# South Sound Behavioral Hospital

APPROVED STAFFING PLAN 2023

Comprehensive Update

**Nursing Services**

Nursing care is provided by a team of registered nurses (RNs), licensed practical nurses (LPN) and mental health technicians (MHTs) with specialized training to meet the needs of the population(s) being served. Employees will have documented competence and orientation specific to the care of the patient population being served.

Nursing care is provided by sufficient numbers of nursing staff members including RNs and LPNs to meet the identified nursing care needs of patient's/family members twenty-four hours a day. A grid is designed to meet the daily number of staffing in a unit based on the census. There will be enough RNs to provide medical care for the facility patient. An RN will supervise and evaluate the nursing care for each patient and assign nursing care to other nursing personnel, in accordance with the patient's needs and the qualifications and competence of the personnel available.

A grid was designed and will be followed (based on census). The core staffing level is projected based on the following critical factors: Patient characteristics and the number of patients for whom care is provided. A careful consideration will also be done when staffing the unit which includes:

1. Patient characteristics and the number of patients cared for including admissions, discharges and transfers.
2. Intensity of patient care being provided and the variability of patient care across the unit.
3. Scope of services provided, architecture and geography of the unit.
4. Characteristics of the staff including: consistency and tenure, preparation and experience and the number and competencies of clinical and non-clinical support staff the nurse must collaborate or supervise.

The Chief Nursing Officer (CNO) and/or its designee meets with the charge nurses from each patient care area daily (Monday - Friday) to evaluate staffing needs and make appropriate adjustments in the number and blend of nursing care personnel to ensure delivery of optimal patient care using the daily staffing plan.

Nursing supervisors are assigned during night and weekend shifts to assess patient care needs, acuity and to make appropriate adjustments in staffing compatible with the identified needs using the daily staffing plan. The CNO and/or its designee reviews the daily staffing plan two hours prior to the beginning of each shift and makes necessary staffing adjustments. Variables considered in staffing decisions that affect the daily staffing plan include the following:

1. Patient characteristics and the number of patients cared for including admissions, discharges and transfers.

2. Intensity of patient care being provided and the variability of patient care across the unit.
3. Scope of services provided, architecture and geography of the unit.
4. Characteristics of the staff including: consistency and tenure, preparation and experience and the number and competencies of clinical and non-clinical support staff the nurse must assist or supervise.

This core-staffing plan will be evaluated and recalculated at least annually or as necessary with the nursing staffing committee per RCW 70.41.410. A part of this evaluation, nursing leadership will utilize at least one of each of the following three types of outcomes:

1. Patient outcomes that are nursing sensitive such as, patient falls, adverse drug events, injuries to patients, skin breakdown, pneumonia, infection rates, cardiac arrest, length of stay or readmissions.
2. Operational Outcomes such as work related injury or illness, vacancy, and turnover rates, nursing care hours per patient day, on-call agency use, or overtime rates.
3. Validated patient complaints related to staffing levels

Nurses that have concerns related to staffing shall report their concerns timely according to the hospital's human resources policies and RCW 70.41.420. There shall be no retaliation for reporting concerns. The committee responsible for developing, monitoring and evaluating the plan shall address these concerns. This feedback will be reported back to the nurses who raise the concerns. The hospital shall have human resource policies that address orientation of nurses and other employees assigned to patient care. It is the policy of South Sound Behavioral Hospital (SSBH) that nurses and other clinical employees be oriented to all units and that there be documented competence to work on all units. No employee will be assigned to a unit until they have been oriented to that unit. It is the policy of the facility that only voluntary overtime be utilized.

| Unit | 1AW Long Term | | | | | |
|---|---|---|---|---|---|---|
| Beds | 10 | | | | | |
| | | | | | | |
| Census | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | |
| **7-3** | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | | | | |
| **3-11** | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | | | | |
| **11-7** | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | | | | |
| TOTAL | 6 | 6 | 6 | 6 | 6 | 6 |
| | | | | | | |
| Week FTEs | 8.4 | 8.4 | 8.4 | 8.4 | 8.4 | 8.4 |
| | 2.50 | 3.00 | 3.50 | 4.00 | 4.50 | 5.00 |

**SSBH Staffing Plan 2023**

| Unit | 2A Adult ICU/ITU | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beds | 10 and 12 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| **Census** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| | | | | | | | | | | | | | | | | | | |
| **7-3** | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| **3-11** | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| | | | | | | | | | | | | | | | | | | |
| **11-7** | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | 9 | 9 | 9 | 9 | 9 | 9 | 13 | 13 | 16 | 16 | 16 | 16 | 18 | 22 | 22 | 22 | 22 | 22 |
| | | | | | | | | | | | | | | | | | | |
| Week FTEs | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 18.2 | 18.2 | 22.4 | 22.4 | 22.4 | 22.4 | 25.2 | 30.8 | 30.8 | 30.8 | 30.8 | 30.8 |
| | 1.67 | 2.00 | 2.33 | 2.67 | 3.00 | 3.33 | 2.54 | 2.77 | 2.44 | 2.63 | 2.81 | 3.00 | 2.83 | 2.45 | 2.59 | 2.73 | 2.86 | 3.00 |

       **SSBH Staffing Plan 2023**

| Unit | 2BE Women | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Beds | 14 | | | | | | | | | |
| | | | | | | | | | | |
| Census | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | | | | |
| **7-3** | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | 1 | 1 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| | | | | | | | | | | |
| **3-11** | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | 1 | 1 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| | | | | | | | | | | |
| **11-7** | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1.5 | 1.5 | 1.5 |
| | | | | | | | | | | |
| TOTAL | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 14 | 16 | 16 |
| | | | | | | | | | | |
| Week FTEs | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 19.6 | 22.4 | 22.4 |
| | 1.67 | 2.00 | 2.33 | 2.67 | 3.00 | 3.33 | 3.67 | 2.57 | 2.44 | 2.63 |

**SSBH Staffing Plan 2023**

| Unit | 2BW Adolescent | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|
| Beds | 13 | | | | | | | | |
| | | | | | | | | | |
| Census | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | |
| **7-3** | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | 1 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| | | | | | | | | | |
| **3-11** | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | 1 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| | | | | | | | | | |
| **11-7** | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **LVN** | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1.5 | 1.5 | 1.5 | 1.5 |
| | | | | | | | | | |
| TOTAL | 9 | 9 | 9 | 9 | 9 | 10 | 12 | 14 | 16 |
| | | | | | | | | | |
| Week FTEs | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 14 | 16.8 | 19.6 | 22.4 |
| | 1.67 | 2.00 | 2.33 | 2.67 | 3.00 | 3.00 | 2.75 | 2.57 | 2.44 |

**SSBH Staffing Plan 2023**

| nit | 3A  Adult Dual/Withdrawal Management | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| eds | 22 | | | | | | | | | | | | | | | | | |

| ensus | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **7-3** | | | | | | | | | | | | | | | | | | |
| N | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| VN | | | | | | | | | | | | | | | | | | |
| HT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 |
| | | | | | | | | | | | | | | | | | | |
| **3-11** | | | | | | | | | | | | | | | | | | |
| N | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| VN | | | | | | | | | | | | | | | | | | |
| HT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 |
| | | | | | | | | | | | | | | | | | | |
| **11-7** | | | | | | | | | | | | | | | | | | |
| N | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| VN | | | | | | | | | | | | | | | | | | |
| HT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | | | | | | | | | | | | | | | | | | |
| OTAL | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 13 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 20 | 22 | 22 |
| | | | | | | | | | | | | | | | | | | |
| Veek FTEs | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 18.2 | 25.2 | 25.2 | 25.2 | 25.2 | 25.2 | 25.2 | 25.2 | 28 | 30.8 | 30.8 |
| | 1.67 | 2.00 | 2.33 | 2.67 | 3.00 | 3.33 | 3.67 | 2.77 | 2.17 | 2.33 | 2.50 | 2.67 | 2.83 | 3.00 | 3.17 | 3.00 | 2.86 | 3.00 |

**SSBH Staffing Plan 2023**

| Unit | 3B Long Term/Overflow | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beds | 27 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Census | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| **7-3** | | | | | | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | | | 1 | 1 | 1 | 1 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| **3-11** | | | | | | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | | | 1 | 1 | 1 | 1 |
| **Lead Tech** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| **Techs** | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| **11-7** | | | | | | | | | | | | | | | | | | | | | | | |
| **RN** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| **LVN** | | | | | | | | | | | | | | | | | | | | | | | |
| **MHT** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| TOTAL | 9 | 9 | 9 | 9 | 9 | 9 | 13 | 13 | 16 | 16 | 16 | 16 | 16 | 16 | 18 | 18 | 18 | 18 | 20 | 22 | 24 | 24 | 26 |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Week FTEs | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 12.6 | 18.2 | 18.2 | 22.4 | 22.4 | 22.4 | 22.4 | 22.4 | 22.4 | 25.2 | 25.2 | 25.2 | 25.2 | 28 | 30.8 | 33.6 | 33.6 | 36.4 |
| | 1.67 | 2.00 | 2.33 | 2.67 | 3.00 | 3.33 | 2.54 | 2.77 | 2.44 | 2.63 | 2.81 | 3.00 | 3.19 | 3.38 | 3.17 | 3.33 | 3.50 | 3.67 | 3.45 | 3.27 | 3.13 | 3.25 | 3.12 |

**SSBH Staffing Plan 2023**