Procedure: Staffing Plan

PROCEDURE:

1. There will be two Registered Nurses in the hospital at all times.
2. RN’s, ER Techs and NAC’s will be staffed to ensure quality care for all patients.
3. One administrator will be on call 24/7.
4. On-call schedules for OR will be posted in the schedule book at the nurses’ station.
5. Voluntary on-call for other clinical areas will be solicited as required.
6. The Charge Nurse monitors breaks and adjusts staffing accordingly.
7. Planned and unplanned leaves are staffed by Casual Part Time staff and/or agency staff as needed.
8. The Staffing Committee monitors the Staffing Plan monthly, and makes adjustments as appropriate.

**Staffing Matrix:** Always subject to change according to acuity of patients.

<table>
<thead>
<tr>
<th># of Acute and/or Skilled SWB Patients</th>
<th>Acute RN</th>
<th>Charge RN</th>
<th>Resource 11-11</th>
<th>Resource 24 X 7</th>
<th>CNA</th>
<th># of Non-Skilled NF Patients</th>
<th>RN</th>
<th>Restorative Aide</th>
<th>CNA days</th>
<th>CNA noc</th>
<th>FLOAT 10-10</th>
<th>Emergency Dept</th>
<th>ED RN</th>
<th>Resource RN (floats from acute)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4-5</td>
<td>1</td>
<td>1</td>
<td>6 hr</td>
<td>12 hr</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>based on volume and acuity</td>
</tr>
<tr>
<td>5 to 8-9</td>
<td>1-2</td>
<td>1</td>
<td>6 hr</td>
<td>12 hr</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 to 14*</td>
<td>2-3</td>
<td>1</td>
<td>12 hr</td>
<td>12 hr</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9 to 14*</td>
<td>2-3</td>
<td>1</td>
<td>12 hr</td>
<td>12 hr</td>
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</table>

Day = 0545-1815; Noc = 1745-0615

https://www.lucidoc.com/cgi/doc-gw.pl?ref=morton:10048

10/29/2019
<table>
<thead>
<tr>
<th>ED Tech</th>
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<tbody>
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<td>1</td>
</tr>
</tbody>
</table>

**Variable support**

<table>
<thead>
<tr>
<th>On-call</th>
<th>voluntary</th>
<th>voluntary</th>
<th>voluntary</th>
<th>voluntary</th>
<th>voluntary</th>
<th>voluntary</th>
</tr>
</thead>
</table>

**Ancillary Support**

<table>
<thead>
<tr>
<th>RT</th>
<th>10 hr days</th>
<th>10 hr days</th>
<th>12-24 hrs</th>
<th>12-24 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Therapy</td>
<td>8 hr wk days</td>
<td>8 hr wk days</td>
<td>8 hr wk days</td>
<td></td>
</tr>
<tr>
<td>Pharmacist on site or on call</td>
<td>24X7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Approvals**  
- **Committees:**  
  - (01/15/2019) Clinical Policy Review Committee,  
  - (03/13/2019) Medical Staff Policy Review Committee,  
  - (03/18/2019) Policy Oversight Committee,  
  - (03/27/2019) Board of Commissioners,  

- **Signers:**

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**Review Date:**  
[12/09/2015 Rev. 10], [06/08/2017 Rev. 11]

**Attachments:**  
Low Census

**Other Documents:**  
Low Census

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