HARBOR REGIONAL HEALTH COMMUNITY HOSPITAL
NURSE STAFFING PLAN
Cover Page

The following is the nurse staffing plan for Harbor Regional Health Community Hospital, submitted to the Washington State Department of Health in accordance with Revised Code of Washington 70.41.420.

Attestation Page

I, the undersigned with responsibility for Harbor Regional Health Community Hospital, attest that the attached staffing plan and matrix was developed in accordance with RCW 70.41.420 and includes all units covered under our hospital license under RCW 70.41. 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 need for specialized or intensive equipment;
- ☑ 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;
- ☑ Availability of other personnel supporting nursing services on the patient care unit;
- ☑ 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;

This staffing plan was adopted by the hospital on: _____ 12 | 21 | 2022 _____
Date

As approved by _____

Tom Jensen, CEO

ATTACHMENT B
Surgical Unit: Your Care Team

Policy: The Surgical Unit will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill will determine patient care assignments.

Your Care Team: Registered Nurse (RN), Nursing Assistant-Certified (NA-C), Ward Clerk (WC), in accordance with the required certifications and licensures of the specific job description.

Description: 21 beds 8 of which are observation beds, 8 semi-private rooms, 5 private rooms.

Population: primary population-acute adult post-operative patients (general and orthopedic), secondary population- acute adult general medical.

Nursing Skill Mix: RN- 67% NA-C 33%.

Definitions:
RN: Provides nursing care and will oversee all aspects of your stay.
NA-C: Assists the RN with your nursing care and procedures.
WC: Provides clerical assistance to help smooth patient flow and department function.

Average Daily Staffing by Time of Day
*All shifts are 12 hours for RNs and Ward Clerks

Average Number of Patients	Care Team Members	Day (7a-7p)	Night (7p-7a)
19	RN	5	5
19	WC	1	.5❖
19	NA-C	2	2

* **Registered Nurse (RN) to Patient Ratio (at 19 ADC):** D- 1:3-5 and N- 1: 4-6.

*All shifts are 12 hours for NA-Cs

Average Number of Patients	Care Team Members	Day (7a-7p)		Night (7p-7a)
19	NA-C	2		2

Additional support personnel and/or patient care team members:

x	Unit Director	X	Nutrition
x	Clinical Manager	X	Physical Therapist
x	Cardiopulmonary Therapist	X	Occupational Therapist
x	Clinical Pharmacist	X	Social Services
x	Hospitalist	X	Transporter
x	House Supervisor	X	Speech Therapist
x	Nursing Students	X	Staff Assistant
X	Patient Observer	X	Monitor Tech

❖ The night shift WC divides their time between the Medical/Pediatric and the Surgical Unit.

❖ The Monitor Tech (MT) monitors the cardiac activity of the patients on the Medical/Pediatric and Surgical Units, CCU and Emergency Department.

Medical/Surgical Staffing Guidelines

	Days/Evenings				Nights		
Census	CN	RN 7a-7p	NAC 0700-1900	Census	CN	RN 7p-7a	NAC 1900-0700
5		2		5		2	
6		2		6		2	
7		2	1	7		2	1
8		2	1	8		2	1
9		2	1	9		2	1
10		3	1	10		2	1
11		3	2	11		3	1
12		3	2	12		3	1
13	1	3	2	13		3	2
14	1	3	2	14		3	2
15	1	3	2	15	1	3	2
16	1	3	2	16	1	3	2
17	1	3	2	17	1	3	2
18	1	4	2	18	1	3	2
19	1	4	2	19	1	4	2
20	1	4	2	20	1	4	2
21	1	4	3	21	1	4	2
22	1	5	3	22	1	4	2
23	1	5	3	23	1	4	3
24	1	5	3	24	1	4	3
25	1	5	3	25	1	4	3

With NAC support: RNs days (7a-7p) can take up to 5 patients/max of 6 patients on nights (7p-7a) during high census.

Please note: Must take NAC max patient load into consideration for staffing days, & nights.

Primary Care:
RNs can take up to 3 patients.

Pediatric Patients:
For pediatric patients eleven or younger, the RN will have no more than three other patients. Exceptions to this can be made based on the age, complexity, and predictability of pediatric patient's medical condition.

Charge nurses:

On days, can take up to 2 patients when there is a designated CN.

When no designated CN, can take more than the 2 patients.

On nights, charge nurse can take a max of 4 patients.

NACs: days can take up to 10 patients. On nights, can take up to 12 patients

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT C

Medical/Pediatric Unit: Your Care Team

Policy: The Medical/Pediatric Unit will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill will determine patient care assignments.

Your Care Team: Registered Nurse (RN), Nursing Assistant-Certified (NA-C), Ward Clerk (WC), in accordance with the required certifications and licensures of the specific job description.

Description: 26 beds of which 3 are observation beds, 15 semi private and 8 private rooms.

Population: primary population-acute adult post operative patients and acute general medical secondary- stable, acute pediatric, general medical and surgical.

Nursing Skill Mix: RN- 67% NA-C 33%.

Definitions:
RN: Provides nursing care and will oversee all aspects of your stay.
NA-C: Assists the RN with your nursing care and procedures.
WC: Provides clerical assistance to help smooth patient flow and department function.

Average Daily Staffing by Time of Day
  *All shifts are 12 hours for RNs and Ward Clerks

Average Number of Patients	Care Team Members	Day (7a-7p)	Night (7p-7a)
19	RN	5	5
19	WC	1	.5❖
19	NA-C	2	2

* Registered Nurse (RN) to Patient Ratio (at 19 ADC): D- 1:3-5 and N- 1: 4-6.

*All shifts are 12 hours for NA-C

Average Number of Patients	Care Team Members	Day (7a-7p)		Night (7p-7a)
19	NA-C	2		2

Additional support personnel and/or patient care team members:

x	Unit Director	X	Nutrition
x	Clinical Manager	X	Physical Therapist
x	Cardiopulmonary Therapist	X	Occupational Therapist
x	Clinical Pharmacist	X	Social Services
x	Hospitalist	X	Transporter
x	House Supervisor	X	Speech Therapist
x	Nursing Students	X	Staff Assistant

x	Patient Observer	X	Monitor Tech

❖ The night shift WC divide their time between the Medical/Pediatric and the Surgical Units.

❖ The Monitor Tech (MT) monitors the cardiac activity of the patients on the Medical/Pediatric and Surgical Units, CCU and Emergency Department.

Medical/Surgical Staffing Guidelines

Census	Days/Evenings			Census	Nights		
	CN	RN 7a-7p	NAC 0700-1900		CN	RN 7p-7a	NAC 1900-0700
5		2		5		2	
6		2		6		2	
7		2	1	7		2	1
8		2	1	8		2	1
9		2	1	9		2	1
10		3	1	10		2	1
11		3	2	11		3	1
12		3	2	12		3	1
13	1	3	2	13		3	2
14	1	3	2	14		3	2
15	1	3	2	15	1	3	2
16	1	3	2	16	1	3	2
17	1	3	2	17	1	3	2
18	1	4	2	18	1	3	2
19	1	4	2	19	1	4	2
20	1	4	2	20	1	4	2
21	1	4	3	21	1	4	2
22	1	5	3	22	1	4	2
23	1	5	3	23	1	4	3
24	1	5	3	24	1	4	3
25	1	5	3	25	1	4	3

With NAC support: RNs days (7a-7p) can take up to 5 patients/max of 6 patients on nights (7p-7a) during high census.
Please note: Must take NAC max patient load into consideration for staffing days & nights.

Primary Care:
RNs can take up to 3 patients.

Pediatric Patients:
For pediatric patients eleven or younger, the RN will have no more than three other patients. Exceptions to this can be made based on the age, complexity, and predictability of pediatric patient's medical condition.

Charge nurses:

On days, can take up to 2 patients when there is a designated CN.

When no designated CN, can take more than the 2 patients.

On nights, charge nurse can take a max of 4 patients.

NACs: days can take up to 10 patients. On nights, can take up to 12 patients

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT D
Family Birth Center: Your Care Team

Policy: The Family Birth Center (FBC) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill will determine patient care assignments.

Your Care Team: Registered nurse (RN), obstetrical technician (OBT), in accordance with the required certifications and licensures of the specific job description.

Description: 11 bed unit with 4 single room LDRs, 5 post-partum single rooms, 2 observation rooms, 1 C-Section OR room, 1 exam room, and Level 1 nursery.

Population: primary population-evaluation and treatment of pregnancy through delivery, to the immediate post-partum period, care of newborns secondary- overflow female adult gynecology surgical patients

Nursing Skill Mix: RN-90%, OBT -10%

Definitions:
RN: Your assigned RN who will be most involved in your day to day care and oversee all aspects of your stay.
OBT: Provides surgical assistance in operating room. Provides clerical assistance to help smooth patient flow and department function.

Average Daily Staffing by Time of Day
*RNs and OBT work 12 hour shifts

Average Number of Patients (which includes newborns)	Care Team Members	Day (7a-7p)	Night (7p-7a)
6 plus	RN	3 - 4	3
0	OBT	1	1

Additional support personnel and/or patient care team members:

x	Unit Director	x	Nutrition
	Assistant Director	x	Rehab Therapists
x	Cardiopulmonary Therapist	x	Social Services
x	Clinical Pharmacist	x	Transporter
	Hospitalist		Trauma Coordinator
x	House Supervisor		
x	Nursing Students		

FBC Staffing Guidelines	
Nurse to Woman or Nurse to Baby Ratio	**Care Provided**
Antepartum	
1 to 2-3	Women during non-stress testing
1 to 1	Woman presenting for initial obstetric triage
1 to 2-3	Women in obstetric triage after initial assessment and in stable condition
1 to 3	Women with antepartum complications in stable condition
1 to 1	Woman with antepartum complications who is unstable
1 to 1	Continuous bedside attendance for woman receiving IV magnesium sulfate for the first hour of administration for preterm labor prophylaxis and no more than 1 additional couplet or woman for a nurse caring for a woman receiving IV magnesium sulfate in a maintenance dose
1 to 2	Women receiving pharmacologic agents for cervical ripening
Intrapartum	
1 to 1	Woman with medical (such as diabetes, pulmonary or cardiac disease, or morbid obesity) or obstetric (such as preeclampsia, multiple gestation, fetal demise, indeterminate or abnormal FHR pattern, women having a trial of labor attempting vaginal birth after cesarean birth) complications during labor
1 to 1	Woman receiving oxytocin during labor
1 to 1	Woman laboring with minimal to no pain relief or medical interventions
1 to 1	Woman whose fetus is being monitored via intermittent auscultation
1 to 1	Continuous bedside nursing attendance to woman receiving IV magnesium sulfate for the first hour of administration; 1 nurse to 1 woman ratio during labor and until at least 2 hours postpartum and no more than 1 additional couplet or woman in the patient assignment for a nurse caring for a woman receiving IV magnesium sulfate during postpartum
1 to 1	Continuous bedside nursing attendance during initiation of regional anesthesia until condition is stable (at least for the first 30 minutes after initial dose)
1 to 1	Continuous bedside nursing attendance to woman during the active pushing phase of second-stage labor
1 to 2	Women in labor without complications
2 to 1	Birth; 1 nurse responsible for the mother and 1 nurse whose sole responsibility is the baby
Postpartum and Newborn Care	
1 to 1	Continuous bedside nursing attendance to woman in the immediate postoperative recovery period (for at least 2 hours)
1 to 3	Mother-baby couplets after the 2-hour recovery period (with consideration for assignments with mixed acuity rather than all recent post-cesarean cases)
1 to 2	Women on the immediate postoperative day who are recovering from cesarean birth as part of the nurse to patient ratio of 1 nurse to 3 mother-baby couplets

FBC Staffing Guidelines	
Nurse to Woman or Nurse to Baby Ratio	**Care Provided**
1 to 5-6	Women postpartum without complications (no more than 2-3 women on the immediate postoperative day who are recovering from cesarean birth as part of the nurse to patient ratio of 1 nurse to 5-6 women without complications)
1 to 3	Women postpartum with complications who are stable
1 to 5-6	Healthy newborns in the nursery requiring only routine care whose mothers cannot or do not desire to keep their baby in the postpartum room
1	At least 1 nurse physically present at all times in each occupied basic care nursery when babies are physically present in the nursery
1 to 1	Newborn boy undergoing circumcision or other surgical procedures during the immediate preoperative, intraoperative and immediate postoperative periods
1 to 3-4	Newborns requiring continuing care
1 to 2-3	Newborns requiring intermediate care
1 to 1-2	Newborns requiring intensive care
1 to 1	Newborn requiring multisystem support
1 to 1 or greater	Unstable newborn requiring complex critical care
1	At least 1 nurse available at all times with skills to care for newborns who may develop complications and/or need resuscitation
Minimum Staffing	
2	A minimum of 2 nurses as minimum staffing even when there are no perinatal patients, in order to be able to safety care for a woman who presents with an obstetric emergency that may require cesarean birth (1 nurse circulator; 1 baby nurse, one or both of whom should have obstetric triage, labor and fetal assessment skills). A scrub nurse or surgical tech should be available in-house or on call such that an emergent birth can be accomplished within 30 minutes of the decision to proceed. Another labor nurse should be called in to be available to care for any other pregnant woman who may present for care while the first 2 nurses are caring for the woman undergoing cesarean birth and during post-anesthesia recover.

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

References
1 www.AWHONN.org
2 Guidelines for Perinatal Care 8th Edition (pp 49-52) by American Academy of Pediatrics and American College of Obstetricians and Gynecologists , 2017

ATTACHMENT E
HarborCrest Behavioral Health Unit: Your Care Team

Policy: The HarborCrest Behavioral Health Unit (HBH) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill will determine patient care assignments.

Your Care Team: Registered nurse (RN), Nursing Assistant-Certified (NA-C), Ward Clerk, Chemical Dependency Counselor (CDP), in accordance with the required certifications and licensures of the specific job description.

Description: 26 beds in 12 semi private rooms, 2 private rooms for acute medical detoxification, stabilization and rehabilitation.

Population: primary population-treatment of adult patients during acute phase of medical detoxification through initial inpatient treatment of addiction.

Nursing Skill Mix: RN 75% NA-C 25%.

Definitions:
RN: Your assigned RN who will be most involved in your medical detox and oversee all aspects of your stay.
NA-C: Assists the RN with your nursing care and procedures.
CDP: Manages your day to day activities: family group, group therapy, lectures, meetings, step work, 1:1 meetings, and assists with discharge planning along the continuum of care.

Average Daily Staffing by Time of Day

   *RNs and NACs work 12-hour shifts, SUDP work 8 hour shifts

Recommended Nurse/Patient Ratios
Staffing Ratio: Charge RN 1:4 Detox; RN 1:8 Stabilization/Rehabilitation
   1) 1:1 Suicide Monitoring: Patient is a threat to himself or other while in detox.
Variations in ratio are determined by individual patient needs; such as high acuity detox.

HarborCrest Matrix	RN Charge Days 0645-1915	RN Days 0645-1915	RN Charge Nights 1900-0700	RN Nights 1900-0700	CNA Days 0645-1915		CNA Nights 1845-0715
0-6 patients	1		1		1		1
7 patients	1	1	1	1	0		0
8-16 patients	1	1	1	1	1		1
17-26 patients	1	2	1	2	2		2

Counseling SUDP	0800-1630
0-8 PATIENTS	1 SUDP
9-16 PATIENTS	2 SUDP
17-24 PATIENTS	3 SUDP
1:16 aftercare & group counseling, IOP	1:30 Weekly and Monthly groups

Additional support personnel and/or patient care team members:

		x	Clinical Supervisor
x	Chemical Dependency Counselor	x	Nurse Manager
x	Specimen Test Technician	x	Outpatient CDP staff
x	Clinical Pharmacist	x	House Supervisor
		x	Counselor Intern
x	Nutrition	X	Shuttle Driver
x	Dietary Aide	X	Volunteer

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT F

Emergency Department: Your Care Team

Policy: The Emergency Department (ED) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered nurse (RN), Emergency Department technician (ED Tech), Licensed Practical Nurse (LPN) and the Ward Clerk (WC), in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Your assigned RN who is most involved in your care and oversee all aspects of your stay.
LPN: Assists the RN with your nursing care and procedures.
EDT: Assists the RN with your nursing care and procedures.
WC: Provides clerical assistance to help smooth patient flow and department function.

Average Daily Staffing by Time of Day

Staff Shift	RN	Ratio
0630-1900	3-4	1:4/3 Ratio
1000-2230	1	1:4 Ratio
1200-0030	1-2	1:4 Ratio
1830-0700	3-4	1:4/3 Ratio

Staff Shift	ED Tech or LPN	Ratio
0630-1900	1 - 2	1:10
1430-0300	1 float to assist other tech, float to waiting room, sitter	
1830-0700	1	1:10

Staff Shift	Ward Clerk
0600-1830	1
1800-0630	1

Staffing Guidelines:
Trauma, Stroke and STEMI patients are 1:1
Triage RN – all waiting area patients
Emergency Department Rooms are a 1:4 or 1:3 depending on rooms assigned
Emergency Department Critical Patients are 1:2
Psychiatric Patients who are actively suicidal, homicidal or in 4 point restraints are 1:1
Pediatric Psychiatric Patients who are actively suicidal, homicidal or in 4 point restraints are 1:1

Additional support personnel and/or patient care team members:

x	ED Director	x	Nutrition
x	Clinical and Programs Manager	x	Social Services
x	Cardiopulmonary Therapist	x	Transporter
x	Clinical Pharmacist	X	Patient Observer
x	Hospitalist	X	Monitor Tech
x	House Supervisor		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT G

Ambulatory Infusion Service: Your Care Team

Policy: Ambulatory Infusion Service (AIS) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered nurse (RN), in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Your assigned RN who is most involved in your day to day care and oversee all aspects of your stay.

Average Daily Staffing by Time of Day
   *All shifts are 8 hours

Care Team Members	Monday-Friday Day (7:30a – 4:00p)	Weekend & Holiday Day (7:30a – 4:00p)
RN	1-2	1

Additional support personnel and/or patient care team members:

x	Unit Director		Nutrition	
	Assistant Director		Rehab Therapists	
	Cardiopulmonary Therapist	x	Social Services	
x	Clinical Pharmacist	x	Transporter	
	Hospitalist		Trauma Coordinator	
x	House Supervisor		Patient Observer	
x	Nursing Student		Monitor Tech	

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT H

Critical Care Unit: Your Care Team

Policy: The Critical Care Unit (CCU) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered nurse (RN) and Unit Clerk, in accordance with the required certifications and licensures of the specific job description.

Description: 10 beds in 10 private rooms; 8 inpatient beds and 2 observation beds.

Population: primary population: critically ill adult medical and surgical, secondary population: overflow (House Convenience) acutely ill adult and pediatric patients.

Nursing Skill Mix: All RN staff.

Definitions:

RN: Your assigned RN who is most involved in your day to day care and oversee all aspects of your stay.

Unit Clerk: Provides clerical assistance to help smooth department flow and function.

Average Daily Staffing by Time of Day
  *RNs work 12 hour shifts

Average Number of Patients	Care Team Members	Day (7a-7p)	Night (7p-7a)
5	RN	3	3

Staff Shift	Unit Clerk
0800-2030	1

Staffing

1:2 for CCU patients

1:3 for HC patients

1:1 for Per policy/order set for Therapeutic Hypothermia

1:1 for Psychiatric Patients who are actively suicidal, homicidal or in 4 point restraints

Additional support personnel and/or patient care team members:

x	Unit Director	x	Nutrition
x	Monitor Tech		
x	Cardiopulmonary Therapist	x	Rehab Therapists
x	Clinical Pharmacist	x	Social Services
x	Hospitalist	x	Transporter
x	House Supervisor	x	Patient Observer
x	Nursing Student		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT I
Surgical Services

Surgical Services staffs to AORN and ASPAN Staffing Guidelines

OR and Special Procedures Staffing (AORN Guidelines)

One peri-operative registered nurse circulator will be dedicated to each patient undergoing a surgical or other invasive procedure and present during that patient's entire intra-operative phase.

Preadmission Staffing (ASPAN Guidelines)

One registered nurse is provided for preadmission unit, but is dependent on patient volume, patient health status and required support for pre-anesthesia interventions.

Phase I PACU (Recovery and Special Procedures) (ASPAN Guidelines)

Staffing should reflect patient acuity. In general, a 1:2 nurse patient ratio in Phase I allows for appropriate assessment, planning, implementing and evaluation for discharge as well as increased efficiency and flow of patients through the Phase I area.

CLASS 1:2 ONE NURSE TO TWO PATIENTS WHO ARE
a. one unconscious, stable, without artificial airway, and over the age of eight (8) years; and one conscious, stable and free of complications.
b. two conscious, stable, and free of complications.
c. two conscious, stable, eight (8) years of age and under, with family or competent support staff present.

CLASS 1:1 ONE NURSE TO ONE PATIENT
a. unstable airway.
b. any unconscious patient eight (8) years of age and under.
c. a second nurse must be available to assist as necessary.

CLASS 2:1 TWO NURSES TO ONE PATIENT
a. one critically ill, unstable, complicated patient.

PACU
1 RN   10 hr shift
0 WC

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

Surgical Services Unit: Your Care Team

Policy: Surgical Services (SSU) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered Nurse (RN), Staff Assistant (SA), OR Tech (OT), in accordance with the required certifications and licensures of the specific job description.

Definitions:

RN: Your assigned RN who is most involved in your care and oversee all aspects of your stay.

SA: Provides clerical assistance to help smooth patient flow and department function.

OR Tech: Assists the RN with patient care and procedures.

Average Daily Staffing by Time of Day

Care Team Members	7a-3:30p
RN	6
ENDO RN	3
SA	1
OR Tech	5

Additional support personnel and/or patient care team members:

x	Unit Director		Nutrition
	Assistant Director		
x	Cardiopulmonary Therapist		Rehab Therapists
x	Clinical Pharmacist		Social Services
	Hospitalist	x	Transporter
x	House Supervisor		Trauma Coordinator
x	Nursing Student	X	Central Sterile Technician

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

Day Surgery: Your Care Team

Policy: The Day Surgery (DS) will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered Nurse (RN), Staff Assistant (SA), in accordance with the required certifications and licensures of the specific job description.

Definitions:

RN: Your assigned RN who is most involved in your care and oversee all aspects of your stay.

SA: Provides clerical assistance to help smooth patient flow and department function.

Average Daily Staffing by Time of Day
- 8 and 10 hour shifts

Care Team Members	Variable Shifts
RN	7
SA	1

Additional support personnel and/or patient care team members:

x	Unit Director		Nutrition
	Assistant Director		
x	Cardiopulmonary Therapist		Rehab Therapists
x	Clinical Pharmacist		Social Services
	Hospitalist	x	Transporter
x	House Supervisor		Trauma Coordinator
x	Nursing Student		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT J

Cardiac Rehab: Your Care Team

Policy: Cardiac Rehab will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered nurse (RN), in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Your assigned RN who is most involved in your day to day care and oversee all aspects of your stay; RT Staff as back up.

Average Daily Staffing by Time of Day
  *All shifts are 10 hours

Care Team Members	Monday-Thursday Day (6:00 a- 4p)	Friday, Weekend & Holiday Day (Closed)
RN	1	-

Additional support personnel and/or patient care team members:

X	Unit Director	X	Nutrition
	Assistant Director		Rehab Therapists
X	Cardiopulmonary Therapist	X	Social Services
X	Clinical Pharmacist		Transporter
	Hospitalist		Trauma Coordinator
	House Supervisor	X	Physical Therapy
	Nursing Student		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT K

Diagnostic Imaging: Your Care Team

Policy: Diagnostic Imaging will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered nurse (RN), Radiology Tech I & II, Nuclear Med Tech, and Ultrasound Tech, in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Assists with your procedures.
Radiology Tech I: Assists with your procedures.
Nuclear Med Tech: Assists with your procedures.
Radiology Tech II: Assists with your procedures.
Ultrasound Tech: Assists with your procedures.

Average Daily Staffing by Time of Day

Care Team Members	Number of Staff Hours Scheduled	Weekend & Holiday Day
RN	1 7:30a-4p	On call as needed
Radiology Tech I	As needed 24/7	24/7
Nuclear Med Tech	As needed 3	On call as needed
Radiology Tech II	3 0630-1800	1 24/7
Ultrasound Tech	2 0630-1800	Weekend 1 0700-1700

Additional support personnel and/or patient care team members:

X	Unit Director		Nutrition
	Cardiopulmonary Therapist		Rehab Therapists
	Clinical Pharmacist		Social Services
	Hospitalist	X	Transporter
	House Supervisor		Trauma Coordinator
	Nursing Student	X	Radiology Secretary

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT L

Wound Healing Center: Your Care Team

Policy: Wound Healing Center will provide adequate and competent nursing staff to deliver patient care. Patient census, patient care needs, intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignments.

Your Care Team: Registered Nurse (RN) and Hyperbaric Oxygen Tech (HBO Tech), in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Your assigned RN is involved in your day to day care and oversee all aspects of your stay.
HBO Tech: Administers HBO treatments to patients. Assist RNs in clinic when time allows.

Average Daily Staffing by Time of Day
*All shifts are 8 hours

Care Team Members	Monday-Friday (8:00a-4:30p)	Weekend & Holiday Day
RN	3	Closed
HBO Tech	1	Closed
US	0	Closed

Additional support personnel and/or patient care team members:

X	Unit Director		Nutrition
	Cardiopulmonary Therapist		Rehab Therapists
	Clinical Pharmacist		Social Services
	Hospitalist		Transporter
	House Supervisor		Trauma Coordinator
	Nursing Student		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT M

Cardiopulmonary: Your Care Team

Policy: The Cardiopulmonary (CP) Department will provide adequate and competent respiratory staff to deliver patient care. Patient census, patient care needs, the intensity of respiratory care required, and cardiopulmonary personnel abilities and skill determines patient care assignments.

Your Care Team: Respiratory Care Practitioners (RCP), in accordance with the required certifications and licensures of the specific job description.

Definitions:
RCP: Your assigned RCP who is most involved in your day to day care and oversee all aspects of your stay. Provides respiratory support to all inpatient and outpatient services on West Campus. Responsible for crash cart outdates and restocking.

Average Daily Staffing by Time of Day
*RCPs work 12 hour shifts

Average Number of Procedures	Care Team Members	Day (0530-1800)	Night (1730-0600)
28	RCP	3-4	2-3

Additional support personnel and/or patient care team members:

x	Unit Director		Nutrition
	Assistant Director	x	Surgical Floor
x			Rehab Therapists
x	Clinical Pharmacist	x	Social Services
x	Hospitalist	x	Transporter
x	House Supervisor		Trauma Coordinator
x	Nursing Student	x	Med/Ped Floor
x	Respiratory Student	x	CCU
x		x	ED
		x	FBC

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT N

Telemetry: Your Care Team

Policy: The Telemetry Department will provide adequate and competent staff to monitor patient's cardiac activity.

Your Care Team: Monitor Tech, in accordance with the required certifications and licensures of the specific job description.

Definitions:

MT: The Monitor Tech (MT) monitors the cardiac activity of the patients on the Medical/Pediatric and Surgical Units, CCU and Emergency Department

Average Daily Staffing by Time of Day
  *MTs work 12 hour shifts

Average Number of Patients	Care Team Members	Day (0545-1815)	Night (1745-0615)
Varies by unit	MT	1	1

Additional support personnel and/or patient care team members:

x	Unit Director		
x	RN Nurse		
x	House Supervisor		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

ATTACHMENT O

Cardiac Cath Lab: Your Care Team

Policy: The Cardiac Cath Lab will provide adequate and competent nursing staff to deliver patient care in scheduled and emergent procedures. Patient census, patient care needs, the intensity of nursing care required, and nursing personnel abilities and skill determines patient care assignment.

Your Care Team: Registered Nurse (RN) and Cath Lab Technician in accordance with the required certifications and licensures of the specific job description.

Definitions:
RN: Your assigned RN who is most involved in your care and oversee all aspects of your stay.
Cath Lab Tech: Assist RN with care and provides procedural assistance.

Average Daily Staffing by Time of Day
RNs and Techs work 8 hour shifts M-F and are on rotating call from 1530-0700 M-F and 0700-0700 weekends and holidays.

Care Team Members	Monday-Friday 0700 - 1530	Monday-Friday On call 1530 - 0700	Weekend & Holiday On call 0700-0700
RN	1-2	1-2	1-2
Tech	2-1	2-1	2-1

Additional support personnel and/or patient care team members:

X	Unit Director		Nutrition
	Cardiopulmonary Therapist		Rehab Therapists
	Clinical Pharmacist		Social Services
	Hospitalist		Transporter
X	House Supervisor		Trauma Coordinator
	Nursing Student		

Every Unit will adhere to the RCW 49.12.480 requirement for breaks and meal times for staff. Retention of records for missed meals and breaks will be kept and managed by the Unit Directors.

HRH Harbor Regional Health

Community Hospital

PATIENT SERVICES POLICY AND PROCEDURES

Title: Staffing Plan for Nursing Services and Clinical Services
Number: PS 118
Effective Date: 04-19-09
Revise Date: 06-26-13, 11-05-14, 04-06-16, 06-18-18, 11-20-19, 03-23-21
01-25-22, 02-14-22, 11-22-22

PURPOSE

The goal of Harbor Regional Health Community Hospital Nursing Staffing Plan (Staffing Plan) is to identify and maintain an appropriate number, mix, and competency of nursing staff to deliver safe, quality patient care. Defining the processes and structures of the Staffing Plan that support achievement of this goal are the purpose of this policy. The Staffing Committee is responsible for developing and evaluating the hospital wide staffing plan for nursing services, plus department specific nursing staffing plans. The Nurse Executive is accountable for the administration of the Staffing Plan.

Staffing Plans will be visibly posted in each department.

Authored By:
Chief Nursing Officer and Nurse Staffing Committee

Approved By:

Dorie Unterseher MSN RN CNO _____ 12-21-2022
Chief Nursing Officer   Date

_____   12/21/2022
Chief Executive Officer   Date