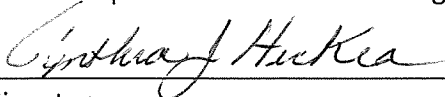


December 28, 2022

I, the undersigned with responsibility for UW Medical Center, attest that the attached staffing plan and matrix was developed for calendar year 2023 and includes all units covered under our hospital license.

This plan was developed with consideration given to the following elements:

- Census, including total numbers of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers;
- Level of intensity of all patients and nature of the care to be delivered on each shift;
- Skill mix;
- Level of experience and specialty certification or training of nursing personnel providing care;
- The architecture and geography of the patient care unit, including but not limited to placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment;
- Staffing guidelines adopted or published by national nursing professional associations, specialty nursing organizations, and other health professional organizations;
- Strategies to enable registered nurses to take meal and rest breaks as required by law or the terms of an applicable collective bargaining agreement, if any, between the hospital and a representative of the nursing staff.



Signature

Cindy Hecker

Printed Name

December 28, 2022

Date

UW Medical Center Department of Health Staffing Plan Submission 2023

December 2022

UW Medicine

STAFFING PLAN PRINCIPLES*

- Access to high-quality nursing staff is critical to providing patients safe, reliable and effective care.
- The optimal staffing plan represents a partnership between nursing leadership and direct nursing care staff.
- Staffing is multifaceted and dynamic. The development of the plan must consider a wide range of variables.
- Data and measurable nurse sensitive indicators should help inform the staffing plan.

UWMC Nurse Staffing Plan 2023

UWMC Nurse Staffing Plan Purpose

This plan was developed for the provision of daily staffing needs for the hospital and to define a process that ensures the availability of qualified nursing staff to provide safe, reliable and effective care to our patients. This plan applies to all parts of the hospital licensed under RCW 70.41.

*These principles correspond to *The American Nursing Association Principles of Safe Staffing*.

Nurse Staffing Plan Policy

- The Nurse Staffing Committee is responsible for the development and oversight of the nurse staffing plan to ensure the availability of qualified nursing staff to provide safe, reliable and effective care to our patients.
- The committee's work is guided by its charter.
- The committee meets once a month on a regular basis as determined by the committee's charter.
- The committee provided regular reports to the Nurse Executive Council, no less frequently than 2 times per year.

Nurse Staffing Plan Policy - continued

The committee's work is informed by information and data from individual patient care units. Appropriate staffing levels for a patient care unit reflect an analysis of:

- Individual and aggregate patient needs.
- Staffing guidelines developed for specialty area
- The skills and training of the nursing staff
- Nurse skill mix
- Resources and support for nurses
- Anticipated absences and need for nursing staff to take meal and rest breaks.
- Intensity of therapeutics
- Sufficient resources to enable staff to pursue activities designed to promote innovation and process improvement in the provision of care and delivery of services including but not limited to participation in committees including unit practice councils, local practice councils, the professional practice council and the staffing committee, continuing education and research.
- Staff turnover
- Hospital finances
- Benchmark data including ODB comparison data
- Hospital data and outcomes from relevant quality metrics including nurse sensitive quality indicators.

Nurse Staffing Plan Policy - continued

- *The American Nurses Association does not recommend a specific staffing ratio, but rather to make care assignments based on acuity, patient needs and staff competencies.
- The analysis of the above information informs the UWMC nurse staffing plan. Individual unit nurse staffing plans are also guided by an analysis of the above information and the hospital nurse staffing plan.
- Staff continuously monitor individual and aggregate patient care needs and make adjustments to staffing per agreed upon policy and collective bargaining agreement (if applicable).
- UWMC is committed to ensuring staff are able to take meal and rest breaks as required by law, or the collective bargaining agreement. The Staffing Committee considers breaks and strategies to ensure breaks when developing the plan. A standardized approach to ensuring rest and meal breaks is used. Data regarding missed breaks will be reviewed by the Staffing Committee to help develop strategies to ensure nurses are able to take breaks.

Nurse Staffing Plan Scope: Hospital Units (IP/OP)

The following areas of the hospital are covered by the nurse staffing plan, by campus:

Unit	Population
Northwest Campus	
ICU	Medicine/Surgical Critical Care
SCU	Medicine/Surgical Step Down
4 th Surgical	Surgical Orthopedics/Neurosurgery
5 th Floor Medicine	Medicine with Telemetry
CBC	Labor, Delivery, Recovery, Postpartum and Nursery
SCN	Neonatal Intensive Care
2 East	Surgical
MSE	Medical Surgical
OP Infusion	Outpatient Infusion Therapy
Psychiatry	Adult and Geriatric Psychiatry
Emergency Department	Emergency Medicine
Montlake Campus	
4NE	Medical Surgical
4SA NICU	Neonatal Intensive Care
4SE	Medical Surgical, Cardiology
5 East	Surgical Critical Care

Unit	Population
Montlake Campus - continued	
5NE	Cardiology, Heart and Lung Transplant, Cardiothoracic Surgery
MBU	Mother Baby Units
5SA	Cardiac Critical Care with surgical focus
5SE	Cardiac Critical Care with medical focus
6E6S	Labor and Delivery Antepartum
6NE	Medicine Cardiology
6SA	Medicine and Oncology Critical Care
6SE	Medicine Orthopedics
7NE	Oncology and BMT
7SA	Solid Organ Transplant, Dialysis, Medicine, Surgery
7SE	Oncology, Urology, Surgery
8N	Rehabilitation
8SA	Oncology
Emergency Department	Emergency Medicine

Nurse Staffing Plan Scope: Surgical and Procedure Units

The following areas of the hospital are covered by the nurse staffing plan, by campus:

Montlake Campus
Operating Room
Post Anesthesia Recovery Unit
Cardiac Cath Lab
Interventional Cardiac Recovery Unit
Interventional Radiology
Digestive Health Procedure Area
Northwest Campus
Operating Room
Pre/Post Anesthesia Recovery Unit
Outpatient Surgery Center
Pre-Anesthesia & Medicine Consult Clinic
Cardiac Procedure Unit
Cardiac Cath Lab
Electrophysiology Lab
Interventional Radiology

Nurse Staffing Plan Scope: Hospital-Based Ambulatory Clinics

The following areas of the hospital are covered by the nurse staffing plan, by campus:

UWMC based specialty clinics
Roosevelt clinics
Eastside clinics
Alderwood Clinics
Northwest Ambulatory Facility based Clinics

Nurse Staff Matrices

Montlake Campus

The basic staffing grid for each unit are attached and are based on all of the factors listed above. In addition to the staffing grid, the charge nurse considers acuity of patients to inform staffing decisions based on the resources required to meet the patient care needs on each unit.

Northwest Campus

Unit staffing grids determine the core staffing plan and serve as guidelines. The grids consider both the patient population most often treated on that unit as well as total nursing care hours provided. Daily staffing assignments are set based on projected census. Core staffing plans may vary by day due to projected census fluctuations that are based on history. Daily staffing adjustments may occur to align unit needs due to increases or decreases in patient intensity and acuity. The House Supervisor and unit charge nurse review staffing 4 times per day to review current and projected needs, as well as balance resources across the hospital.

Attachments

- Montlake Unit Staffing Plans
 - Inpatient
 - Critical Care grids
 - Acute Care Grids, including Rehab and psych
 - Oncology Grids
 - Mother Baby Grids
 - Emergency Dept Staffing
 - Procedural areas
 - Radiology
 - CV Procedures
 - Digestive Health
 - Surgical Services
- Northwest Unit Staffing Plans
 - Inpatient Acute Care
 - ICU
 - Psychiatry
 - Childbirth Center
 - OP Infusion
 - Emergency Department Staffing
 - Surgical Services
 - Procedural
 - Ambulatory Clinics

Montlake Campus Staffing Plans



Unit Staffing Plans: 4NE RN Guidelines

Census	Charge Nurse	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
30	1	9	10	10	10	8
29	1	9	10	10	10	8
28	1	8	9	9	9	8
27	1	8	9	9	9	7
26	1	8	9	9	8	7
25	1	7	8	8	8	6
24	1	7	8	8	8	6
23	1	7	7	7	7	6
22	1	6	7	7	7	6
21	1	6	7	7	7	6
20	1	6	7	7	6	5
19	1	5	6	6	5	5
18	1	5	6	6	5	4
17	1	5	5	5	5	4
16	1	4	5	5	4	4
15	1	4	5	5	4	4

Unit Staffing Plans: 4NE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4	4	4	2
29	4	4	4	2
28	4	4	4	2
27	4	4	4	2
26	4	4	4	2
25	4	4	4	2
24	4	4	4	2
23	3	3	3	2
22	3	3	3	2
21	3	3	3	2
20	3	3	3	2
19	3	3	3	2
18	3	3	3	2
17	3	3	3	2
16	2	2	2	2
15	2	2	2	1

Unit Staffing Plans: 4SA NICU

Census	Charge Nurse	Resource RN	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
21-22	1	1	12	12	12	12	12
23-24	1	1	13	13	13	13	13
25-26	1	1	14	14	14	14	14
27-28	1	1	15	15	15	15	15
29-30	1	1	16	16	16	16	16
31-32	1	1	17	17	17	17	17
33-34	1	1	18	18	18	18	18
35-36	1	1	19	19	19	19	19
37-38	1	1	20	20	20	20	20
39-40	1	1	21	21	21	21	21
41-42	1	1	22	22	22	22	22
43-44	1	1	23	23	23	23	23
45-46	1	1	24	24	24	24	24
47-48	1	1	25	25	25	25	25
49-50	1	1	26	26	26	26	26

Unit Staffing Plans: 4SE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
28	1	10	11	10	7
27	1	10	11	10	7
26	1	9	10	10	7
25	1	9	10	9	7
24	1	9	9	9	6
23	1	9	9	9	6
22	1	8	9	8	6
21	1	8	9	8	6
20	1	8	9	8	6
19	1	7	8	7	5
18	1	7	7	6	5
17	1	6	7	6	5
16	1	6	7	6	4
15	1	5	6	5	4
14	1	5	6	5	4
13	1	5	6	5	4

Unit Staffing Plans: 4SE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
28	3	3	3	3
27	3	3	3	3
26	3	3	3	3
25	3	3	3	3
24	3	3	3	3
23	3	3	3	3
22	3	3	3	3
21	3	3	3	3
20	3	3	3	3
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2

Staffing Plans: 5E RN, HA and PSS Guidelines

	All DAYS														
Zone	Day1			Day2			Eve1			Eve2			Night		
Census Range	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2
0 - 5	1	1	4	1	1	4	1	1	4	1	1	4	1	0	4
6 - 7	1	1	5	1	1	5	1	1	5	1	1	5	1	0	5
8	1	1	6	1	1	6	1	1	6	1	1	6	1	0	6
9 - 10	1	1	7	1	1	7	1	1	7	1	1	7	1	0	7
11	1	1	8	1	1	8	1	1	8	1	1	8	1	0	8
12	1	1	9	1	1	9	1	1	9	1	1	9	1	0	9
13 - 14	1	1	10	1	1	10	1	1	10	1	1	10	1	0	10
15	1	1	11	1	1	11	1	1	11	1	1	11	1	0	11
16	1	1	12	1	1	12	1	1	12	1	1	12	1	0	12

Unit Staffing Plans: 5NE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	10	8
28	1	10	10	10	7
27	1	9	9	9	7
26	1	9	9	9	7
25	1	9	9	9	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	8	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	7	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	6	4
15	1	5	5	5	4

Unit Staffing Plans: 5NE Weekday PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4.5	4	2.625	2
29	4.5	4	2.625	2
28	4.5	4	2.625	2
27	4.5	4	2.625	2
26	4.5	4	2.625	2
25	3.5	3	2.625	2
24	3.5	3	2.625	2
23	3.5	3	2.625	2
22	3.5	3	2	2
21	3.5	3	2	2
20	3.5	3	2	1
19	3.5	3	2	1
18	2.5	2	2	1
17	2.5	2	2	1
16	2.5	2	2	1
15	2.5	2	2	1

Unit Staffing Plans: 5NE Weekday PSS Guidelines

Proposed 06:30 to 19:30 from 06:30 to 21:30

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	1	1		
29	1	1		
28	1	1		
27	1	1		
26	1	1		
25	1	1		
24	1	1		
23	1	1		
22	1	1		
21	1	1		
20	1	1		
19	1	1		
18	1	1		
17	1	1		
16	1	1		
15	1	1		

Unit Staffing Plans: 5S Mother/Baby RN Guidelines

Days

Census	Charge Nurse	Staff Nurses
1-6	1	1
7-12	1	2
13-18	1	3
19-24	1	4
25-30	1	5
31-36	1	6

Nights

Census	Charge Nurse	Staff Nurses
1-6	1	1
7-12	1	2
13-18	1	3
19-24	1	4
25-30	1	5
31-36	1	6

Staffing according to AWHONN guidelines and assumes 1:6 ratio (no complications); Assumes charge nurse is patient-free.

Unit Staffing Plans: 5S Mother/Baby PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
1 - 3	1	1	1	1
4 - 6	1	1	1	1
7 - 8	2	2	2	1
9 - 13	2	2	2	1
14 - 18	2	2	2	1
19 - 22	2	2	2	1

Unit Staffing Plans: 5SA RN Guidelines

**Charge Nurse included in numbers on grid for each shift

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
0 - 6	1	4	4	4	4
6 - 7	1	5	5	5	5
7 - 8	1	6	6	6	6
8-10	1	7	7	7	7
10-11	1	8	8	8	8
11-12	1	9	9	9	9
12-13	1	10	10	10	10
14 - 15	1	11	11	11	11
15 - 16	1	12	12	12	12
16 - 18	1	13	13	13	13
18 - 19	1	14	14	14	14
19 - 21	1	15	15	15	15
21 - 22	1	16	16	16	16
22 - 23	1	17	17	17	17
23-24	1	18	18	18	18

Staffing Plans: 5SE RN & PCT Guidelines

	All DAYS (charge nurse included in RN count)									
Hours/Shift	7-11		11-15		15-19		19-23		23-07	
Census Range	PCT u	RN2 u	PCT u	RN2 u	PCT u	RN2 u	PCT u	RN2 u	PCT u	RN2 u
0 - 5	1	4	1	4	1	4	1	4	0	4
6 - 7	1	5	1	5	1	5	1	5	0	5
8 - 9	1	6	1	6	1	6	1	6	0	6
9 - 10	1	7	1	7	1	7	1	7	0	7
11 - 12	1	8	1	8	1	8	1	8	0	8
12 - 13	2	9	2	9	2	9	2	9	0.5	9
13 - 14	2	10	2	10	2	10	2	10	0.5	10
14 - 15	2	11	2	11	2	11	2	11	0.5	11
16	2	12	2	12	2	12	2	12	0.5	12
17 - 18	2	13	2	13	2	13	2	13	0.5	13
18-19	2	14	2	14	2	14	2	14	0.5	14
20-21	2	15	2	15	2	15	2	15	0.5	15

Unit Staffing Plans: 6E RN Guidelines

May have triage nurse, flex nurse and add for acuity

Census	Charge Nurse	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
1	1	3	3	3	3	3
2	1	4	4	4	4	4
3	1	5	5	5	5	5
4	1	6	6	6	6	6
5	1	6-7	6-7	6-7	6-7	6-7
6	1	7-8	7-8	7-8	7-8	7-8
7	1	8-9	8-9	8-9	8-9	8-9
8	1	8-10	8-10	8-10	8-10	8-10
9	1	9-11	9-11	9-11	9-11	9-11
10	1	10-12	10-12	10-12	10-12	10-12
11	1	10-12	10-12	10-12	10-12	10-12
12	1	10-12	10-12	10-12	10-12	10-12
13	1	10-13	10-13	10-13	10-13	10-13
14	1	11-13	11-13	11-13	11-13	11-13

Unit Staffing Plans: 6E RN Guidelines

- If we do not have staff in PSS or Surgical tech roles, RNs fill these positions as they are required.
- Census and staffing ratios dependent on unit acuity.

Staffing ratios	Charge RN	CRN-resource	Triage RN	PSS	Surgical Tech	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
2:1 1:1 1:2 1:3	1	1	1	1	2	13	14	15	13	13

Unit Staffing Plans: 6NE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	10	8
28	1	10	10	10	7
27	1	9	9	9	7
26	1	9	9	9	7
25	1	9	9	9	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	8	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	7	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	6	4
15	1	5	5	5	4

Unit Staffing Plans: 6NE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4	4	3	3
29	4	4	3	3
28	4	4	3	3
27	3	3	2	2
26	3	3	2	2
25	3	3	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	1
21	2	2	2	1
20	2	2	2	1
19	2	2	2	1
18	2	2	2	1
17	2	2	2	1
16	1	1	1	0
15	1	1	1	0

Unit Staffing Plans: 6NE PSS Weekend Guidelines

Census	11A-3P	3P-7P	7P-11P	11P-7A
30	1	1		
29	1	1		
28	1	1		
27	1	1		
26	1	1		
25	1	1		
24	1	1		
23	1	1		
22	1	1		
21	1	1		
20	1	1		
19	1	1		
18	1	1		
17	1	1		
16	1	1		
15	1	1		

Unit Staffing Plans: 6SE RN Guidelines

These parameters indicate the total number of RN's we are budgeted to staff with per shift.. ADT RNs are available **from 1000-2230 Monday-Friday; 11-1930 Saturday & Sunday.** The guidelines represent staffing with ADT.

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	N/A				
29	N/A				
28	1	10	11	11	9
27	1	10	11	11	9
26	1	10	11	11	9
25	1	9	10	10	8
24	1	9	10	10	8
23	1	9	10	10	8
22	1	8	9	9	7
21	1	8	9	9	7
20	1	7	8	8	7
19	1	7	8	8	6
18	1	6	7	7	6
17	1	6	7	7	6
16	1	6	7	7	6
15	1	5	6	6	5

Unit Staffing Plans: 6SE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30				
29				
28	4	4	3	2
27	4	4	3	2
26	4	4	3	2
25	3	3	3	2
24	3	3	3	2
23	3	3	3	2
22	3	3	3	2
21	3	3	3	2
20	3	3	3	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

Unit Staffing Plans: 6SA Medical Oncology ICU RN Guidelines

**Charge Nurse included in numbers on grid for each shift

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
0 - 5	1	4	4	4	4
6 - 7	1	5	5	5	5
7 - 8	1	6	6	6	6
8 - 9	1	7	7	7	7
9 - 10	1	7	7	7	7
10 - 11	1	8	8	8	8
11 - 12	1	9	9	9	9
12 - 14	1	10	10	10	10
14 - 15	1	11	11	11	11
15 - 16	1	12	12	12	12
17 - 18	1	13	13	13	13
18 - 19	1	14	14	14	14
19 - 20	1	15	15	15	15
21 - 22	1	16	16	16	16
22 - 24	1	17	17	17	17

Unit Staffing Plans: 6SA ICU PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
0 - 6	1	1	1	1
6 - 7	1	1	1	1
7 - 8	1	1	1	1
8 - 9	1	1	1	1
9 - 10	2	2	2	1
10 - 11	2	2	2	1
11 - 12	2	2	2	1
12 - 14	2	2	2	1
14 - 15	2	2	2	1
15 - 16	2	2	2	1
16 - 18	2	2	2	1
18 - 19	2	2	2	1
19 - 20	2	2	2	1
20 - 22	2	2	2	1
22 - 24	2	2	2	1

Unit Staffing Plans: 7NE Medical Oncology RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	9	8
28	1	10	10	9	8
27	1	9	9	9	7
26	1	9	9	8	7
25	1	9	9	8	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	7	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	6	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	5	4
15	1	5	5	5	4

Unit Staffing Plans: 7NE Medical Oncology PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	2	2	2	2
29	2	2	2	2
28	2	2	2	2
27	2	2	2	2
26	2	2	2	2
25	2	2	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	2
21	2	2	2	2
20	2	2	2	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

Unit Staffing Plans: 7SA RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	7
29	1	10	10	10	7
28	1	9	9	9	7
27	1	9	9	9	7
26	1	8	8	8	6
25	1	8	8	8	6
24	1	7	7	7	6
23	1	7	7	7	6
22	1	7	7	7	6
21	1	7	6	6	5
20	1	6	6	6	5
19	1	6	6	6	4
18	1	6	6	6	4
17	1	5	5	5	4
16	1	5	5	5	4
15	1	5	5	5	4

Unit Staffing Plans: 7SA PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	5	5	4	3
29	5	5	4	3
28	5	5	4	2
27	5	5	4	2
26	5	5	4	2
25	5	5	4	2
24	4	4	3	2
23	4	4	3	2
22	4	4	3	2
21	4	4	3	2
20	4	4	3	2
19	4	4	3	2
18	4	4	3	2
17	3	3	2	1
16	3	3	2	1
15	3	3	2	1

Unit Staffing Plans: 7SE Oncology, Urology, Surgery RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
28	1	8.5	9	8	8
27	1	8.5	9	8	8
26	1	8.5	9	8	8
25	1	8.5	9	8	8
24	1	7.5	8	7	7
23	1	7.5	8	7	7
22	1	7.5	8	7	7
21	1	7.5	8	7	7
20	1	6.5	7	6	6
19	1	6.5	7	6	6
18	1	6.5	7	6	6
17	1	6.5	7	6	5
16	1	5.5	6	5	5
15	1	5.5	6	5	5

Unit Staffing Plans: 7SE Oncology, Urology, Surgery PCT Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
28	1	8.5	9	8	8
27	1	8.5	9	8	8
26	1	8.5	9	8	8
25	1	8.5	9	8	8
24	1	7.5	8	7	7
23	1	7.5	8	7	7
22	1	7.5	8	7	7
21	1	7.5	8	7	7
20	1	6.5	7	6	6
19	1	6.5	7	6	6
18	1	6.5	7	6	6
17	1	6.5	7	6	5
16	1	5.5	6	5	5
15	1	5.5	6	5	5

Unit Staffing Plans: 8N RN Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
19	6	6	6	5
18	6	6	6	5
17	5	5	5	4
16	5	5	5	4
15	5	5	5	4
14	4	4	4	3
13	4	4	4	3
12	4	4	4	3
11	3	3	3	3
10	3	3	3	2
9	3	3	3	2
8	3	3	3	2
7	2	2	2	2
6	2	2	2	2

Unit Staffing Plans: 8N PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	2	2	2	2
9	2	2	2	2
8	2	2	2	2
7	1	1	1	1
6	1	1	1	1

Unit Staffing Plans: 8SA Oncology RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	12	12	10	10
29	1	12	12	10	10
28	1	11	11	9	9
27	1	11	11	9	9
26	1	10	10	8	8
25	1	10	10	8	8
24	1	9	9	8	8
23	1	9	9	7	7
22	1	9	9	7	7
21	1	8	8	7	7
20	1	8	8	6	6
19	1	7	7	6	6
18	1	7	7	6	6
17	1	6	6	5	5
16	1	6	6	5	5
15	1	6	6	5	5

Unit Staffing Plans: 8SA Oncology PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	2	2	2	2
29	2	2	2	2
28	2	2	2	2
27	2	2	2	2
26	2	2	2	2
25	2	2	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	2
21	2	2	2	2
20	2	2	2	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

UWMC ML Emergency Department Staffing Plan 2023

The University of Washington Medical Center's Emergency Department treats about 30,000 patients each year. The Emergency Department is located on the second floor of the northeast wing of the Medical Center with its own entrance for ambulance, drive-up and walk-in patients.

The Emergency Department maintains six major medical beds specifically equipped for treatment of cardiac, pulmonary and medical emergencies and trauma. Additionally, there are nineteen minor rooms with cardiac monitoring capability and two seclusion rooms with a safe patient restroom in proximity.

All patients receive a screening exam by qualified medical staff. Determination is then made as to an appropriate treatment and disposition plan. Pediatric, burn and multi-system trauma patients requiring admission are stabilized and transported to the accepting designated regional center. Patients requiring sexual assault examination receive medical screening and stabilization and are then seen by a Sexual Assault Nurse Examiner.

UWMC ML Emergency Department Staffing Plan 2023

Description of Population and Services Provided:

The Emergency Department provides care 24-hours each day for all persons requesting emergency care regardless of age or chief complaint and complies with EMTALA requirements. Patient acuity ranges from unstable and critically ill patients to walk-in/non-urgent conditions. Oncology, Cardiac and Organ transplant recipients are a significant specialty population served by the ED. Behavioral Health diagnoses also contribute a significant number toward our census. Care is provided to all age groups.

Hours of Operation:

The Emergency Department is available 24 hours every day.

Department Overview:

The Emergency Department (ED) provides high quality emergency medical care through:

1. Rapid and timely assessments of patients and management of emergent and urgent health conditions,
2. Providing care and appropriate disposition with maximum efficiency;
3. Providing appropriate follow-up plans and referrals;
4. Providing a learning environment and experiences for health care providers;
5. Serving as a resource to the community for emergency care services, and
6. ⁴⁵Supporting research activities to advance the science of health care.

UWMC ML Emergency Department Staffing Grid

There is always a charge RN and a triage RN staffed in the department 24 hours a day/7 days a week.

Time of Day	RNs	Assistive Personnel MAs, PCTs, NTs	PSSs
0700	7	3	1
1100	8	4	1
1200	10	4	1
1300	11	4	1
1500	13	6	1
1900	13	6	1
2300	12	5	1
0000	10	5	1
0100	9	5	1
0300	7	4	1

Staffing Plans: Cath Lab

	Mon	Tues	Wed	Thurs	Fri
Procedure Rooms/day	5	5	5	5	5
RN and Tech Staff per room each case = 3.5	17.5	17.5	17.5	17.5	17.5
Charge Staff	1	1	1	1	1
Daily 'buffer' for illness, breaks, lunch, float	2.5	2.5	2.5	2.5	2.5
Total staff scheduled each day	21	21	21	21	21
Total FTEs approved in the Cath Lab	RN3 = 1.0 RN3 Educator = 1.0 RN2 = 12.5 Lead Technologist = 1.0 Technologist = 18				

Staffing Plans: EP Lab

	Mon	Tues	Wed	Thurs	Fri
Procedure Rooms/day	2	3	2	3	2
RN and Tech Staff per room each case = 3	6	9	6	9	6
Charge Staff	1	1	1	1	1
Buffer daily for illness, breaks, lunch, float	1	1.5	1	1.5	1
Total staff scheduled each day	8	11.5	8	11.5	8
Total Approved FTEs in the EP Lab	RN3 = 1.0 RN2 = 4.9 Lead Technologist = 1.0 Technologist = 6.9				

Staffing Plans: Interventional Cardiac Recovery Unit

Shift Times	Staffing Plan(s)
Shift 1 = 0600-1630	Staff are in Pod B for patient prep 5 RNs for 8 beds until 0830 1 PCT
Shift 2 = 0830-1900	Staff Pod B for continued patient prep Post procedures start returning to recover in Pod A beginning at 0930 5 RNs added for 9 RNs and one charge for 14 beds
Shift 3 = 1030-2100	4 RNs added for 13 total for 19 beds 2 nd PCT arrives (early PCT leaves at 1500) Lunch breaks begin 5 RNs leave at 1630 for total of 8 staff remaining All prep completed by 1500 and last TEE/cardioversion has taken place. Pod B closes at approximately 1700 5 RNs leave at 1900. Three nurses remain until the 2100 closure of unit and patients to discharge or transfer to the inpatient floor
Total Approved ICRU FTEs	RN3 = 1.0 RN Coordinators = 2.0 (patient pre/post procedure phone calls only) RN2 = 15.0 PCT = 2.0 Per Diem RN = 3

Staffing Plans: Radiology

- First and Second call cover emergencies between the hours of 1800-0600 Monday-Friday and 1800-0600 Friday pm-Monday am. Holiday call is covered with First and Second Call.
- We have 3 RN Coordinators. Two of these cover the IR MD patients and clinic and the other covers Anesthesia cases and schedule RN performs pre-education and prep phone calls and data for each patient who is scheduled into our Department with a nursing need.
- We have a RN3 who fulfills Charge Nurse duties and has some admin days per month to help with operational and educational needs for the staff RNs.
- Areas covered:
 - ✓ MRI
 - ✓ CT
 - ✓ Nuclear Medicine
 - ✓ Angio
 - ✓ Body
 - ✓ Fluro

Weekday Time Period	Nurses
06-1630	1 Angio Prep Charge 1 Angio Prep RN
07-1730	6 – 7 Procedure RNs
07-1730	Radiology charge RN
0830-1900	2 procedure nurses
09 to 1930	2 RN 09-1930 <i>(RN 10-2030 future possibility)</i>
Saturday Time Period	Nurses
07-1730	(2) RN's 07-1730 (Not started up again post COVID staffing availability)

Staffing Plans: Radiology, continued

Roles of the nurse in radiology:

- Procedural sedation cases in IR and Body per day: 15-32
- MRI and Fluoro procedural sedations
- Coronary CTA gatings
- Monitor pacemakers in MRI
- Assist with difficult IV placement, extravasations, contrast reactions
- Monitor patients in Nuclear Medicine and post IR procedures
- Assist in Anesthesia cases

Time	Number of RNs
0600-0700	3
0700-0800	8
0800-0900	14
0900-1630	14
1630-1730	11
1730-1830	3
1830-1930	2
1930-0600	On call

Staffing Plans: 4 South Procedures

- 4 South serves all UWMC departments and clinics that refer primarily Non-Oncology Infusion, transfusion and Special Procedure patients to 4S. This includes Transplant, Digestive Disease, Neurology, Rheumatology, Dermatology, OB, Surgery, Medicine and Neighborhood Clinics.
- In addition, we do outpatient special procedures such as Sickle cell & Plasma exchange, drug desensitization, water deprivation, saline suppression, PICC line placement, phlebotomy, cortisol stimulation test.
- The Triage RN role on 4 South reviews all orders and scheduled patients for the following day to assure orders are current and determine patient special needs. The Charge & Triage RN is not included in the staffing matrix.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
R N's 0700-0900	8	8	8	8	8
RN's 1100	10	10	10	10	10
RN's 1500	9	9	9	9	9
RNs 1730	4	4	4	4	4
PCTs 0700-1530	1	1	1	1	1
PSSs	2	2	2	2	2

Staffing Plans: 8 Southeast Infusion/Transfusion Services

- 8 Southeast serves UWMC, HMC and SCCA departments and clinics that refer primarily Oncology Infusion and transfusion services. This includes Gynecology Oncology, Urology, Alvord Brain Tumor Center, Harborview Hematology Oncology clinic and Seattle Cancer Care Alliance clinics.
- In addition, we have outpatients needing Methotrexate from OB, PICC lines that need to be placed in Oncology patients.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
RN's 0700	2	2	2	2	2
RN's 1100	8	8	8	8	8
RN's 1500	8	8	8	8	8
RNs 1900	3-4	4	4	4	4

Staffing Plans: Digestive Health Procedure Areas

	0630-1830
Anesthesia Rooms (1 RN/room)	3
Sedation Rooms (2 RN/room)	2
Admit RN	2
Discharge RN	2
Charge Staff	1
Total staff scheduled each day	17

Staffing Plans: Montlake Main OR/Surgery Pavilion Guidelines

UWMC Main/SP									
	Max Rooms	RN's (min)	Support (ST's, Fac min)	Total RN/ST	Chg RN	RN 3	HA's	Total*	
700	30	44	19	63	2	4	7	69	*Based on Number of OR's running
900	30	52	22	75	2	4	7	81	
1100	30	52	22	75	2	4	8	81	
1730	16	28	12	40	2	0	6	42	
1930	6	7	5	12	1	0	3	13	
2130	2	2	2	5	1	0	3	6	
2330	1	1	1	2	0	0	1	2	RN is the Charge Nurse
Saturday									
700	3	4	3	7		1	1	8	2 elective & 1 U/E-Call staff used for additional U/E cases-RN 3 used as charge
1730	2	3	2	5		1	1	3	0 elective & 2 U/E-Call staff used for additional U/E cases-RN 3 used as charge
1930	1	1	1	3	1	0	0	2	RN is the Charge Nurse
Sunday									
700	1	1	1	2	1	0	0	3	U/E only cases
1930	1	1	1	2	1	0	1	3	U/E only cases

Staffing Plans: Montlake Main OR/Surgery Pavilion Guidelines

Call Structure (Subject to change based on need)

Call Structure	M-F	Sat/Sun	Role	
General	2300-0700 x 2	0700-1900 x 3 RN/3 ST 1900-0700 x 2 each day	Circulate (RN) or Scrub (RN or ST)	
Cardiac	2300-0700 x 2	24 hr x 2 each day	Circulate (RN) or Scrub (RN or ST)	
Ortho	N/A	0700-1900 x 1 Each day	Scrub (RN or ST)	
Transplant	2300-0700 x 2	24 hr x 2 Each day	Scrub (RN or ST)	On call when not working regular shift
Neuro	2300-0700 x 1	24 hr x 1 each day	Scrub (RN or ST)	
Procurement	24 hr x 1	24 hr x 1 Each day	Scrub (ST)	On call when not working regular shift
HA	N/A	24 hr x 1 each day		

OR Roosevelt

Roosevelt									
M-F	Max Rooms	RN's (min)	Support (ST's, Fac min)	Total RN/ST	Chg RN	RN 3	HA's	Total*	
700-1730	2	2	2	5	0	1	0	5	*RN 3 or charge when RN 3 on vacation supports breaks and facilitates

PACU Roosevelt

Roosevelt									
M-F	Max Rooms	RN's (min)	Support (PCTs Fac min)	Total RN	Chg RN	RN 3	PCT's	Total*	
0630-1900	2	2	2	6	0	1	2 (depending on volume)	9	*RN 3 or charge when RN 3 on vacation supports breaks and facilitates

Staffing Plans: Montlake Main PACU/Surgery Pavilion PACU Guidelines

UWMC Main/SP									
	Max Rooms	RN's (min)	Support (PCTs, HA min)	Total RN/PCT/HA	Chg RN	RN 3	EVS	Total*	
0500	30	5	3	8	2	1	0	11	*Based on Number of OR's running
0530	30	17	5	22	2	1	0	25	
0800	30	22	5	27	3	3	1	34	
0830		26	5	31	3	3	1	38	
0900		29	7	36	3	3	1	43	
0930		31	8	39	3	3	1	46	
1000		36	9	45	3	3	1	52	
1100		43	9	52	3	3	2	60	
1200		49	9	58	3	4	2	67	
1300		51	9	60	3	4	2	69	
1500		51	10	61	3	3	2	69	
1730	16	30	8	38	3	2	1	44	
1930	6	17	6	23	2	1	1	27	
2330	2	3	1	4	1	0	0	5	
Saturday									
0700	2	2	1	2	1	0	0	4	RN is charge
0900		5	1	5	1	0	0	6	
1900	2	2	1	3	1	0	1	5	RN is charge
Sunday	1	2	1	3	1	0	1	5	RN is charge
07-1900	1	2	1	3	1	0	1	5	

Staffing Plans: Montlake PACU

Call Structure (Subject to change based on need)

Call Structure	M-F	Sat/Sun	Role	
General	2300-0500 x2 (Mon-Thurs) 2300-0730 x2 (Fri)	0700-1900 x2 RN 1900-0700 x 2 RN	RN	
PCT	N/A	0630-1900 x1	PCT	

Staffing Plans: Pre-Anesthesia Clinic

Start Times	RN's Min	RN Charge	RN 3	Total RN	MA	PSS	Total RN/Support Staff
0730	8	1	1	10	2	1	13
0800	8	1	1	10	2	2	13
1600	8	1	1	10	2	3	13
1800	8	1	1	10	0	0	10
Staffing Plan				10 RN/Day	2 MA/Day	3 PSS /Day	

Ambulatory Care Staffing Guidelines

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit

UNIT	Average Daily RN Minimum Staffing	NOTES
8 South	6	Allergy (1) , Rehab (2) , Neuro (2), Trans. Care clinic (1)
8SE-Oncology Clinic	3	
Alvord Brain Tumor Center	5	
Ambulatory Float Team	7	
Arlington MFM	1	
Bone & Joint Center	7	
Cardiology	33	
Dermatology Center	4	
Derm Surgery	1	
Diabetes	4	
Digestive Health	12	DHC (11) + Bronchoscopy (1)
Employee Health	2	Provides services to ~ 10,000 employees

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing	NOTES
Endocrine	2	
Eastside Specialty Center (ESC)/ Freestanding Infusion	13	ESC Shared Clinics (9) ESC Infusion (2) ESC Freestanding Infusion (1)
ESC GI_Endoscopy	7	
General Internal Med Clinic	5	
Headache	1	
Infusion at NWH	1	
Medical Specialties	6	Med Specialties includes transplant, allergy but case mgrs not included in RN count
Men's Health	3	
Maternal Infant Care Center	4	
Multiple Sclerosis Clinic	3	
Neurosurgery	4	
Otolaryngology	4	OTO Audiology (1), Head & Neck Surgery(3)

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing	NOTES
Pain	3	
Pediatrics	4	
Plastic Surgery	3	
Radiation Oncology	7	
Regional Heart Center-Edmonds	3	
Stadium Sports Medicine	3	Ortho, Sports Medicine
Surgical Specialties	6	
University Reproductive Center	3	
Urology	9	
Weight Loss	2	
Women's Health Care Center	6	

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit with Budgeted Visits			
Budget Number	UNIT	Average Daily RN Minimum Staffing	FY 22 Budgeted Visits
7210	Allergy: 8S	1	5843
7356	Alvord Brain Tumor Center	5	5619
8740	Ambulatory Float Team	7	None
7346	Arlington MFM	1	1716
7440	Bone & Joint Center	7	18895
7321	Bronchoscopy	1	24000
7717	Cardiology (UWHI) - Montlake	33	27114
7370	CHDD	1	3672
7336	CTD Reconstructive Surgery	3	6022
7333	Derm Surgery	1	2592
7335	Dermatology Center	4	22022
7405	Diabetes Care Center	4	15000
7320	Digestive Health	11	176220
7285	ESC Shared Clinic	9	60000
7268	ESC Freestanding Infusion	1	4844
7271	ESC Infusion	2	3048
7410	Endocrinology	2	6448

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit with Budgeted Visits			
Budget Number	UNIT	Average Daily RN Minimum Staffing	FY 22 Budgeted Visits
7322	ESC GI_Endoscopy	7	50772
7290	Eye clinic	0	4000
7324	Gastroenterology	2	6768
7311	General Internal Med Clinic	4	23245
7372	Genetic Medicine Clinic	1	2539
7304	Headache	1	5060
7272	UWMC Infusion Center -NW	2	15804
7340	Maternal Infant Care Center	4	11996
7310	Medical Specialties	6	27539
7351	Men's Health	3	6942
7355	Multiple Sclerosis Clinic	3	8581
7305	Neurology: 8S	2	7626
7307	Neurosurgery	4	7332
7267	Oncology: 8SE	3	7332
7299	Otolaryngology Audiology & Speech	1	
7300	Otolaryngology Head Neck Surgery	3	16800
7265	OutPat Psychiatry	1	11148
7331	Pain	3	12458

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit with Budgeted Visits			
Budget Number	UNIT	Average Daily RN Minimum Staffing	FY 22 Budgeted Visits
7322	ESC GI_Endoscopy	7	50772
7290	Eye clinic	0	4000
7324	Gastroenterology	2	6768
7311	General Internal Med Clinic	4	23245
7372	Genetic Medicine Clinic	1	2539
7304	Headache	1	5060
7272	UWMC Infusion Center -NW	2	15804
7340	Maternal Infant Care Center	4	11996
7310	Medical Specialties	6	27539
7351	Men's Health	3	6942
7355	Multiple Sclerosis Clinic	3	8581
7305	Neurology: 8S	2	7626
7307	Neurosurgery	4	7332
7267	Oncology: 8SE	3	7332
7299	Otolaryngology Audiology & Speech	1	
7300	Otolaryngology Head Neck Surgery	3	16800
7265	OutPat Psychiatry	1	11148
7331	Pain	3	12458

Ambulatory Care Staffing Guidelines, continued

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit with Budgeted Visits			
Budget Number	UNIT	Average Daily RN Minimum Staffing	FY 22 Budgeted Visits
7375	Pediatrics	4	11162
7487	Regional Heart Center-Edmonds	3	2973
7360	Rehab Medicine Clinic	2	6168
7365	Rheumatology Clinic	1	6233
7490	SLU Heart Institute	1	1752
7442	Stadium Sports Medicine	3	24634
7330	Surgical Specialties	6	12722
7343	University Reproductive Center	3	5269
7350	Urology	9	16189
7332	Weight Loss	2	6690
7342	Women's Health Care Center	6	26638
7483	4S Special Proc Op	11	25668

2023 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit with Budgeted Visits

Budget Number	UNIT	Average Daily RN Minimum Staffing	FY 22 Budgeted Visits
7375	Pediatrics	4	11162
7487	Regional Heart Center-Edmonds	3	2973
7360	Rehab Medicine Clinic	2	6168
7365	Rheumatology Clinic	1	6233
7490	SLU Heart Institute	1	1752
7442	Stadium Sports Medicine	3	24634
7330	Surgical Specialties	6	12722
7343	University Reproductive Center	3	5269
7350	Urology	9	16189
7332	Weight Loss	2	6690
7342	Women's Health Care Center	6	26638
7483	4S Special Proc Op	11	25668

Northwest Campus Staffing Plan



FY23 Inpatient Labor Productivity Targets

Department	FY22 Total HPPD
5 Med/Surg	14.15
4 Med/Surg	13.72
ICU	27.43
SCU	16.65
2 East	15.33
MSE*	15.01

- Total HPPD reflects all productive and nonproductive time for fixed and variable staff.
- * Excludes impact of boarder days

Department Staffing Plans: 2 East RN Guidelines

1 ADT RN is budgeted above the grid and scheduled 12 hours Tuesday-Thursday

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
22	1	5	5	4	4
21	1	5	5	4	4
20	1	5	5	4	4
19	1	4	4	4	4
18	1	4	4	4	4
17	1	4	4	4	4
16	1	4	4	3	3
15	1	4	4	3	3
14	1	4	4	3	3
13	1	3	3	3	3
12	1	3	3	2	2
11	1	3	3	2	2
10	1	2	2	2	2

Department Staffing Plans: 2 East CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
22	3	3	3	3
21	3	3	3	3
20	3	3	3	3
19	3	3	3	3
18	3	3	3	3
17	3	3	3	3
16	2	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	2	2	2	2

Department Staffing Plans: 4 Med/Surg RN Guidelines

1 ADT RN is budgeted above the grid and scheduled 12 hours Monday - Friday

Census	Charge Nurse 24/7	7A-3P	3P-7P	7P-11P	11P-7A
36	1	9	9	8	8
35	1	9	9	7	7
34	1	9	9	7	7
33	1	9	9	7	7
32	1	8	8	7	7
31	1	8	8	7	7
30	1	8	8	6	6
29	1	8	8	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	7	7	6	6
25	1	7	7	5	5
24	1	6	6	5	5
23	1	6	6	5	5
22	1	6	6	5	5
21	1	6	6	5	5

Department Staffing Plans: 4 Med/Surg CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
36	6	6	5	5
35	6	6	5	5
34	6	6	5	5
33	6	6	5	5
32	5	5	5	5
31	4	4	4	4
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	4	4
26	4	4	3	3
25	4	4	3	3
24	4	4	3	3
23	3	3	3	3
22	3	3	3	3
21	3	3	3	3

Department Staffing Plans: 5 Med/Surg RN Guidelines

Census	Charge Nurse 24/7	7A-3P	3P-7P	7P-11P	11P-7A
36	1	9	9	8	8
35	1	9	9	8	8
34	1	9	9	8	8
33	1	8	8	8	8
32	1	8	8	7	7
31	1	8	8	7	7
30	1	7	7	7	7
29	1	7	7	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	6	6	5	5

Department Staffing Plans: 5 Med/Surg CNA Guidelines

Additional staffing is provided if SPM needs

Census	7A-3P	3P-7P	7P-11P	11P-7A
36	6	6	5	5
35	6	6	5	5
34	6	6	5	5
33	6	6	5	5
32	5	5	4	4
31	4	4	4	4
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	3	3
26	4	4	3	3

Department Staffing Plans: ICU RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
15	1	9	9	9	9
14	1	8	8	8	8
13	1	8	8	7	7
12	1	7	7	7	7
11	1	7	7	7	7
10	1	6	6	6	6
9	1	5	5	5	5
8	1	5	5	5	5
7	1	4	4	4	4

Department Staffing Plans: ICU CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	1	1	1	1
9	1	1	1	1
8	1	1	1	1
7	1	1	1	1

Department Staffing Plans: SCU RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
17	1	5	5	5	5
16	1	5	5	4	4
15	1	5	5	4	4
14	1	5	5	4	4
13	1	4	4	4	4
12	1	4	4	3	3
11	1	4	4	3	3
10	1	3	3	3	3
9	1	3	3	3	3

Department Staffing Plans: SCU CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
17	3	2	2	2
16	3	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	1	1	1	1
9	1	1	1	1

Department Staffing Plans: MSE RN Guidelines

Additional staffing is provided if IP chemo needs arise

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
43	1	10	10	9	9
42	1	10	10	9	9
41	1	10	10	9	9
40	1	10	10	9	9
39	1	9	9	8	8
38	1	9	9	8	8
37	1	9	9	8	8
36	1	9	9	8	8
35	1	8	8	7	7
34	1	8	8	7	7
33	1	8	8	7	7
32	1	8	8	7	7
31	1	8	8	7	7
30	1	7	7	6	6
29	1	7	7	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	7	7	6	6

Department Staffing Plans: MSE CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
43	6	6	6	6
42	6	6	6	6
41	6	6	6	6
40	6	6	5	5
39	6	6	5	5
38	6	6	5	5
37	6	6	5	5
36	6	6	5	5
35	5	5	5	5
34	5	5	5	5
33	5	5	5	5
32	5	5	4	4
31	4	4	4	4
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	4	4
26	4	4	4	4

Unit Staffing Plans: Psychiatry RN Guidelines

Census	Charge Nurse	7A-7P	11A-11P	7P-7A
27	1	5	1	3
26	1	5	1	3
25	1	5	1	3
24	1	4	1	3
23	1	4	1	3
22	1	4	1	3
21	1	4	1	3
20	1	3	1	3
19	1	3	1	3
18	1	3	1	3
17	1	3	1	3
16	1	3	1	3

Unit Staffing Plans: Psychiatry CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
27	5	5	5	5
26	5	5	5	5
25	5	5	5	5
24	4	4	4	4
23	4	4	4	4
22	4	4	4	4
21	4	4	4	4
20	4	4	4	4
19	4	4	4	4
18	4	4	4	4
17	4	4	4	4
16	3	3	3	3

Unit Staffing Plans: Childbirth Center and NICU

Core RN Staffing Plan:

- 1 Charge Nurse
- 1 ED Triage RN
- 2 Resource/Flex RNs
- 10 RNs Day/Eve 12 hours
 - 2 NICU Trained
 - 5-6 Labor & Delivery Trained
 - Max 1 Post Partum in this mix
- 10 RNs Eve/Night 12 hours
 - 2 NICU Trained
 - 5-6 Labor & Delivery Trained
 - Max 1 Post Partum in this mix
- 1 Unit Secretary Day/Eve 8 hours, coverage 24 hours/day
- 1 OR Tech 24/7
- Dedicated Lactation Nurse 8 hours/7 days

Unit Staffing Plans: OP Infusion

- 3 RNs scheduled Monday – Friday
- 2 RNs scheduled Saturday
- 1 CNA scheduled Monday – Friday
- 1 Unit Secretary Monday – Saturday

Unit Staffing Plans: Emergency Department

ED Staffing is subject to change depending on visit volume trends.

Time of Day	RNs	Assistive Personnel MAs	Unit Secretary
0700	7	3	1
1100	10	6	1
1300	11	6	1
1500	13	7	1
1900	13	7	1
2300	10	4	1
0100	9	4	1
0300	7	3	1

Unit Staffing Plans: Surgical Services Summary

Department	Hours of Operation
Main Operating Room (OR)	<p>Monday – Friday:</p> <ul style="list-style-type: none"> • 12 rooms: 0700 – 1700 • 4 rooms: 1700 – 1900 • 2 rooms: 1900 – 2100 • 1 room: 2100-2300 <p>Saturday:</p> <ul style="list-style-type: none"> • 2 rooms 0700 – 1730 (elective) • 1 urgent/emergent room 0700 – 1930 <p>Sunday</p> <ul style="list-style-type: none"> • 1 urgent/emergent room 0700 – 1930 <p>On call coverage for weeknights, Saturday, Sunday and Holidays</p>
Pre/Post Anesthesia Recovery Unit (PSA/PACU)	<ul style="list-style-type: none"> • Surgical admits (PSA): 0530-1930 • ECT begins 0600 • Phase I & II: 0700 – 2230 • Saturday PSA (1RN) 0600 – 1430, Phase 1 (2RNs) 0700 – 1930 and (1RN) 0900 – 1730 PACU and Phase II (1RN) 0900 – 1730. CNA 0600 – 1630 • Weeknights On call coverage 2200 – 0700 • On call coverage for Saturday from 1900 – 0700 • Sunday and Holidays call coverage (2–12-hour shifts): 0700 – 1900 & 1900 – 0700
Outpatient Surgery Center (OSC)	<ul style="list-style-type: none"> • Monday – Friday 0600 – 1830 • 4 ORs: 0700 – 1700 • Minor Procedure Room: 0700 – 1600
Pre-Anesthesia Clinic (PAC)	<p>Monday – Friday:</p> <ul style="list-style-type: none"> • 08:00 – 18:30

Unit Staffing Plans: Main OR

- 1 Associate Director, Operating Room
- 1 Manager, Surgical Techs and Anesthesia Techs
- 2 RN3s
- 1 Charge RN 0600 – 2300
- 1 Unit Secretary 0600 – 1830
- 6 OR assistants 0645 – 2130
- 1 RN and 1 Surgical Tech per room or 2 RNs per room
- 4 team leaders - 24-hour coverage (assist with setting up and turning over rooms)

Unit Staffing Plans: PSA/PACU

- 1 RN Manager
- 2 Charge RN (1 in PSA and 1 for Phase I and Phase II)
- Surgery admits (PSA): Overall Staffing 7 RNs at 0600 and 1RN at 0900
 - 1 RN to 2 patients (12 admissions with six nurses and a charge nurse), the 8th nurse starts at 0900 to allow relief for lunch breaks.
 - 1 Secretary 0530-1800 M-F, 1 CNA 0600-1630 M-TH, Phase II CNA works in PSA from 0600-0900
- Phase I: Overall staffing between Phase I and II is 12 RNs for >34 patients
 - 1 RN to up to 2 patients 0700 – 2230, Following ASPAN (American Society of PeriAnesthesia Nurses) guideline
 - Unit secretary 0600 – 1830 M-F
 - Transport CNA 1200 – 2030 M-F
- Phase II:
 - 1 RN to 2 – 3 patients following ASPAN
 - CNA 0600-1430 M-F (this CNA starts in PSA) and 1300 – 2130 M-F
 - 2 OR Assistants 0700-1530 M-F and 1300-2130 M-F

Unit Staffing Plans: OSC

- 1 RN Manager
- 2 OSC Charge Nurse 0600 – 1600 (OR & Day surgery)
- Resource Coordinator 0600 – 1430
- 2 Instrument Techs (FTEs from CP)
- 1 RN and 1 Surgical Tech or 2 RNs per OR, 2 RNs for MPR
- 1 Team Leader to assist with turnovers and case set up
- 1 RN to 2 patients for admissions
- 1 RN to 2 patients for Phase I (second patient after a protected airway)
- 1 RN to 2 – 3 patients for Phase II
- 1 CNAs 0600 – 1430/ 1 CNA 0800-1630/1 CNA 0900 – 1730

Unit Staffing Plans: Pre-Anesthesia Medicine Consult Clinic

- 6 RNs:
 - Per workday
 - Shifts scheduled between 07:30 – 18:30
- 1 PSS – 8 hours per workday
- 1 MA – 8 hours per workday

Unit Staffing Plans: Cath/EP Labs

	Monday	Tuesday	Wednesday	Thursday	Friday
Procedure Rooms/day (includes 1 Cath & 1 EP lab)	2	2	2	2	2
RN/Tech Staff per room each case (3.5 x 2 rooms)	7	7	7	7	7
Daily 'buffer' for illness, breaks, lunch relief, float	1.5	1.5	1.5	1.5	1.5
Total minimum staff scheduled each work day	8.5	8.5	8.5	8.5	8.5

- Scheduler (RN3) to determine the RN/Tech-mix for each day on the posted staffing schedule based on filling the required 'roles' that ensure safe and efficient procedure rooms operations.

Cath Lab staffing		EP Lab staffing		Staffing: Cath/EP Lab Total FTEs
1. Scrub – Tech		1. Mapping/pacing-stims – RN or Tech		• RNs = 6.5 FTEs
2. Sedation – RN		2. Circulator – RN or Tech		• Tech = 7.0 FTEs
3. Monitor – Tech or trained RN		3. Scrub – Tech		
4. Circulator (if indicated) – RN or Tech				

Unit Staffing Plans: Cath/EP Labs - continued

Other staffing considerations/rationale:

- Leadership 'Admin' time for RN3 = 1-2 day/week and is reflected on the posted staffing schedule. 'Admin' days on the schedule must always be based on the clinical coverage and unit staffing needs having been met for patient care.
- Taking 'On-Call' shifts is required for the Cath Lab staff on nights, weekend, and holiday coverage of emergent procedures. This coverage is mandatory and pre-scheduled by the RN3 and 'team.'
- The staffing 'Buffer' is due to the need to close procedure rooms if safe staffing levels are not attained each day. In addition, there are no available float resources at to assist with low staffing IN the Cath/EP Labs. This is due to the highly specialized skills required to manage the equipment and inventory specific to Cath and/or EP procedures.
- Open, unfilled, and approved staff positions may be filled with agency/traveler personnel.
- The Cath/EP Labs do not have additional ancillary support, such as care techs or housekeeping staff during the day. The staff are responsible for room cleaning, turning rooms, patient transports, etc. There is a terminal clean each night (or following any droplet, airborne or contact precautions procedure) by UWMC EVS/housekeeping personnel.

Unit Staffing Plans: Interventional Radiology

- First and Second call cover emergencies between the hours of 1800-0600 Monday-Friday and 1800-0600 Friday pm-Monday am. Holiday call is covered with First and Second Call.
- We have a RN3 who fulfills Charge Nurse duties and has some admin days per month to help with operational and educational needs for the staff RNs.
- Areas covered:
 - ✓ MRI
 - ✓ CT
 - ✓ Nuclear Medicine
 - ✓ Angio
 - ✓ Body
 - ✓ Fluro

Weekday Time Period	Nurses
07-1730	1 Angio Charge
07-1730	2-4 Procedure RNs

Saturday Time Period	Nurses
07-1730	(2) RN's 07-1730

Unit Staffing Plans: Interventional Radiology

Roles of the nurse in radiology:

- Procedural sedation cases in IR and Body per day: 15-32
- MRI and Fluoro procedural sedations
- Coronary CTA gatings
- Monitor pacemakers in MRI
- Assist with difficult IV placement, extravasations, contrast reactions
- Monitor patients in Nuclear Medicine and post IR procedures
- Assist in Anesthesia cases

Time	Number of RNs
0600-0700	3
0700-0800	8
0800-0900	14
0900-1630	14
1630-1730	11
1730-1830	3
1830-1930	2
1930-0600	On call

Unit Staffing Plans – Ambulatory Facility Based Clinics

UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing (FTEs)	NOTES
Anticoagulation Clinic at Northwest Outpatient Medical Center	1.00	
Breast Clinic at UW Medical Center - Northwest	1.00	
Cardiac Rehabilitation at UW Medical Center - Northwest	1.00	RN Schedule : Mon - 1, Tues - 2, Wed - 2, Thurs - 2, Fri - 1
Digestive Health Clinic at UW Medical Center - Northwest	1.00	
Endocrinology Clinic at UW Medical Center - Northwest	0.50	This 1 FTE is the RN3
General Urology Clinic at UW Medical Center - Northwest	2.00	RN3 included
Gynecology and Gynecologic Oncology Clinic at UWMC NW	1.00	
Heart Institute at UW Medical Center - Northwest	4.00	Includes RN3
Hepatology Clinic at UW Medical Center - Northwest	1.00	
Infectious Disease & Travel Medicine Clinic at UW Medical Center - Northwest	1.00	1 RN works every day at ID Clinic, the 2nd RN is a Covid Therapeutics RN (infusion), and works M/T-Th/F (No Wednesdays)
Joint & Hand/ Orthopedic Fracture Clinic AKA Hip & Knee Center at UW Medical Center – Northwest, and Hand & Elbow Center at UW Medical Center - Northwest	1.00	

Unit Staffing Plans – Ambulatory Facility Based Clinics

UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit

UNIT	Average Daily RN Minimum Staffing (FTEs)	NOTES
Kidney Stone Center at UW Medical Center – Northwest	2.00	
Midwives Clinic at Northwest Outpatient Medical Center	1.00	
Neurosurgery & Spine Clinic at UW Medical Center – Northwest	1.00	
NW Endoscopy	7.00	Includes 0.5 FTE RN3
Pelvic Health Center	1.00	
Respiratory Clinic at UW Medical Center – Northwest	1.00	Includes RN3 (1FTE)
Rheumatology & Arthritis Clinic at UW Medical Center – Northwest	1.00	This is a LPN position, no RNs
Rheumatology & Arthritis Clinic at UW Medical Center - Northwest (Infusion)	4.00	4 RNs per day (not including RN3) in 10-hour shifts. Budgeted FTE is 4, but actual FTE is closer to 5 due to volumes.
Heart Institute at Mill Creek	1.00	Supported by RNs from NW Heart Institute on Tuesday & Wed. Mo specific RN FTE
Sports Medicine Clinic at Ballard	0.40	Includes 0.5 RN3
Sports Medicine Clinic at Northwest Outpatient Medical Center	2.40	Includes 0.5 RN3
Surgical Services and Hernia Center at UW Medical Center – Northwest	9-hour shift Mon-Thu	RN off on Fridays

Unit Staffing Plans – Ambulatory Facility Based Clinics

UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing (FTEs)	NOTES
Vascular Center at UW Medical Center - Northwest (procedure)	10-hour shifts each RN = 20 hours Mon-Thu	Closed Fridays
Women's Health at Ballard	1.60	
Women's Health at Northwest Outpatient Medical Center	2.00	
Women's Health at UW Medical Center - Northwest	2.00	1 is the Charge RN
Women's Health Clinic at Mill Creek	1.00	
Wound Care Clinic at UW Medical Center - Northwest	6.00	