

2023 Staffing Guidelines PFI 0971 Garnet Health Medical Center - Catskills



2023 Staffing Guidelines

NURSING UNIT

CCU

SERVICE

Critical Care/Progressive Care

NOTES:

1. Staffing is 2:1 for patients classified as CCU and 4:1 for PCU patients and 6-7:1 Med/Surg/Tele
2. Ensure appropriate staffing for higher acuity patients e.g. 1:1 CCU Patients
3. PCA is a combined unit clerk - nursing assistant role
4. Staffing includes a MERT (Medical Emergency Response Team) RN with assignment

CENSUS From	To	STAFF	7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00	1.00			5.12			
		RN	6.00	6.00	6.00	6.00	144.00	Assumes all ICU pats		
		PCA or UC/NA	1.00	1.00			11.75	12 hour shift 7a-7p		
11	11	TOTAL	8.00	8.00	6.00	6.00	160.87	14.62	14.62	14.62

CENSUS From	To	STAFF	7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00	1.00			5.12			
		RN	5.00	5.00	5.00	5.00	120.00	Assumes all ICU pats		
		PCA or UC/NA	1.00	1.00			11.75	12 hour shift 7a-7p		
9	10	TOTAL	7.00	7.00	5.00	5.00	136.87	15.21	13.69	14.45

CENSUS From	To	STAFF	7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00	1.00			5.12			
		RN	4.00	4.00	4.00	4.00	96.00	Assumes all ICU pats		
		PCA or UC/NA	1.00	1.00			11.75	12 hour shift 7a-7p		
7	8	TOTAL	6.00	6.00	4.00	4.00	112.87	16.12	14.11	15.12

CENSUS From	To	STAFF	7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00	1.00			5.12			
		RN	3.00	3.00	3.00	3.00	72.00	Assumes all ICU pats		
		PCA or UC/NA	1.00	1.00			11.75	12 hour shift 7a-7p		
5	6	TOTAL	5.00	5.00	3.00	3.00	88.87	17.77	14.81	16.29

CENSUS From	To	STAFF	7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00	1.00			5.12			
		RN	2.00	2.00	2.00	2.00	48.00	Assumes all ICU pats		
		PCA	0.00	0.00	0.00		0.00			
1	4	TOTAL	3.00	3.00	2.00	2.00	53.12	53.12	13.28	33.20

2023 Staffing Guidelines - PFI 0971 Garnet Health Medical Center -Catskills

NURSING UNIT DI
SERVICE Outpatient

NOTES:

Monday - Friday Alternating Saturdays
 if second RN

DAILY From	CASES To	STAFF	9-5 PM WEEKDAYS	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		RN	1.00				7.25			
							0.00	1 RN when department open one room at a time		
	14+	TOTAL	1.00	0.00	0.00	0.00	7.25	7.25	0.91	4.03

2023 Staffing Guidelines - PFI 0971 Garnet Health Medical Center -Catskills

NURSING UNIT Cardiology
SERVICE Outpatient
NOTES: Testing
 Rehab

Monday - Friday

DAILY From	CASES To	STAFF	8-4 PM WEEKDAYS	Hours	FROM	TO	AVERAGE
		RN	2.00	14.50	7.25		
				1-2 scheduled to meet patient demand		Cardiac Rehab /Testing	
1	8	TOTAL	2.00	14.50	14.50	1.81	8.16

PFI 0971 Garnet Health Medical Center - Catskills



2023 Staffing Guidelines - PFI 0971 Garnet Health

NURSING UNIT

5 East

SERVICES

Medical/Surgical/Telemetry

NOTE:

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	6.00	6.00	6.00	6.00	144.00			
		NA	3.50	3.50	3.50	3.50	76.13	Fourth NA at 31 patients		
		UC	1.00	1.00			11.75	12 hour shift 7a-7p		
34	40	TOTAL	11.50	10.50	9.50	9.50	237.00	6.97	5.92	6.43

HPPD

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	5.00	5.00	5.00	5.00	120.00			
		NA	3.50	3.50	3.50	3.50	76.13	Fourth NA at 31 patients		
		UC	1.00	1.00			11.75	12 hour shift 7a-7p		
27	33	TOTAL	10.50	9.50	8.50	8.50	213.00	7.89	6.45	7.17

HPPD

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	4.00	4.00	4.00	4.00	96.00			
		NA	2.50	2.50	2.50	2.50	54.38	Third NA at 21 patients		
		UC	1.00	1.00			11.75	12 hour shift 7a-7p		
20	26	TOTAL	8.50	7.50	6.50	6.50	167.25	8.36	6.43	7.40

HPPD

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	3.00	3.00	3.00	3.00	72.00			
		NA	2.00	2.00	2.00	2.00	43.50			
		UC	1.00	1.00			11.75	12 hour shift 7a-7p		
14	19	TOTAL	7.00	6.00	5.00	5.00	132.37	9.46	6.97	8.21

HPPD

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	2.00	2.00	2.00	2.00	48.00			
		UC	1.00	1.00	1.00	1.00	21.75			
		NA	1.00	1.00	1.00	1.00	11.75	12 hour shift 7a-7p		
7	13	TOTAL	5.00	4.00	4.00	4.00	86.62	12.37	6.66	8.52

CENSUS From	To	STAFF	7-3PM	3PM -7PM	7PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00				5.12			
		RN	1.00	1.00	1.00	1.00	24.00			
		NA	1.00	1.00	1.00	1.00	21.75			
		UC	1.00	1.00			11.75	12 hour shift 7a-7p		
1	6	TOTAL	4.00	3.00	2.00	2.00	62.62	62.62	10.44	38.53

2023 Staffing Guidelines - PFI 0971 Garnet Health Medical Center -Catskills



2023 Staffing Guidelines

NURSING UNIT **OB**

SERVICE **Post Partum, Nursery, L&D**

NOTES:

One RN to 1-3 patients depending on stage of labor/activity/outpatients.
Evaluate active labor patients & c'sections relative to need to add more RN's
One RN to Nursery - One RN Post Partum

ADC Target Current Average is: 3-4 Couplets AND 2-3 Deliveries a day

Daily

CENSUS		STAFF	7-3 PM	3 -7 PM	7 - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
From	To									
		Management	1.00				5.12			
		Labor/Section RN	1.00	1.00	1.00	1.00	24.00			
		RN	3.00	3.00	3.00	3.00	72.00			
8	12	TOTAL	5.00	4.00	4.00	4.00	101.12	12.64	8.43	10.53

Daily

CENSUS		STAFF	7-3 PM	3 -7 PM	7 - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
From	To									
		Management	1.00				5.12			
		Labor/Section RN								
		RN	3.00	3.00	3.00	3.00	75.00			
1	7	TOTAL	4.00	3.00	3.00	3.00	80.12	80.12	11.45	45.78



PFI 0971 GARNET HEALTH MEDICAL CENTER- CATSKILLS - 2023 STAFFING GUIDELINES

NURSING UNIT

Inpatient Behavioral Health Unit

SERVICE

Behavioral Health

NOTE:



CENSUS		STAFF						FROM	TO	AVERAGE
From	To		7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours			
		RN	3.00	3.00	3.00	3.00	72.00			
		Tech	3.00	3.00	3.00	3.00	65.25	3rd tech if possible		
		Activity Therapists	1				5.12	Not replaced for PTO		
		Social Workers	2				10.24	Not replaced for PTO		
		Director - Mgmt	1				5.12			
19	20	TOTAL	10.00	6.00	6.00	6.00	157.73	8.30	7.89	8.09

CENSUS		STAFF						FROM	TO	AVERAGE
From	To		7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours			
		RN	2.00	2.00	2.00	2.00	48.00			
		Tech	2.00	2.00	2.00	2.00	48.00			
		Activity Therapists	1				5.12	Not replaced for PTO		
		Social Workers	2				10.24	Not replaced for PTO		
		Director - Mgmt	1				5.12			
11	18	TOTAL	8.00	4.00	4.00	4.00	116.48	10.59	6.47	8.53

CENSUS		STAFF						FROM	TO	AVERAGE
From	To		7-3PM	3PM - 7PM	7PM - 11PM	11-7AM	Hours			
		RN	2.00	2.00	2.00	2.00	48.00	Staffed to budget/volume		
		Tech	1.00	1.00	1.00	1.00	24.00			
		Activity Therapists	1				5.12	Not replaced for PTO		
		Social Workers	1				5.12	Give PTO to one & drop to one if possible		
		Director - Mgmt	1				5.12			
1	10	TOTAL	6.00	3.00	3.00	3.00	87.36	87.36	8.74	48.05



Garnet Health
 MEDICAL CENTER
 Catskills

2023 Staffing Guidelines

NURSING UNIT Floats - New for 2023

SERVICE Inpatient & ED

NOTES:

Floats are utilized to cover MLOA's, sitters, vacancies, PTO etc

CENSUS From	To	STAFF	7-3 PM	3-7 PM	7-11PM	11-7AM	Hours	FROM	TO	AVERAGE
		PCA (12 hr shifts)	1.00	1.00	1.00	1.00	23.50			
		TOTAL	1.00	1.00	1.00	1.00	23.50			

PFI 0971 Garnet Health Medical Center - Catskills



2023 Staffing Guidelines

NURSING UNIT OR

SERVICE OR PACU, ASU

NOTES: One RN Circulator to each patient Room
3-4 RNs to ASU and 3-5 RNs to PACU volume dependent

Volume Current average is 2-3 rooms daily until 3pm at 7p - 11p 1 room for add ons - on call 11p-7a
We staff for 4-rooms then rightsize if fewer than 4-rooms running

M-F

Rooms From	To	STAFF	7-3 PM	3-5 PM	3-7 PM	7 - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		Management	1.00					5.12			Note - 1 to 1 for Circulator and tech per room Down staff as needed
		Tech	4.00	Same	2.00	1.00	0.00	41.75			
		Circulator	3.50	Same	2.00	1.00	0.00	40.00			
		PACU	3.50	3.00	2.50	1.00	0.00	42.00			Changes with volume
		ASU	2.50	Same	0.00	0.00	0.00	20.00			2-3 depending on volume
		Unit Coordinator	1.00	Same	1.00			11.75			
		Charge RN	1.00					7.75			
1	4	TOTAL	16.50		7.50	3.00	0.00	168.37			

RECHECK TOTAL NURSES

Weekends

Rooms From	To	STAFF	7-3 PM	3-5 PM	3-7 PM	7 - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
											24 hour call 1 OR RN, 1 PACU RN, and 1 Tech.
		TOTAL	0.00		0.00	0.00	0.00	0.00			

2023 Staffing Guidelines - PFI 0971 Garnet Health Medical Center - Catskills

NURSING UNIT Infusion
SERVICE Outpatient

NOTES:

Monday - Friday **On-Call on weekends**

From	CASES To	STAFF	9-5 PM WEEKDAYS	3PM -7PM/PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		RN	4.00			14.50	Many Chemo patients scheduled simultaneous all day High volume days only		
		PCA	1.00			7.25			
13	17	TOTAL	5.00	0.00	0.00	21.75	1.67	1.28	1.43

From	CASES To	STAFF	9-5 PM WEEKDAYS	3PM -7PM/PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		RN	3.00			14.50	Simultaneous chemo patients same blocks High volume days only		
		PCA	1.00			7.25			
9	12	TOTAL	4.00	0.00	0.00	21.75	2.42	1.81	2.11

From	CASES To	STAFF	9-5 PM WEEKDAYS	3PM -7PM/PM - 11PM	11-7AM	Hours	FROM	TO	AVERAGE
		RN	2.00			14.50	High volume days only		
		PCA	1.00			7.25			
1	8	TOTAL	3.00	0.00	0.00	21.75	2.175	2.72	3.33