CENTRAL HOSPITAL INPATIENT SERVICES

DAY					NIGHT				
Census	Charge	RN	CNA/MA	HUC	Census	Charge	RN	CNA/MA	HUC
18	1	3	2	1	18	1	3	2	1
17	1	3	2	1	17	1	3	2	1
16	1	3	2	1	16	1	3	2	1
15	1	3	2	1	15	1	3	2	1
14	1	3	2	1	14	1	3	2	1
13	1	2	2	1	13	1	2	2	1
12	1	2	2	1	12	1	2	1	1
11	1	2	2	1	11	1	2	1	1
10	1	2	1	1	10	1	2	1	1
9	1	2	1	1	9	1	2	1	1
8	1	2	1	1	8	1	2	1	1
7	1	2	1	1	7	1	2	1	1
6	1	2	0	1	6	1	2	1	1
5	1	1	0	1	5	1	1	1	1
4	1	1	0	1	4	1	1	0	1
3	1	1	0	1	3	1	1	0	1
2	1	1	0	1	2	1	1	0	1
1	1	1	0	1	1	1	1	0	1

* This staffing matrix is to be used as a guideline for base staffing only.

Daily CORE staffing will be determined by new census/acuity tool.

*Will train proposed staffing matrix w/ acuity tool 12/2021 - 02/2022

* **Patient Ratio for Day / Night Shift**

* If no Tech, RNs do primary care

* 5:1 with Tech support

* 4:1 without Tech support or pt on a drip

* Day Charge: 0-3 Patients

* Night Charge: 0-3 Patients

* Recommended Charge RN to have "0" pt's based on clinical needs & census. If Charge RN must have pt's, they will take the tele patients.

* Staff / Charge RN cover each other for breaks

* Planned leave covered by TPT staff, agency, & extra shift by regular FTE

* Sick calls covered by TPT, agency, and extra shifts by regular FTE

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INTERVENTIONAL   RADIOLOGY

DAY	LEAD RN	RN	MA	IR TECH
MONDAY	1	3		2
TUESDAY	1	3	1	2
WEDNESDAY	1	3	1	2
THURSDAY	1	4	1	2
FRIDAY	1	3	1	2

Operational Hours
0630 - 1730 Monday - Friday
Department is CLOSED on Weekends and Holidays
1 Lead RN on 10-Hour Shift; 4 RN Positions on 10-Hour Shifts
1 MA Position on 10-Hour Shift

Start Times
1 MA and 2 RNs Start @ 0630
3 RNs Start @0700

Adjustments to Staffing Based on Patient Care Needs:
1. Low Census
2. Breaks - Staff Covers Each Others Breaks
3. Manager to Cover Breaks when Requested
4. PTO & FMLA
   - Offer OT or Decrease Procedures
5. Unplanned Leave
   - Offer OT or Decrease Procedures
6. Use Per Diem Staff to Backfill Absences

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MAMMOGRAPHY

	Day	
DAY	RN	MA
Monday	2	2
Tuesday	2	3
Wednesday	2	2
Thursday	2	3
Friday	1	2

Designated shift or start times:

- 1.7 FTE RNs in total and each works part time. Shift hours 0845 - 1715

- 2.5 MAs staggered shifts

Department is open Monday - Friday and some Satruday's. Closed on Sunday's & Holiday's

No Charge RNs

Adjustments to staffing based on patient care needs; Staffing does not fluctuate in our model

No On Call Staff

Breaks: Two 15-Minutes breaks (unscheduled); 30-Minute lunch break; No coverage needed for breaks or lunch due to the nature of work

Planned Leave: No float pool for MA or RN; Cross coverage only (1 MA off at a time; 1 RN off at a time)

Unplanned Leave: No float pool coverage, cover internally

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CENTRAL URGENT CARE

WEEKDAYS				WEEKENDS		
TIME	RN	TECH		TIME	RN	TECH
0:00	4	2		0:00	4	2
1:00	4	2		1:00	4	2
2:00	4	2		2:00	4	2
3:00	3	2		3:00	3	2
4:00	3	2		4:00	3	2
5:00	3	2		5:00	3	2
6:00	3	2		6:00	3	2
7:00	4	2		7:00	4	2
8:00	4	2		8:00	4	2
9:00	6	2		9:00	6	2
9:30	6	2		9:30	6	2
10:00	6	3		10:00	6	3
10:30	7	3		10:30	7	3
11:00	7	3		11:00	7	3
11:30	8	3		11:30	8	3
12:00	8	3		12:00	8	3
13:00	8	3		13:00	8	3
14:00	8	3		14:00	8	3
15:00	8	3		15:00	9	3
16:00	8	3		16:00	9	3
17:00	8	3		17:00	9	3
18:00	8	3		18:00	9	3
18:30	8	3		18:30	9	3
19:00	8	3		19:00	7	3
19:30	7	3		19:30	7	3
20:00	7	3		20:00	7	3
20:30	7	3		20:30	7	3
21:00	6	3		21:00	6	3
21:30	6	3		21:30	6	3
22:00	6	3		22:00	6	3
22:30	6	2		22:30	6	2
23:00	5	2		23:00	5	2
23:30	5	2		23:30	5	2

- Have Float RN for Lunch Break Coverages
- Planned leave covered by TPT staff. Have 12 RNs on TPT Staff. Also, agency
  Per Diem, if available, or Regular Staff
- Sick calls covered by text sent in real time to staff who have notifications via the
  Deputy app; Agency is also contacted.
- There is a Charge RN all day 24/7. Charge RNs don't take assignments from 0700 - 2330
- There is NO mandatory call list
- Staff cover each other for 15-minute breaks; or have the Charge RN cover, depending
  on census/acuity

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RADIATION ONCOLOGY

DAY	RN STAFFING
Monday	2
Tuesday	2
Wednesday	2
Thursday	2
Friday	1

2 Designated Shifts:

    - 10-Hour Shifts (0700 - 1730)

    - 8-Hour Shifts (0800 - 1630)

Department is open Monday - Friday

Closed on Holiday's & Weekends

Breaks: RN Staff will take required breaks/lunches

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OPERATING ROOM				
Day				
Rooms	Charge	RN	Patient Care Technician*	Scrub Person*
9	1	10	2	9
8	1	9	2	8
7	1	9	2	7
6	1	8	2	6
5	1	6	2	5
4	1	6	2	5
3	1	6	1	3
2	1	2	1	2
1	1	1	1	1

*Non-Licensed support staff are dependent on case volumes & acuity

10-Hour Shifts: 0645 - 1715; 0900 - 1930

12-Hour Shifts: 0645 - 1915

Adjustments to staffing based on patient care needs:

  TPT, extra shifts when census high, voluntary low census used when volumes are low

Breaks: Float RNs, staggered RN shifts

Planned Leave: TPT scheduled to fill, extra shifts offered

Unplanned Leave: Asking unscheduled staff to come in, and changing present staff
   schedules to meet needs

Time	Rooms Running	# of RNs	#STs
600	0	3	0
645	8	11	10
900	8	14	10
1615	8	11	10
1715	8	10	9
1915	8	10	9

2022 Staffing Matrix for 12-Hour OR Block expansion for 8 ORs

*Will utilize 75% OR utilization currently of 7 OR rooms until clearance to safely increase
   utilization to 100%*

(with staffing, Infection Prevention, Facilities recommendations, etc…)

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POST-ANESTHESIA CARE UNIT

Time of Day	Nurses						Support Staff	
	Charge	Total RN	Float RN	Pre-Op RN	Phase 1 RN	Phase 2 RN	HUC	PCT
5:30	1	2	0	1	0	0	1	0
6:00	1	4	0	3	0	0	1	1
6:30	1	4	0	3	0	0	1	2
7:30	1	5	0	3	0	0	1	2
8:00	1	7	1	3	1	1	2	3
8:30	1	8	1	3	2	1	2	3
9:00	1	10	1	3	3	2	2	3
9:30	1	12	2	3	3	3	2	4
10:00	1	14	2	4	4	3	2	5
10:30	1	16	3	4	4	4	2	5
11:00	1	17	4	4	4	4	2	5
12:00	1	17	4	4	4	4	2	5
13:00	1	17	4	4	4	4	2	6
14:00	1	17	4	4	4	4	2	5
14:30	1	17	4	4	4	4	2	4
15:00	1	17	4	4	4	4	2	4
16:00	1	15	3	3	4	4	2	4
16:30	1	13	2	2	4	4	2	3
17:00	1	13	2	2	4	4	1	2
17:30	1	13	2	2	4	4	1	2
18:00	1	12	2	1	4	4	1	2
18:30	1	10	1	0	4	4	1	2
19:00	1	10	1	0	4	4	1	2
19:30	1	9	0	0	4	3	1	1
20:00	1	7	0	0	3	3	1	1
20:30	1	5	0	0	1	3	1*	0
21:00	1	3	0	0	0	2	1*	0
21:30	0	0	0	0	0	0	0	0

Unit Closes @ 2130

Adjustments to staffing based on patient care needs:

- Adjust staffing via low census for low patient volumes

- Ask for extra help via TPT

- Extra shifts if volumes dictate (all voluntary basis)

Breaks: Float RN & Charge RN to cover breaks

Planned Leave: Allow for 1-2 RNs off per day before schedule is posted, according to the contract

- Prelimimnary posting period, final posting (14 days prior to first scheduled day)

Unplanned Leave: TPT Coverage, offer extra shifts

Staffing plan based on OR Blocks of 8 Operating Rooms for 12-Hour OR Block Times. Will adjust staffing dependent on OR utilization (See OR Plan for breakdown of OR rooms/blocks)

Operating Hours for Pre-Op / PACU 0530 - 2130

*HUC / PCT: HUC / PCT Role performed by cross-trained individual at end of operating hours.

RNs by Shift Start Time

530
600
730
800
830
900
930
1000
1030
1100

HUCs / PCT by Shift Start Time

530
545
600
800
830
900
1100
1300

all PCTs are cross-trained to perform HUC tasks at desk

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