**Legacy Salmon Creek Medical Center Operating Room Staffing Plan**

**Date of Review: 6/26/2019**

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all of these factors when making assignments and managing the patient flow.

| Hours of Operation               | Monday through Friday 6:30 AM to 11:30 PM  
Saturday and Sunday 7:00 AM to 7:30 PM  
Stand-by Monday through Friday  
- 1 RN 11:30 PM to 7:00 AM  
- 1 Surgical Tech 11:30 PM to 7:00 AM  
Stand-by Saturday and Sunday  
- 2 RN’s 6:30 AM to 7:30PM  
- 1 Surgical Tech 6:30 AM to 7:30 PM  
- 1 RN 6:30 PM to 7:00 AM  
- 1 Surgical Tech 6:30 PM to 7:00 AM |

| Unit Staffing                   | Charge RN Monday through Friday 6:30 AM to 11:30 PM  
Charge RN Saturday and Sunday 7:00 AM to 7:30 PM  
Variation of RN’s and Surgical Tech’s with numbers based on OR case volume and case type.  
1 RN per each OR case minimum. Increasing staff or flexing staff is based on patient census and acuity.  
3 CHT’s Monday-Friday between the hours of 6:00 AM-9:30 PM based on patient volume.  
1 CHT Saturday and Sunday 7:00 AM to 7:30 PM  
3 Anesthesia Techs Monday through Friday between hours of 6:30 AM and 7:30 PM based on patient volume. |

<p>| Break and Lunch Considerations  | Breaks and lunches are offered following the Washington state requirements. RN’s and Techs are relieved for uninterrupted-meal periods with consideration of patient acuity, skills and ability, and OR schedule. |</p>
<table>
<thead>
<tr>
<th>Geographical Considerations</th>
<th>This unit contains 10 Operating Suites and a Main control desk area. Status Boards accessible in each OR Suite via computers. Patient tracking boards are located at the main entrance of the OR.</th>
</tr>
</thead>
</table>
| General Considerations      | • Staffing and standards of care are based on Legacy policies and AORN  
• This unit is also supported by Imaging Services, Environmental Services, and contracted Anesthesia services provided by Columbia Anesthesia Group. |
| Measurement Methods         | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
Non-Clinical:  
• Internal Tracking Report  
Clinical  
• Hospital Acquired Pressure Injury  
• Falls  
• Clostridium Difficile Infection  
• Catheter Associated Urinary Tract Infection  
• Central Line Associated Blood Stream Infection  
• Hand hygiene audits  
• Medication Errors  
• Surgical Site Infections  
• OR turn over |

Operation Room Nursing Manager: [Signature]  
Date: 6/28/19  
OR Staffing Committee Representative: [Signature]  
Date: 6/28/19
### Short Stay Unit at Legacy Salmon Creek Medical Center Nursing Staffing Plan

**Date of Review: May 17, 2019**

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

| Hours of Operation | Monday through Friday 0530-1930  
Stand-by: 2 RNs are on stand-by from 1930-2230 to staff the unit if patients are in the unit at 1930.  
Saturday staffing dependent upon OR volume between 0530-1700: 2 RN minimum. |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit Staffing      | • 1 Charge RN  
• 15-18 staff RNs with variable start times based on volume. Increasing staff or flexing staff is based on patient census and acuity.  
• Minimal staffing is 2 RNs one of which is a competent SSU nurse.  
• 1 CHT Monday-Friday 0600-1230 based on patient volume. |
| Break and Lunch Considerations | The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.  
Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods. |
| Geographical Considerations | This unit contains 30 private patient rooms. All rooms are designed for patient care including pre-op and phase 2 recovery. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation.  
The department has 2 clean and 2 dirty utility rooms, three nurse’s stations, computer on wheels in all patient rooms, centrally located patient tracking board and 1 centrally located pyxis machine.  
Rooms 201-212 are utilized and staffed by the Emergency Department between the hours of 1400-2330 daily. |
**Short Stay Unit at Legacy Salmon Creek Medical Center Nursing Staffing Plan**

| General Considerations | • Staffing and standards of care are based on Legacy policies and American Society of PeriAnesthesia Nurses (ASPN).
|                        | • This unit is also supported by Respiratory Therapy, IV Resources, Dietary, Imaging, Pharmacy, Patient Access, Spiritual Care and Environmental Services. |

| Measurement Methods    | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program. |
|                        | • At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward. |
|                        | Non-Clinical: |
|                        | • Internal Tracking Report |
|                        | Clinical |
|                        | • SSI rates |
|                        | • Falls |
|                        | • Hand hygiene audits |
|                        | • Medication Errors |

Short Stay Nursing Manager: [Signature] Date: 7/12/19
Short Stay Staffing Committee Representative: [Signature] Date: 7/2/19
# Progressive Cardiac Care Unit at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

**Date of Review:** 04/02/2019

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>24 hours a day, 7 days per week, 365 days per year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Staffing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 1 Charge RN for 6A/B, 1 Charge RN for 5B</td>
</tr>
<tr>
<td></td>
<td>• Core staffing 4 RNs on day shift and night shift on each unit: 6A/6B/5B</td>
</tr>
<tr>
<td></td>
<td>• Helper RN for 6A/6B/5B for up to 12 hours on day shift and for up to 6 hours on night shift (varies depending on census)</td>
</tr>
<tr>
<td></td>
<td>• Core staffing 2 CHTs on day shift and 1 CHT on night shift on each unit: 6A/6B/5B</td>
</tr>
<tr>
<td></td>
<td>• Core staffing 1 Monitor Tech on day shift and on night shift</td>
</tr>
<tr>
<td></td>
<td>• One 8-hour shift 0800-1630 Unit Secretary three days a week except off for Legacy recognized holidays</td>
</tr>
<tr>
<td></td>
<td>• Minimum Staffing for any of the 3 units, 6A, 6B, 5B, would be 1 RN and 1 CHT with a Charge available or 2 RNs (1 can be the Charge RN). Minimum staffing level applies to 4 patients or fewer on the unit.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Ratios:</strong> 1 RN for up to 4 patients for both Day shift and Night shift on 6A/6B/5B. Charge RNs do not have a patient assignment for both Day shift and Night shift. Helper RNs on each shift may not have a patient assignment. 1 CHT for up to 8 patients Day shift on 6A/6B/5B. 1 CHT for up to 16 patients on Night shift on 6A/6B/5B. All ratios may vary depending on patient acuity or need for close observation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Break and Lunch Considerations</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</td>
<td></td>
</tr>
<tr>
<td>Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
<td></td>
</tr>
</tbody>
</table>
Progressive Cardiac Care Unit at Legacy Salmon Creek Medical Center
Nursing Staffing Plan

| Geographical Considerations | This unit contains 48 private patient rooms. All rooms are designed for patient care. 32 rooms are on one level and 16 rooms on the floor below. There are 5 patient rooms that are negative airflow specifically for patients requiring airborne isolation. 47 rooms are equipped with ceiling lifts. The department has 6 clean and 6 dirty utility rooms, three nurse’s stations, a computer in all patient rooms, centrally located call light system on each unit and 5 centrally located pyxis machines. |

| General Considerations | • Staffing and standards of care are based on Legacy policies. • Staffing is based upon CALNOC guidelines for step-down units (intermediate care). • This unit is also supported by a Case Manager, Social Worker, Respiratory Therapy, IV Resources, Dietary, Physical Therapy, Occupational Therapy, Speech Therapy, Imaging, and Environmental Services. |

| Measurement Methods | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program. • At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward. |

| Non-Clinical: | • Internal Tracking Report |
| Clinical: | • Hospital Acquired Pressure Injury • Falls • Clostridium Difficile Infection • Catheter Associated Urinary Tract Infection • Central Line Associated Blood Stream Infection • Hand hygiene audits • Medication Errors |

PCCU Nursing Manager: [Signature] Date: 6/26/19
PCCU Staffing Committee Representative: [Signature] Date: 7-6-19
## Medical Specialties Unit at Legacy Salmon Creek Medical Center
### Nursing Staffing Plan

**Date of Review:** June 2019

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow of admissions, discharges and transfers.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>24 hours a day, 7 days a week, 365 days a year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• One charge nurse every shift.</td>
</tr>
<tr>
<td>• Minimum staffing: 2 RNs</td>
</tr>
<tr>
<td>• Core staffing: 9 RNs plus charge nurse on Day shift and 8 RNs plus charge nurse on Night shift. 4 CHTs on Day shift, 2 CHTs on Night shift. An LPN can replace an RN in our core staffing numbers, as along as the appropriate clinical oversight is in place.</td>
</tr>
<tr>
<td>• Ratios: <em>All ratios may vary depending on patient acuity, unit needs, or need for close observation.</em> 1 RN for up to 4 patients for both Day shift and Night shift. Charge RNs do not have a patient assignment for both Day shift and Night shift. 1 CHT for up to 8 patients on Day shift. 1 CHT for up to 16 patients on Night shift. When an LPN is assigned a patient assignment, a RN is assigned clinical oversight to allow the LPN to function within their practice scope.</td>
</tr>
<tr>
<td>• One unit secretary provides clerical support 24h/week, Monday – Friday</td>
</tr>
<tr>
<td>• Overflow Staffing: At time of peak census, Medical Specialties may overflow patients to another area of the hospital that is not 5C &amp; 5D. Staffing ratios and minimal staffing will be maintained in overflow areas. Operating overflow area will increase our core staffing requirements.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Break and Lunch Considerations</th>
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<tbody>
<tr>
<td>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</td>
</tr>
<tr>
<td>Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographical Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>This unit contains 32 private patient rooms and is located on the 5th floor, wings 5C &amp; 5D. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation.</td>
</tr>
</tbody>
</table>
# Medical Specialties Unit at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

The department is divided into two wings, each with a clean utility room, dirty utility room, a nurse’s station, mounted computer in all patient rooms, centrally located patient call station/nurse tracking system, two Pyxis machines, and a centrally located supply room.

In times of peak census, overflow areas may be designated as part of the Medical Specialties Unit. Our primary overflow unit is 5A where a maximum of 12 patients can be cared for. Hospital Leadership may designate other physical locations for medical overflow if necessary to meet our patient needs.

<table>
<thead>
<tr>
<th>General Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staffing and standards of care are based on Legacy policies and scopes of service.</td>
</tr>
<tr>
<td>• This unit is also supported by Respiratory Therapy, IV Resource RN, Dietary, Care Management, Rehab Services and additional ancillary staff as needed per patient requirement or department need.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurement Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.</td>
</tr>
<tr>
<td>• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.</td>
</tr>
</tbody>
</table>

**Non-Clinical:**
- Internal Tracking Report

**Clinical:**
- Hospital Acquired Pressure Injury
- Falls
- *Clostridium Difficile* Infection
- Catheter Associated Urinary Tract Infection
- Central Line Associated Blood Stream Infection
- Hand hygiene audits
- Medication Errors

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Medical Specialties Nursing Manager: [Signature] Date: 7/16/19

Medical Specialties Staffing Committee Representative: [Signature] Date: 7/17/19
# Neonatal ICU at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

**Date of Review:** 4/8/19

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>24 hours a day, 7 days a week, 365 days a year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Staffing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Minimum staffing: 1 Charge RN and 1 Resuscitation RN for each shift</td>
</tr>
<tr>
<td></td>
<td>- Minimal staffing: for patient care 3 RNs per shift, 2 RN’s per shift if no patients, with standby available to be at work in 30 minutes</td>
</tr>
<tr>
<td></td>
<td>- Core staffing 5, will increase or flex staff based on patient acuity and volume</td>
</tr>
<tr>
<td></td>
<td>- Staffing is based on National Association of Neonatal Nurses (NANN) Guidelines (1:1, 2:1, 3:1, 4:1 based on acuity)</td>
</tr>
<tr>
<td><strong>Break and Lunch Considerations</strong></td>
<td>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</td>
</tr>
<tr>
<td></td>
<td>Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
</tr>
<tr>
<td><strong>Geographical Considerations</strong></td>
<td>This unit contains 15 private patient rooms, with three rooms designated for twins, for a total of 18 beds, and with 4 beds located in the special care nursery overflow for a total of 22 beds. All rooms are designed for patient care. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation.</td>
</tr>
<tr>
<td></td>
<td>The department has 2 clean and 1 dirty utility rooms, one nurse’s stations, computers in all patient rooms, centrally monitoring at nurse’s station. There is one medication room with Pyxis and one nutrition room.</td>
</tr>
</tbody>
</table>
## Neonatal ICU at Legacy Salmon Creek Medical Center
### Nursing Staffing Plan

| General Considerations | • Staffing and standards of care are based on Legacy policies and NANN guidelines.  
| • This unit is also supported by Respiratory Therapy, IV Resources, Dietary, Imaging, Pharmacy, Social Worker, RN Case Manager, as well as Occupational, Physical and Speech Therapies; as well as additional ancillary services based on patient and unit needs. |
| Measurement Methods | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
**Non-Clinical:**  
• Internal Tracking Report  
**Clinical:**  
• Hospital Acquired Pressure Injury  
• Falls  
• Clostridium Difficile Infection  
• Catheter Associated Urinary Tract Infection  
• Central Line Associated Blood Stream Infection  
• Hand hygiene audits  
• Medication Errors  
• Vermont Oxford Network outcomes data |

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NICU Nursing Manager  
Kacia Gauthier  
Date 7/15/19

NICU Staffing Committee Representative  
Barber Pmc  
Date 7/15/19
# PACU at Legacy Salmon Creek Medical Center

## Nursing Staffing Plan

### Date of Review 04/2019

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all of these factors when making assignments and managing the patient flow.

### Hours of Operation

- **Monday-Thursday** 0700-2100
- **Friday** 0730-2100
- **Saturday-Sunday** 0800-2030
  - 2 RN’s on stand-by 1800-0800 every day.
  - 1 RN on stand-by 0700-2030, 2 RNs on stand-by 1900-0830 Sat. and Sun.
  - 2 RNs on stand-by 0600-0730 holidays (25.5 hours)

*All stand-by times are subject to change based on scheduled cases in the Operating Room*

### Unit Staffing

- 1 Charge RN
- 5-6 RN’s Mon-Fri with variable start times based upon the OR schedule. Flex to volume.
- 1 CHT Mon-Fri 0900-1930 depending on census

*Number of RNs and use of CL1 varies daily depending on scheduled/ acuity of scheduled procedures.*

### Break and Lunch Considerations

The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.

Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.

### Geographical Considerations

- This unit contains 11 PACU bays, 2 isolation bays, and a clean and soiled utility room.
- Isolation bays are negative airflow specifically for patients requiring airborne isolation.
- The unit has one Pyxis machine.
# PACU at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

| General Considerations | Based on ASPAN Guidelines and Legacy Policies  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This unit is also supported by Respiratory Therapy, IV Resources, Imaging, and Environmental Services.</td>
</tr>
</tbody>
</table>
| Measurement Methods    | Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
|                        | At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward. |
|                        | Non-Clinical:  
|                        | Internal Tracking Report  
|                        | Clinical  
|                        | SSI rates  
|                        | Falls  
|                        | Hand hygiene audits  
|                        | Medication Errors |

PACU Nursing Manager: [Signature] Date: 7/3/19

PACU Staffing Committee Representative: [Signature] Date: 6/27/19
# Cath Lab at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

**Date of Review: 6/19**

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all of these factors when making assignments and managing the patient flow.

| Hours of Operation | Monday through Friday 0700-1730  
Stand-by: Stand-by team of 4 (minimum of 1 RN and 1 Rad Tech) will stay for cases scheduled prior to 1730 closing time on Monday through Friday. Saturday coverage is a standby team of 4 between the hours of 0700-1900. |
|--------------------|------------------------------------------------------------------------------------------|

| Unit Staffing      | • 1 Charge RN  
• 1 Lead Tech  
• 4-6 staff based on case type and/or the need to run 2 rooms.  
• All employees begin their shift at 0700. There is a mix of 8 hour and 10 hour employees.  
• Minimal staffing is 4 team members which is a mix of radiology technicians and registered nurses. There must be a minimum of 1 RN and 1 Radiology Technician for each case. |
|--------------------|--------------------------------------------------------------------------------------------|

| Break and Lunch Considerations | Cases are scheduled with breaks and lunches considered. If there are not enough team members to break the team members for lunch, the team will break between cases.  
Breaks and lunches are offered within Washington state requirements. |
## Cath Lab at Legacy Salmon Creek Medical Center
### Nursing Staffing Plan

| Geographical Considerations | - This unit contains 2 procedure suites.  
- Each room has negative airflow specifically for patients requiring airborne isolation.  
- Each room has a dedicated Pyxis machine  
- Each suite is restricted access entry according to Legacy policy |
|-----------------------------|--------------------------------------------------|
| General Considerations      | - Based on patient acuity, policy and procedures, and community standards.  
- This unit is also supported by Respiratory Therapy, IV Resources, Imaging, and Environmental Services. |
| Measurement Methods         | - Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
- At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
  Non-Clinical:  
  - Internal Tracking Report  
  Clinical  
  - SSI rates  
  - Fails  
  - Hand hygiene audits  
  - Medication Errors |

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Cath Lab Nursing Manager: __Amy Doberman__  
Date: **7/2/19**

Cath Lab Staffing Committee Representative: __Matthew C. Phillips__  
Date: **7/2/19**
# Intensive Care Unit at Legacy Salmon Creek Medical Center

## Nursing Staffing Plan

**Date of Review:** 6/17/2019

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

<table>
<thead>
<tr>
<th><strong>Hours of Operation</strong></th>
<th>24 hours a day, 7 days per week, 365 days per year</th>
</tr>
</thead>
</table>
| **Unit Staffing**      | • 1 Charge RN  
                          • Staffing based on acuity and total number of patients. Assignments are 1:1 or 1:2 for ICU status patients  
                          • Core staffing is seven staff RNs based on moce census of 11. Increasing staff or flexing staff is based on patient census and acuity.  
                          • One unit secretary provides clerical support 07-1930 seven days/week, flexing staff is based on patient census and acuity  
                          • Minimal staffing is 2 RNs |
| **Break and Lunch Considerations** | The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.  

Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods. |
| **Geographical Considerations** | This unit contains 16 private patient rooms located on the 3rd floor wing 3A. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation. One patient room has a double lift system. The department has 1 clean and 1 dirty utility room, 1 nurse station, 2 centrally located pyxis machines, 1 equipment room, computer on wheels in every room, centrally located Philips monitor station and a centrally located call light system. |
| **General Considerations** | • Staffing and standards of care are based on Legacy policies and American Association of Critical Care Nurses (AACN) healthy work environment standards  
                          • This unit is supported by ancillary services and is based on patient and unit needs which include but not limited to Respiratory Therapy, Pharmacy, Dietary, Imaging, Spiritual Care, Care Management, Rehab Services, Environmental Services, Material Services Operations and Volunteer Services. |
### Intensive Care Unit at Legacy Salmon Creek Medical Center

**Nursing Staffing Plan**

| Measurement Methods | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
Non-Clinical:  
• Internal Tracking Report  
• Patient Experience Results  
• Press Ganey Engagement Results  
• AACN Healthy Work Environment Survey  
Clinical  
• Hospital Acquired Pressure Injury  
• Falls  
• Clostridium Difficile Infection  
• Catheter Associated Urinary Tract Infection  
• Central Line Associated Blood Stream Infection  
• Hand hygiene audits - compliance  
• Medication Errors  
• Surgical Site Infections  
• Ventilator associated events |

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ICU Nursing Manager: **Cheryl A. Tony**

Date: **6/28/19**

ICU Staffing Committee Representative: **Dr. Jeff**

Date: **6/28/19**
# Intermediate Care Unit at Legacy Salmon Creek Medical Center

## Nursing Staffing Plan

**Date of Review:** 6/12/2019

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>24 hours a day, 7 days per week, 365 days per year</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Unit Staffing</th>
<th>1 Charge RN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Six staff RNs depending on volumes. Increasing staff or flexing staff is based on patient census and acuity.</td>
</tr>
<tr>
<td></td>
<td>2 CHT staggered between 06-1930 seven days/week. 1 CHT at 1800 -0630 Increasing staff or flexing staff is based on patient census and acuity.</td>
</tr>
<tr>
<td></td>
<td>Minimal staffing is 2 RNs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break and Lunch Considerations</th>
<th>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</th>
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<tbody>
<tr>
<td></td>
<td>Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographical Considerations</th>
<th>This unit contains 16 private patient rooms located on the 3rd floor wing 3B. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation. One patient room has a double lift system. The department has 1 clean and 1 dirty utility room, 1 nurse station, 2 centrally located pxis machines, 1 equipment room, a wired computer in all patient rooms, centrally located Philips monitor station and a centrally located call light system.</th>
</tr>
</thead>
</table>
Intermediate Care Unit at Legacy Salmon Creek Medical Center
Nursing Staffing Plan

| General Considerations | • Staffing and standards of care are based on Legacy policies and American Association of Critical Care Nurses (AACN) healthy work environment standards.  
• This unit is supported by ancillary services and is based on patient and unit needs which include but not limited to Respiratory Therapy, Pharmacy, Dietary, Imaging, Spiritual Care, Care Management, Rehab Services, Environmental Services, Material Services Operations and Volunteer Services.  

| Measurement Methods | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  

| | Non-Clinical:  
| | • Internal Tracking Report  
| | • Patient Experience Results  
| | • Press Ganey Engagement Results  
| | • AACN Healthy Work Environment Survey  

| Clinical | • Hospital Acquired Pressure Injury  
| | • Falls  
| | • Clostridium Difficile Infection  
| | • Catheter Associated Urinary Tract Infection  
| | • Central Line Associated Blood Stream Infection  
| | • Hand hygiene audits- compliance  
| | • Medication Errors  
| | • Surgical Site Infections  

ICU Nursing Manager: Cheryl  
Date: 6/28/19  
ICU Staffing Committee Representative:  
Date: 6/28/19
Cath Lab at Legacy Salmon Creek Medical Center
Nursing Staffing Plan

Date of Review: 6/19

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all of these factors when making assignments and managing the patient flow.

| Hours of Operation | Monday through Friday 0700-1730
| Stand-by: Stand-by team of 4 (minimum of 1 RN and 1 Rad Tech) will stay for cases scheduled prior to 1730 closing time on Monday through Friday. Saturday coverage is a standby team of 4 between the hours of 0700-1900. |

| Unit Staffing | • 1 Charge RN
| • 1 Lead Tech
| • 4-6 staff based on case type and/or the need to run 2 rooms.
| • All employees begin their shift at 0700. There is a mix of 8 hour and 10 hour employees.
| • Minimal staffing is 4 team members which is a mix of radiology technicians and registered nurses. There must be a minimum of 1 RN and 1 Radiology Technician for each case. |

| Break and Lunch Considerations | Cases are scheduled with breaks and lunches considered. If there are not enough team members to break the team members for lunch, the team will break between cases. Breaks and lunches are offered within Washington state requirements. |
# Cath Lab at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

### Geographical Considerations
- This unit contains 2 procedure suites.
- Each room has negative airflow specifically for patients requiring airborne isolation.
- Each room has a dedicated Pyxis machine
- Each suite is restricted access entry according to Legacy policy

### General Considerations
- Based on patient acuity, policy and procedures, and community standards.
- This unit is also supported by Respiratory Therapy, IV Resources, Imaging, and Environmental Services.

### Measurement Methods
- Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.
- At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.

- **Non-Clinical:**
  - Internal Tracking Report

- **Clinical:**
  - SSI rates
  - Falls
  - Hand hygiene audits
  - Medication Errors

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Cath Lab Nursing Manager: [Signature] Date: 7/2/19

Cath Lab Staffing Committee Representative: [Signature] Date: 7/2/19
# Emergency Department at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

**Date of Review: 04/01/2019**

The unit staffing plan includes data and information of the multiple of factors that impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse takes into account all of these factors when making assignments and managing the patient flow of admissions, discharges and transfers.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Open 24 hours a day/7 days a week/365 days a year (including all holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Staffing</strong></td>
<td></td>
</tr>
<tr>
<td>1 Charge RN</td>
<td></td>
</tr>
<tr>
<td>10-29 staff RNs with variable start times based on volume. Increasing staff or flexing staff is based on patient census and acuity.</td>
<td></td>
</tr>
<tr>
<td>Staffing assignments are 4:1 but actual room assignments are all 3:1 and 2:1.</td>
<td></td>
</tr>
<tr>
<td>Minimum staffing is 2 staff members per open pod (a minimum of 1 RN)</td>
<td></td>
</tr>
<tr>
<td>6-8 ED tech/US with variable start times based on volume.</td>
<td></td>
</tr>
<tr>
<td><strong>Break and Lunch Considerations</strong></td>
<td>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</td>
</tr>
<tr>
<td>Breaks and lunches are offered within state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
<td></td>
</tr>
<tr>
<td><strong>Geographical Considerations</strong></td>
<td>This unit contains 32 private patient rooms. All rooms are designed for patient care. There are 2 patient rooms that are secure for behavioral health patients. There are also 4 additional rooms at the front of the department that are used for triage and flow depending on patient volume. There are 6 rooms that are negative airflow specifically for patients requiring airborne isolation.</td>
</tr>
<tr>
<td>The department has 3 clean and 3 dirty utility rooms, four nurse’s stations, computer or computer on wheels in all patient rooms, and 5 pyxis machines throughout the department.</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Department at Legacy Salmon Creek Medical Center
Nursing Staffing Plan

<table>
<thead>
<tr>
<th>General Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staffing and standards of care are based on Legacy policies and guidelines.</td>
</tr>
<tr>
<td>• This unit is also supported by Respiratory Therapy, IV Resources, Critical Response Nurse, CSW, Care Management Nurse, Pharmacist and additional ancillary services based on patient and unit needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurement Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.</td>
</tr>
<tr>
<td>• At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.</td>
</tr>
</tbody>
</table>

Non-Clinical:
• Internal Tracking Report

Clinical
• Surgical Site Infection rates
• Falls
• Hand hygiene audits
• Medication Errors
• Hospital Consumer Assessment of Healthcare Providers and Systems
• Hospital Acquired Pressure Injury rates
• Catheter Associated Urinary Tract Infection rates
• Central Line Associated Blood Stream Infection rates

ED Nursing Manager: [Signature] Date: 6/24/19
ED Staffing Committee Representative: [Signature] Date: 6/27/19
## Central Sterile at Legacy Salmon Creek Medical Center
### Staffing Plan

**Date of Review: June 2019**

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The CS Supervisor considers these factors when making assignments and managing the patient flow.

| Hours of Operation | Sunday through Friday 24 hours  
|                    | Saturday 7:00 AM to 9:30 PM  
|                    | Holidays 7:00 AM to 5:30 PM |

| Unit Staffing | 1 Supervisor Monday through Friday 7:00 AM to 3:30 PM  
|               | 1 Implant Coordinator Monday through Friday 7:00 AM to 3:30 PM  
|               | 5 techs Monday through Friday 7:00 AM to 3:30 PM (6 techs on Wednesday, Thursday, and Friday)  
|               | 2 techs Monday through Friday 11:00 AM to 7:30 PM  
|               | 1 tech Tuesday Wednesday 11:00 AM to 9:30 PM  
|               | 1 tech Thursday and Friday 1:00 PM to 9:30 PM  
|               | 1 Supervisor Monday through Friday 3:00 PM to 11:30 PM  
|               | 5 techs Monday through Friday 3:00 PM to 11:30 PM  
|               | 1 techs Sunday through Thursday 11:00 PM to 7:30 AM  
|               | 1 tech Saturday and Sunday 7:00 AM to 5:30 PM  
|               | 1 tech Saturday and Sunday 9:00 AM to 7:30 PM |

| Break and Lunch Considerations | Breaks and lunches are offered following the Washington state requirements. Techs are relieved for uninterrupted-meal periods. |

| Geographical Considerations | This unit contains sterile storage, assembly/ sterilization area, and decontamination. Patient and case tracking boards are located at the assembly area. |
Central Sterile at Legacy Salmon Creek Medical Center
Staffing Plan

| General Considerations | • Staffing and standards of care are based on Legacy policies, AAMI, and AORN.  
| • This unit is also supported by Environmental Services and Material Operations Services. |

| Measurement Methods | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with the house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
| • At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
| Non-Clinical: | • Internal Tracking Report  
| • Employee Engagement Surveys  
| Clinical: | • IUSS Percentage  
| • Surgical Site Infections |

Central Sterile Nursing Manager: [Signature] Date: 6-1-19

Staffing Committee Representative: [Signature] Date: 6-1-19
# Surgical Specialties/Total Joint Center at Legacy Salmon Creek Medical Center Nursing Staffing Plan

Date of Review: 1/22/19

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all of these factors when making assignments and managing the patient flow.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>24 hours a day, 7 days a week</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit Staffing</th>
<th>1 Charge RN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7-8 staff RNs based on volume, delayed start times based on surgical schedule. Increasing staff or flexing staff is based on patient census and acuity.</td>
</tr>
<tr>
<td></td>
<td>Minimal staffing is 2 RNs.</td>
</tr>
<tr>
<td></td>
<td>2-4 CHTs based on patient volume.</td>
</tr>
<tr>
<td></td>
<td>1-2 Total Joint RN coordinators Monday-Saturday as volume warrants</td>
</tr>
<tr>
<td></td>
<td>1 Total Joint Program Coordinator-PTa Monday-Friday as volume warrants</td>
</tr>
<tr>
<td></td>
<td>Overflow Staffing: At time of peak census, Surgical Specialties/Total Joint Center may overflow patients to another area of the hospital that is not EC &amp; 6D. Staffing ratios and minimal staffing will be maintained in overflow areas. Operating overflow area will increase our core staffing requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break and Lunch Considerations</th>
<th>The hours of care required to provide lunch are considered at the time the staffing levels are designed for the patient populations. The presence of the charge nurse and other nurses within the department is also a consideration as these nurses are qualified to provide lunch coverage.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breaks and lunches are offered within Washington state requirements. Nurses hand off patient care and are provided uninterrupted meal periods.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geographical Considerations</th>
<th>This unit contains 32 private patient rooms. There are 2 patient rooms that are negative airflow specifically for patients requiring airborne isolation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The department has 2 clean and 2 dirty utility rooms, two nurse’s stations, computer on wheels or mounted computers are in all patient rooms, patient tracking boards and 4 pyxis machines machine.</td>
</tr>
</tbody>
</table>
# Surgical Specialties/Total Joint Center at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

| General Considerations | • Staffing and standards of care are based on Legacy policies and standards of care  
|                        | • This unit is also supported by additional departments as listed but not limited to: Respiratory Therapy, IV Resources, Dietary, Imaging, Care Management, Rehab Services, Spiritual Care, Laboratory Services, and Environmental Services.  
|                        | • This unit is under the Surgical Services service line |
| Measurement Methods    | • Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.  
|                        | • At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward.  
|                        | **Non-Clinical:**  
|                        | • Internal Tracking Report  
|                        | **Clinical**  
|                        | • Surgical Site Infection rates  
|                        | • Falls  
|                        | • Hand hygiene audits  
|                        | • Hospital Acquired Pressure Injury  
|                        | • Catheter Acquired Urinary Tract Infection/Central Line Acquired Blood Stream Infection  
|                        | • Medication Errors |

Surgical Specialties Nursing Manager: [Signature]  
Date: 7-10-19

Surgical Specialties Staffing Committee Representative: [Signature]  
Date: 7-10-19
# Endoscopy at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

**Date of Review: June 2019**

The unit staffing plan is intended to impact the ability to provide safe patient care. No single data point is used as the sole determinate of staffing. The RN charge nurse considers all these factors when making assignments and managing the patient flow.

| Hours of Operation | Monday through Friday 0700-1630  
|--------------------|----------------------------------
| Stand-by:          | 1 Endo RN and 1 Sedation RN on stand-by 1630-0700 M-Fri. and 0700-0700 Sat. and Sun.  
|                    | Stand-by RN for Procedures requiring 3 RNs or multiple procedures M-Fri. 1630-1930, Sat. and Sun 0700-1900 |

| Unit Staffing      | 1 Charge RN  
|--------------------| 1 CHT for scope reprocessing based on number of scheduled procedures.  
|                    | 1-8 RNs based on case type and/or the need to run 2 rooms.  
|                    | Minimal staffing is 2 RNs  

*Number of RNs and use of CHT varies daily depending on scheduled/acuity of scheduled procedures.*

| Break and Lunch Considerations | Cases are scheduled with breaks and lunches considered. If there are not enough team members to break the team members for lunch, the team will break between cases.  
|--------------------------------|--------------------------------------------------
|                                | Breaks and lunches are offered within Washington state requirements.  

| Geographical Considerations | This unit contains 2 procedure suites, a decontamination area for manual reprocessing of soiled scopes, a clean room for high-level disinfection of scopes and scope storage. Work flow is unidirectional from decontamination area to clean area to facilitate infection prevention and patient and staff safety. (Reason for change: support AAMI standards, and TJC requirements)  
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
|                            | Each room has negative airflow specifically for patients requiring airborne isolation. Each room has a dedicated Pyxis machine |
# Endoscopy at Legacy Salmon Creek Medical Center
## Nursing Staffing Plan

| General Considerations | Based on SGNA Guidelines and Legacy Health System Sedation Policy
This unit is also supported by Respiratory Therapy, IV Resources, Imaging, Pathology, Central Sterile and Environmental Services. |
|------------------------|--------------------------------------------------------------------------------------------------|
| Measurement Methods    | - Any staff member that has concerns about staffing of the unit is encouraged to share their concerns with their charge nurse, house supervisors, and/or unit leadership. We also request documenting concerns and response in our internal tracking program.<br>- At each Staffing Committee meeting, any staffing concern brought forward will be reviewed. The Staffing Committee will then make recommendations based on the concern brought forward. Non-Clinical:<br>  - Internal Tracking Report  
Clinical:<br>  - SSI rates  
  - Falls  
  - Hand hygiene audits  
  - Medication Errors |

Endoscopy Nursing Manager: **Amy K. Draper**  
Date: **7-2-19**

Endoscopy Staffing Committee Representative: **L. L. H.**  
Date: **7-12-19**