



000896 St. Charles Hospital Port Jefferson NY 11777
2023 NYS Staffing Plan

The required number of staff determined by the assessment of patients with adjustment 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.

November 2, 2023

To Whom It May Concern:

The enclosed recommend 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 St. Charles 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:

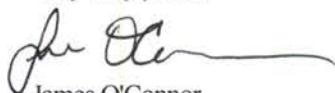
Clinical Unit	Explanation on of Inability to Reach Consensus
4 East	Total number agreement; disagreement on number of RNs for fluctuating census.
2 North	Total number agreement; disagreement on number of RNs for fluctuating census.
3 West	Total number agreement; disagreement on number of RNs for fluctuating census.
5 North	Total number agreement; disagreement on number of RNs for fluctuating census.
NICU	Total number agreement; disagreement on number of RNs for fluctuating census.
ICU	Total number agreement; disagreement on number of PCAs for fluctuating census.

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 (CBA.) As stated in the CBA: "The required number of staff is determined by the assessment of patients with adjustments based on census, patient flow, acuity level staff skill mix, and competency."

Also included with this letter are the written proposals 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,



James O'Connor
President
St. Charles Hospital

Emergency Department

Time of day	# of RN		
7 am - 11am	3		
11am -3pm	6		
3pm - 7pm	6		
7pm - 11pm	6		
11pm - 3am	4		
3am - 7am	3		
Does not include an RN Dedicated to Triage 24/7			
Nursing Assistants:			
7 am - 730pm	2		
7pm - 730am	2		
Unit Secretary:			
24/7 Coverage			
	1		

4 East

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

4 East

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
41-44	7	5
35-40	6	5
33-34	5	5
29-32	5	4
26-28	4	4
22-25	4	3

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
39-44	7	5
32-38	6	5
30-31	5	5
25-29	5	4
21-24	4	4
18-20	4	3

Contract states

:

Based on 44 patients 7 RN per shift

Unit Secretary: Monday through Friday 7am- 11pm

2 North

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

2 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
13-20	3	3
5-12	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
13-20	3	3
5-12	2	1

Contract states
:

Based on 20 patients 3 RN per shift

Effective January 2024, RN Ratio of 1RN:5 Patients

Based on 20 patients 4 RN per shift

3 West

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 West

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
19-22	3	3
13-18	3	2
5-12	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
19-22	3	3
13-18	3	2
5-12	2	1

Unit Secretary: Monday through Friday 7am-3pm

, depending on unit census

RN Staffing excludes RN delivering infusion therapy in the Clinics

When census reaches 22, all efforts will be made to obtain an additional RN

3 North

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
13-16	3	3
8-12	2	2

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
13-16	3	3
8-12	2	2

Contract states

:

Based on 16 patients 3 RN per shift

Unit Secretary: Monday through Saturday 7a-730p

3 East

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 East

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
31-35	6	6
25-30	5	5
19-24	4	4
12-18	3	3

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
31-35	6	6
25-30	5	5
19-24	4	4
12-18	3	3

Contract states
:

Based on 35 patients 6 RN per shift not included the Admission/Discharge Nurse
1 RN 11a-11p Adm/Disch scheduled for 3 variable days per week as needed based on OR schedule

Unit Secretary: Monday through Friday 7 am to 11 pm, Saturday and Sunday 7a-3p

5 North

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 14 Patients
RN HPPD 1.71

5 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA/US
33-40	3	1
20-32	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA/US
33-40	3	1
20-32	2	1

Contract states

:

Based on 40 patients 3 RN per shift

One Nursing assistant, unit secretary 24/7

ICU

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 2 Patients
RN HPPD 12.00

ICU

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
15-16	8	2
13-14	7	2
11-12	6	2
9-10	5	1
7-8	4	1
5-6	3	1
3-4	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
15-16	8	2
13-14	7	2
11-12	6	2
9-10	5	1
7-8	4	1
5-6	3	1
3-4	2	1

Contract
States:
Based on 16 patients
1 RN :2 ICU Level of Care patients
Minimum of 3 RNs, including ANCC

Unit Secretary: 5 day coverage 8a-830p

ASU

St Charles Hospital
Nursing Staffing Plan

ASU (Including Pain Management Patients)

Registered Nurses:

Staggered shifts of 8

RN

Minimum of 2 RNs at all times

The Hospital considers evidence based staffing guidelines for assignment of staff to patients based on their Phase Of Recovery from Anesthesia (ASPAN)

Nursing Assistants:

2-3 Nursing Assistants based on volume

Unit Secretary:

5:30a-1:30p , then switch to Nursing assistant based on volume

PACU

Nursing Staffing Plan

PACU

Registered Nurses:

Time of day	# of RN	
7 am - 11am	5	staggered times
7am-4pm	7-8	
4pm - 7pm	3-4	
7pm - 11pm	2	

The Hospital considers evidence based staffing guidelines for assignment of staff to patients based on their Phase Of Recovery from Anesthesia (ASPAN)

Nursing Assistants:

1-2 Nursing Assistants based on volume

Unit Secretary:

7am-3pm, Monday through Friday

PST

St Charles Hospital Nursing Staffing Plan

PST

Registered Nurses:

3 RN

Effective January 1, 2024, 4 RN

PST TECHS:

6am-630pm, 1 per day depending on volume

Unit Secretary:

7am-3pm, Monday through Friday

Special Procedures

St Charles Hospital
Nursing Staffing Plan

Special Procedures

Registered Nurses:

6 RN

Nursing Assistants:

For high volume 1 NA

Labor and Delivery

St Charles Hospital
Nursing Staffing Plan

Labor and Delivery

7am-730pm Shift:

Skill	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ANCC	1	1	1	1	1	0	0
RN	4	4	4	4	4	4	4
OR Tech	1	1	1	1	1	1	0
NA	1	0	0	0	1	0	1
US	1	1	1	1	1	0	0
ON CALL	1	1	1	1	1	1	1

If 4 RNs Scheduled Remove Call

If no OR tech Double Call

NA is 3 (12) hour shifts per pay period

7pm-730am Shift:

Skill	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ANCC	0	0	0	0	0	0	0
RN	4	4	4	4	4	4	4
OR Tech	1	1	1	1	1	1	0
NA	0	0	0	0	0	0	0
US	0	0	0	0	0	0	0
ON CALL	1	1	1	1	1	1	1

Mother/Baby/Nursery

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 3 Couplets

2 EAST (Mother Baby Couplets)

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
16-17	6	3
13-15	5	2
10-12	4	2
8-9	3	2
7	3	1
4-6	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
16-17	6	3
13-15	5	2
10-12	4	2
8-9	3	2
7	3	1
4-6	2	1

Contract states
:

Based on 17 Couplets 6 RN per shift

Nursery-- Effective July 1, 2023
1 RN
Transition

NICU

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 2 Patients
RN HPPD 12.00

ICU

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
8-9	4	1
6-7	3	1
1-5	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
8-9	4	1
6-7	3	1
1-5	2	1

Contract
States:
Based on 9 patients
1 RN :2 NICU Patients
Minimum of 2 NICU RNs per Shift

Wound and Hyperbaric

St Charles Hospital
Nursing Staffing Plan

Wound and Hyperbaric Unit

Registered Nurses:

2 RN Variable shifts

2 HBO Techs Variable shifts

Receptionist