

000943 St. Catherine of Siena Hospital Smithtown NY 11787

2023 NYS Staffing Plan

November 7, 2023

The required number of staff determined by the assessment of patients with adjustments based on census, patient flow, acuity level, staff skill mix and competency. The number in the employee column represents the number of employees routinely scheduled to work a shift assuming average acuity and average census.

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To Whom It May Concern,

The enclosed recommended clinical staffing plan includes parts where there was no consensus on the clinical staffing committee. As a result, in accordance with the relevant provisions of the Public Health Law, I am utilizing my discretion as President of (0943) St. Catherine of Siena Hospital to adopt those parts of the clinical staffing plan on which there was no consensus. Specifically, the following is an explanation of the elements of the clinical staffing plan where the clinical staffing committee was unable to reach consensus:

Clinical Unit	Explanation of Inability to Reach Consensus
Critical Care 1. ICU 2. CCU	RN and Clerical Assistant (CA) staff approved. Patient Care Assistant (PCA) 24 hours per day in each unit would necessitate an increase of 7.1 FTE which is a financial burden. Current staffing includes: There is 1 PCA for 7am to 3pm and 1 PCA 3pm-11pm 5 evenings a week shared between the two units. Census average 18.
Medical Surgical 3. 4 South 4. 3 South 5. 3 North 6. 2 South 7. CSU	RN staffing approved for all units. CA staffing approved for all units. PCA staffing was not approved for all units. On the day of voting, presented a ratio for PCA staffing of 1 PCA to 7 to 8 patients. This was an increase of 36.8 FTEs as follows: 4 South: Additional PCA on 7am-3pm and 3pm-11pm, and 2 on 11pm-7am (Addition of 6.4 FTE). 3 South: Additional PCA on 7am-3pm and 3pm-11pm, and 2 on 11pm-7am (Addition of 6.4 PCA) 3 North: Additional PCA on 7am-3pm, 3pm-11pm, 11pm-7am. (Addition of 4.8 FTE) 2 South: is a closed unit that is opened for overflow. Additional 2 PCA on 7am-3pm, 3pm-11pm, 11pm to 7am. (Addition of 9.6 FTE) CSU / Telemetry: Additional 2 PCA on 7am-3pm, 3pm-11pm, 11pm-7am to observe cardiac monitoring. (Addition of 9.6 FTE) Current Staffing includes: 4 South: 3 PCA on 7am-3pm and 3pm-11pm, 2 PCA on 11pm-7am 3 South: 3 PCA on 7am-3pm and 3pm-11pm, 2 PCA on 11pm-7am 3 North: 3 PCA on 7am-3pm and 3pm-11pm, 3 PCA on 11pm-7am 2 South: Closed unit. Staff provided based on census when opened. CSU/Telemetry: 6 PCA on 7am-3pm, 3pm-11pm, and 11pm-7am of which 2 PCAs are assigned to observe cardiac monitoring.
8. Emergency Department	Frontline Staff requested staffing plan with an addition of 7.5 FTE RN, 8.0 FTE PCA and 0.5 FTE CA. Average daily census is 60-65. Current staffing includes: RN: 5 RN 7am-7pm, 1 RN 9am-9pm, 2 RN 11am-11pm, 1 RN 1pm-1am, 5 RN 7pm-7am. PCA: 3 PCA 7am-3pm, 4 PCA 3pm-11pm, 2 PCA 11pm-7am. Additional PCAs are provided for patients requiring observation. CA: 1 CA 24 hours per day and an additional overlap clerical 7 days a week 11am to 7pm.
Total Addition of FTE Hospital Wide	Total addition of RN: 7.5 FTE Total Addition of PCA: 51.9 FTE Total addition of CA: 0.5 FTE

The SCSH Staffing Committee meets monthly to review staffing. Staffing plan has expanded to include additional units as directed by Department of Health. Staffing Plan voting occurred on the

following dates: 2/7/22, 3/21/22, 6/10/22 and 7/10/23. A total of 22 units were voted on for staffing plan. Consensus was reached on 14 units but not on 8 units as indicated above.

While we are disappointed that we were unable to reach consensus in all areas, it is my opinion that the plan as submitted achieves our goal of providing safe and effective patient care and in all instances meets the terms and conditions of the applicable collective bargaining agreement. Also included with this letter is (are) the written proposal(s) submitted that the Clinical Staffing Committee was unable to agree upon in the above areas.

Please let me know if you have any questions or require additional information.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Declan Doyle". The signature is fluid and cursive, with a prominent loop at the end.

Declan Doyle, President

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Nursing Staffing Plan		
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Labor & Delivery		
Staffing		
	RN	CA *
7a-3p		1
7a-7p	3 + 1 On Call	
3p-11p		1
7p-7a	3 + 1 On Call	
* Position floats as needed among all Maternal Child Areas (L&D; Mother/Baby; Level II Nursery)		

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Mother/Baby		
Staffing		

	RN	CA
7a-3p		See L&D staffing
7a-7p	2	
3p-11p		See L&D staffing
7p-7a	2	
Avg daily staffing based on ADC of six (6) couplets. 1 RN: 3 couplets. PP or antepartum, 1 RN: 6 patients		

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Level II Nursery (NICU)		
Staffing		
	RN	CA
7a-3p		See L&D staffing
7a-7p	2	
3p-11p		See L&D staffing
7p-7a	2	
Ratio 1 RN: 2 pts. Unit will be staffed with 2 RNs when patient census is above zero (0).		

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1 North (Psychiatry)			
Staffing			
	RN	PCA	CA
7a-3p	4 RN	3	1
11a-7p (5 shifts/week)	1 RN	N/A	N/A
3p-11p	4 RN	3	1
11p-7a	4 RN	3	0
Avg census twenty-eight (28) patients. 1 RN: seven (7) patients.			
Supplemental Staff for Psychiatric Division			
	SW	Recreation Therapist	
8a-4p	3-4	2	
1p-9p	0	1	

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3 East (Psychiatry)

Staffing

	RN	PCA or CA
7a-3p	2 RN	1
3p-11p	2 RN	1
11p-7a	2 RN	0

Avg census ten (10) patients. 1 RN: seven (7) patients.

Supplemental Staff for Psychiatric Division

	SW	Recreation Therapist
8a-4p	3-4	2
1p-9p	0	1

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Cardiac Care Unit

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Staffing

	RN	PCA	CA
7a-7p	5		
7p-7a	5		
7a-3p		0-1	1
3p-11p		0-1	1
11p-7a		0	0

Staffing based on ten (10) patients; Ratio 1 RN: 2 critical care patients. 1 RN: 3 non-critical care patients. RT shared between ICU and CCU

Respiratory Therapy

	RT		
7a-7p	1		
7p-7a	1		

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Intensive Care Unit			
Staffing			
	RN	PCA	CA
7a-7p	5		
7p-7a	5		
7a-3p		0-1	1
3p-11p		0-1	1
11p-7a		0	0
Staffing based on ten (10) patients; Ratio 1 RN: 2 critical care patients. 1 RN: 3 non-critical care patients. RT shared between ICU and CCU.			
Respiratory Therapy			
	RT		
7a-7p	1		
7p-7a	1		

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2 South (Currently Closed)			
Staffing			
	RN	PCA	CA
7a-7p	Based on patients	Based on patients	Based on patients
7p-7a	Based on patients	Based on patients	Based on patients
7a-3p	Based on patients	Based on patients	Based on patients
3p-11p	Based on patients	Based on patients	Based on patients
11p-7a	Based on patients	Based on patients	Based on patients
1 RN to 5-6 Patients (Telemetry) 1 RN to 6 Patients (Med/Surg)			

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Cardiac Services Unit/Telemetry

Staffing			
	RN	PCA	CA
7a-7p	7		
8 hours, 5 shifts/week	2		
7p-7a	7		
7a-3p		6	1
3p-11p		6	1
11p-7a		6	0

Average daily staffing PARS based on census forty-two (42) patients ; 1RN : 5-6 patients

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3 North Respiratory Care Unit

Staffing

	RN	CCA	PCA	CA
7a-7p	5			
8 hours, 5 shifts/week	1			
7p-7a	5			
7a-3p		1 (7a-11a) 5 days/week	3	1
3p-11p			3	1
11p-7a			3	0

Average daily staffing based on census twenty-eight (28) patients ; 1RN : 6 pts
 Eight (8) bed stepdown unit will be staffed 1 RN to 4 patients

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3 South Oncology/Medical Hospice			
Staffing			
	RN	PCA	CA
7a-7p	5 w/o chemo		
8 hours, 5 shifts/week	1		
7p-7a	5 w/o chemo		
7a-3p		3	1
3p-11p		3	1
11p-7a		2	0
<p>Average daily census twenty-eight (28) patients Hospice/Medical 1 RN:6 pts Outpatients/Oncology with Chemo will be staffed 1 RN to 4 pts, Outpatients no chemo 1 RN: 5 patients</p>			

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4 South Surgical Step Down			
Staffing			
	RN	PCA	CA
7a-7p	4		
8 hours, 5 shifts/week	1		
7p-7a	4		
7a-3p		3	1
3p-11p		3	1
11p-7a		2	0
<p>Average daily staffing based on census twenty-two (22) patients ; 1RN : 6 pts Eight (8) bed stepdown unit will be staffed 1 RN to 4 patients</p>			

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Emergency Department

Staffing			
	RN	PCA	CA
7a-3p		3	1
7a-7p	5		
9a-9p	1		
11a-11p	2		
1p-1a	1		
7a-3p or 3p-11p			1
3p-11p		4	1
7p-7a	5		
11p-7a		2	1

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PST (Monday to Friday only)

Staffing				
	RN	NP	CA	Admitting Asst
7a-3p	1			1
11a-7p	0.5			1
6a-8p		5 (hours vary between 8-10 hours)		
6a-2p			1	
12p-8p			1	

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Ambulatory Surgery (Monday to Friday only)

Staffing				
	RN	NP	PCA	CA
6a-2p	4-5	1-3	1 (5:30a-1:30p)	0.5 (5:30a-9:30a)
9a-5p	0-1			1 (7a-3p)
10a-6p	1			0.5 (3p-7p)
11a-7p	1		1	

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Operating Room (Monday to Friday)

Staffing				
	RN	ST	Periop asst	CA
6a-6p	1-2	2	6 with 8 hour shifts (varied between 6a-11p)	
7a-7p	6-8	3		
7a-3p	1 ANCC	1 case facilitator		1
11a-7p				1
9a-9p	1	2		

Each room staffed 1 RN and 1 ST
On call during off shift hours

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PACU (Monday to Friday only)

Staffing				
	RN		PCA	
7a-7p	2		1 (10a-6p)	
8a-8p or 9a-9p	1			
11a-11p	2			
3p-11p	0-1			
11p-7a	1			

1 RN: 2 adults, 1 RN: 2 children
On call during off shift hours

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Endoscopy (Monday to Friday only)

Staffing				
	RN	NP	Endo Tech	Endo Rep
6:30a-4:30p	8-9	1 (T, Th, F)	2 (7a-3p)	1 (6a-2p)
			1 (8a-4p)	1 (7a-3p)

On call during off shift hours

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Acute Dialysis (Monday through Saturday)

Staffing				
	RN	Tech		
7a-3p		1 (alternating Saturdays)		
8a-6p	1			
9a-7p	1			
2p-12MN	1			

On call during off shifts

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Chronic Dialysis (Monday through Saturday)

Staffing				
	RN	tech	SW/dietitian	Secretarial staff
4a-2p		3		1 (4:45a-12:45p)
5a-3p	3 or 4	0-1	1/1	
9a-7p		1		1 (9a-5p)
2p-12MN	3 or 4	3 or 4		1(12 noon-8p)

SW and dietitian work to cover all shifts to reach all patients. Staffing based on 18 chair census.

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Cardiac Cath Lab (Monday to Friday)				
Staffing				
	RN	tech	Office staff	Support staff
6a-7p	4-5	2 (10 hour shifts)	1 mac lab tech M-F (8a-4p)	1-2 (8a-4p, 8a-12pm)
2 RNs and 1 tech on call when unit is closed				

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Wound Care Center (outpatient) (Monday to Friday)				
Staffing				
	LPN	NP	Patient Access	
7:30a-4p	3 (varying 8 hours)	2 (varying 8 hours)	2 (varying hours)	