front Desk Coordinator
M-F 08-1630	2 (1 is a program director)	1	1

Average daily census for the Wound Care Center is 23 patients. The population served includes outpatients and inpatient consults done by the RNs.

Cardiac Testing

Shift	RN	Assistant
M-F 08-1600	1	1

Cardiac testing sees an average of 15-19 outpatients in the office every day. Staffing for CTS is consistent and not census dependent. Nursing float pool and the practice manager are cross trained to the Cardiac Testing Dept. in order to fill in during times of need if the RN is sick or on vacation.

PAT

Average Daily Census: 14.5

Shift	Staff RN	Lab Tech
0800-1600	3	0
0600-1600	0	1
1600-0600 (Unit Closed)	0	0

Staffing is based off an average daily PAT patient census of 14.5. Unit is closed during hours outside of Monday-Friday 0600-1600. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, other surgical department cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

Radiology

RADIOLOGY STAFFING PLAN HOSPITAL

<u>STAFF</u>	<u>730-1530</u>	<u>1530-2330</u>	<u>2330-0730</u>
RN	3		
CT	2	1	1
XRAY	4	1	1
US	3	1	0
NM/PAT	2	0	0
MRI	2	1	

Radiology is staffed based on outpatient volume per modality. We are staffed within a 24 hour period, seven days a week for X-ray and CT. US will take call on overnights and weekends to provide services.

Average number of AM procedures per day for RNs is 7.

Ambulatory Procedure Department

	<u>RN</u>	<u>Patient Care Tech</u>
M-F 07-1700	1-2	0-1

The ambulatory Procedures department is open for IV infusion administration and outpatient procedures Monday through Friday from 07-1700. The unit is staffed with at least one RN per day and depending on amount and acuity of patients, either a second RN, an LPN, or a Patient Care Tech is provided to assist with patients. The 2023 year to date average daily census is 8.18 patients.

Staffing is reviewed daily by the AP RN, Nursing Supervisor, and Nurse Manager to determine needs for the next day's case load. Additional support is provided by nursing float pool, hospital transport, the nurse manager, and additional cross-trained staff.

