June 30, 2022

PFI 0873
Ira Davenport Memorial Hospital
7571 State Route 54
Bath, New York 14810

New York State Department of Health
Submission in accordance with Section 2805-t of Public Health Law to establish clinical staffing committees.

Based upon guidance provided in Section 2805-t, Ira Davenport Memorial Hospital (IDMH) established a Clinical Staffing Committee in January of 2022, held subsequent meetings, developed a charter by which to guide data gathering, analytics, and staffing development and developed and agreed upon appropriate staffing matrices for nursing units.

The charter adopted includes sections addressing:
Committee Membership and Leadership
Overall Purpose/Strategic Objective
Access to Data
Tasks/Functions
Timeline for Completion of Initial Submission
Meeting Management
New Staff Committee Requirements

The IDMH Staffing Committee resolved to develop a clinical staffing plan based upon nursing policy and guidelines as defined in Section 2805-t. Considered in the plan are:

1. Assignments of patient care are made by the charge nurse.
2. The charge nurse assesses the needs of each patient and assigns patient care to nursing staff.
3. Assignment is based on the following:
   a. Infection Control
   b. Staff qualifications & competency
   c. Nursing needs of the patient
   d. Prescribed medical regimen
   e. Potential for admissions, discharges, and transfers
   f. Potential for one-to-one patient observation
4. Responsibility for nursing care is retained by IDMH nursing service when nursing students are providing care within a patient unit.
5. Criteria for assignment is as follows:
   a. Charge R.N.:
      1. Assessment and evaluation of all patient care.
2. Completion of admission profile and initiation of care plan.
3. Assessment of all new patients.
4. Frequent monitoring of critically ill patients.
5. Supervision of patients under care of LPN/CA.

b. LPN:
   1. Assignment of patients in all categories.
   2. Assists in care of all patients under supervision of an RN.

c. CLINICAL ASSISTANT/PATIENT CARE TECHNICIAN
   1. Assignment of patients in all categories.
   2. Assists in routine care of all patients under the supervision of an RN/LPN.

   1. Assignment is made at the beginning of each shift or may be revised as needed.
   2. Assignment sheet is made out with list of specific duties, as well as patient assignment.

Clinical staffing data from July 2021 through June 2022 was evaluated for frequency and variations from the newly adopted clinical staffing patterns. The data demonstrated the information below:

Overall, there were 38 incidents of variation from the proposed staffing plan.
Nursing specific, there were 26 incidents for a total of 126 hours.
21 incidents of a four hour duration
1 incident of a two hour duration
5 incidents of an eight hour duration

Care Assistant or Patient Care Technician specific, there were 12 incidents for a total of 128 hours.
10 incidents of a 12 hour duration
1 incident of an eight hour duration

Complaints related to clinical staffing plan in the period of July 2021 to June 2022.
There was one internal compliance complaint related to staffing plan in August of 2021. After investigation, it was found to be unsubstantiated, as the plan called for three nurses for time complaint of 17:00 to 19:00. There were three registered nurses present and working as well as a licensed practical nurse with emergency department experience, as well as a patient care technician with emergency department experience. Claim was dismissed with no change to staffing plan or policy.
There are no unresolved complaints.

Documents attached reflect staffing grids for nursing units at IDMH. (Medical Surgical, Emergency Department and Outpatient Surgery)

Respectfully submitted,

Elizabeth Weir, MSN, RN, CENP
Site Administrator/VP of Nursing
Ira Davenport Memorial Hospital
## STAFFING MATRIX

**UNIT:** M/S  
**ADC:** 4

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*If census is equal to or greater than 8, second nurse must be an RN, third may be an LPN.*
# Staffing Matrix

**Emergency Department**
Average Daily Visits: 25

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If three nurses are required, at least two must be Registered Nurse.