

COVER PAGE

The following is the comprehensive hospital staffing
plan for Olympic Medical Center submitted to
the Washington State Department of Health in
accordance with Revised Code of Washington
70.41.420 for the year 2025 .

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Hospital Staffing Form

Attestation

Date: 10/24/24

I, the undersigned with responsibility for Olympic Medical Center attest that the attached hospital staffing plan and matrix are in accordance with RCW 70.41.420 for 2025 , and includes all units covered under our hospital license under RCW 70.41.

As approved by: Darryl Wolfe

Hospital Information

Name of Hospital: Olympic Medical Center		
Hospital License #: HAC.FS.00000038		
Hospital Street Address: 939 Caroline Street		
City/Town: Port Angeles	State: WA	Zip code: 98362
Is this hospital license affiliated with more than one location?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "Yes" was selected, please provide the location name and address		
Review Type:	<input checked="" type="checkbox"/> Annual	Review Date: 10/24/24
	<input type="checkbox"/> Update	Next Review Date: 10/31/2025
Effective Date: 1/1/25		
Date Approved: 10/22/24		

Hospital Information Continued (Optional)

Factors Considered in the Development of the Hospital Staffing Plan (check all that apply):

- ☒ Staffing guidelines adopted or published by national nursing professional associations, specialty nursing organizations, and other health professional organizations

Description:

Published staffing guidelines and recommendations from nursing professional association, specialty nursing organizations and/or other health professional organizations were used by each department to develop the attached staffing plans.

- ☒ Terms of applicable collective bargaining agreement

Description:

All attached staffing plans are within the terms of all applicable collective bargaining agreements.

- ☒ Relevant state and federal laws and rules including those regarding meal and rest breaks and use of overtime and on-call shifts

Description:

Processes were developed, and are included in the attached staffing plans, to allow for meal and rest break coverage as required by Washington State Law and to reduce the use of overtime and on-call shifts.

- ☒ Hospital finances and resources

Description:

Available hospital finances and facility resources were considered and utilized appropriately in the development of the attached staffing plans.

- ☐ Other

Description:

Signature

CEO & Co-chairs Name:	Signature:	Date:
Darryl Wolfe, CEO	<i>Darryl Wolfe</i>	1/2/24
Denise Harman, Administrative Co-Chair	<i>Denise Harman</i>	12/31/2024
Laurie Elmer, Staff Co-Chair	<i>Laurie Elmer</i>	12/31/2024

Total Votes	
# of Approvals	# of Denials
15	0

Access unit staffing matrices here.

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DOH 346-154

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Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	OMC Diagnostic Imaging					
Unit/ Clinic Type:	Radiology					
Unit/ Clinic Address:	939 Caroline st., Port Angeles WA 98362					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Day	8	3	0	0	0
Tuesday	Day	8	3	0	0	0
Wednesday	Day	8	3	0	0	0
Thursday	Day	8	3	0	0	0
Friday	Day	8	3	0	0	0
Saturday	Day	On-call	1.00	0.00	0.00	0.00
Sunday	Day	On-call	1.00	0.00	0.00	0.00

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Registration	5	0	0	2
Scheduling	5	0	0	0
Radiology Technologists	5	0	0	2
Multiprocedure Technologists	5	0	0	2
Radiologist	5	0	0	2

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Description:

DI RN's provide care for outpatient procedure and inpatients, M-F 0800-1700, M-F 0830-1730, Sa/Su on-call from 0800-1200 PICCs and 1200-1700 for Imaging procedures when Radiologist is available. DI RN's work with patients once signed into Radiology or inpatient for PICC's and Imaging procedures with discharge instructions at end of procedure prior to department the radiology department.

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Depending on patient procedures/add-ons staffing flexes from 3 to 4 nurses on the dayshift, utilizing per diem nurses. Working up patients prior to procedures with H&P for safe evaluation and care with coordination with providers or radiologists.

- ☒ Skill mix

Description:

1 Lead RN, with 2 to 3 RN's depending on patient PICC placements and procedures needed for the shift. Staffing maybe adjusted for training, orientation or increased acuity. Registrar, Scheduler, Imaging Aide, Radiologic Technologists, Multiprocedure Technologists, Sonographer and Radiologist.

☒ Level of experience of nursing and patient care staff

Description:

Staffing maybe adjusted for training, orientation or increased acuity. Registration used to check patients in for the RN's, Schedulers provide assistance in getting patients on the schedule. Imaging aides help with transporting patients and getting them in for the procedures. Radiologic Technologists use portable X-ray for imaging post PICC placement and are part of the invasive procedure team. Multiprocedure technologists will work with the invasive procedure team when CT is used. Sonographers will be available to assist if ultrasound is needed. Radiologists are a backup for the DI RN's when issues come up with PICC placements and helping to perform invasive procedures.

☒ Need for specialized or intensive equipment

Description:

Utilize ultrasound for IV placement and PICC insertion. Using a device (Bard Sherlock) during PICC placement to see the catheter placement within the patient. Monitors and infusion pumps as need. Ceiling lifts within most of the Imaging exam rooms and are used to move patients from stretchers to the exam tables and back.

☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

Units used for procedures CT 1, CT 2, Multiprocedure room 2, ultrasound rooms 1, 2, or 3, Nuclear Medicine, within Diagnostic Imaging. Nurses may need to help with IV's or patient care in MRI at the East admin hallway. Use of portable are used by X-ray technologists. Pyxis is used next to CT 1 for medication. 2-Ultrasound units are used for PICCs and stored near the DI RN desks. Other ultrasound units may be used in the ED on the North Hallway or in the ICU next to the nursing desk. WOW's will be used on the units and in CT.

☐ Other

Description:

Weekends and Holidays: DI RN's will be on-call 0800-1700 only if Radiologist available to help support invasive procedures and PICC placements. 1 Multiprocedure Technologist, 2 technologists, 1 registrar available 0800-1700. In the event there is a an increased amount of procedures or PICC placements the DI RN lead will coordinate with management to bring in a per diem RN or one of the part time employees that are off to assist. Imaging staff that are on-call will be brought in to assist as needed depending on modality. If a large number of staff are out the schedule for procedures will be reduced to a level that is safe for patient care and stay to the 1 RN to 1 patient.



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Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	Olympic Medical Center					
Unit/ Clinic Type:	Emergency Department					
Unit/ Clinic Address:	939 Caroline Street Port Angeles Washington					
Effective as of:	1/1/2025					
Hours of the day						
Hour of the day	Day of the week	Anticipated # of Visits	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
7:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0
8:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0

9:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0
10:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0
11:00 AM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
12:00 noon	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					

1:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
2:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
3:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
4:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					

5:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
6:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
7:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
8:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					

9:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
10:00 PM	Sunday	30	8	0	4	0
	Monday	30	8	0	4	0
	Tuesday	30	8	0	4	0
	Wednesday	30	8	0	4	0
	Thursday	30	8	0	4	0
	Friday	30	8	0	4	0
	Saturday	30	8	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
11:00 PM	Sunday	17	6	0	4	0
	Monday	17	6	0	4	0
	Tuesday	17	6	0	4	0
	Wednesday	17	6	0	4	0
	Thursday	17	6	0	4	0
	Friday	17	6	0	4	0
	Saturday	17	6	0	4	0
	Roles: RME RN, D/C Bay					
	2nd Resource, Flow, CRASH					
	All Acute Pods Open					
12:00 Midnight	Sunday	17	6	0	4	0
	Monday	17	6	0	4	0
	Tuesday	17	6	0	4	0
	Wednesday	17	6	0	4	0
	Thursday	17	6	0	4	0
	Friday	17	6	0	4	0
	Saturday	17	6	0	4	0

1:00 AM	Sunday	17	6	0	4	0
	Monday	17	6	0	4	0
	Tuesday	17	6	0	4	0
	Wednesday	17	6	0	4	0
	Thursday	17	6	0	4	0
	Friday	17	6	0	4	0
	Saturday	17	6	0	4	0
2:00 AM	Sunday	17	6	0	4	0
	Monday	17	6	0	4	0
	Tuesday	17	6	0	4	0
	Wednesday	17	6	0	4	0
	Thursday	17	6	0	4	0
	Friday	17	6	0	4	0
	Saturday	17	6	0	4	0
3:00 AM	Sunday	17	6	0	4	0
	Monday	17	6	0	4	0
	Tuesday	17	6	0	4	0
	Wednesday	17	6	0	4	0
	Thursday	17	6	0	4	0
	Friday	17	6	0	4	0
	Saturday	17	6	0	4	0
4:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0

5:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0
6:00 AM	Sunday	17	5	0	4	0
	Monday	17	5	0	4	0
	Tuesday	17	5	0	4	0
	Wednesday	17	5	0	4	0
	Thursday	17	5	0	4	0
	Friday	17	5	0	4	0
	Saturday	17	5	0	4	0

Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Administrative Assistant	x			
Clinical Supervisor		x	x	
Clinical Educator	x			
Department Director	x			
Charge RN	x	x	x	x
Resource RN	x	x	x	x
2nd Resource RN		x		x
Flow RN		x		x
Lab Tech	x	x	x	x
Respiratory Therapist	x	x	x	x
Diagnostic Imaging Tech	x	x	x	x
EKG Tech	x	x	x	x

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Description:

ED throughput plays a large role in the staffing needs of the department. Boarding of admits or delays in admissions causes higher patient volumes which drives a greater need for staff in the department.

Breaks:

- Meal and rest periods shall be provided per union contract and as required by law. These meal and rest periods will be assigned by the charge nurse or designee. Meal (30min) and rest (15min) breaks will be uninterrupted. If the meal and/or rest break is interrupted the Charge RN must be notified immediately in order to provide an alternative break time. The Resource Nurse will help facilitate lunches and breaks 24/7

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Acuity of patients plays a role in the number of patients one RN can safely manage at a time. The higher the patient acuity, the more nursing staff are required to safely manage their care.

Acuity Guidelines:

- Determining acuity is a dynamic process that begins upon initial triage and continues through the patient's length of stay.
- Acuity for staffing purposes will be determined by: The patient's hemodynamic stability, the patient's neurological status, and the amount of immediate resources needed.

Low Census:

☒ Skill mix

Description:

Nursing skill mix is critical in the safe care of patients in the ED. Not all ED RNs will initially have the same level of training, certifications, or experience. These elements are crucial in the way patient assignments are made as well as what types and numbers of patients a RN can safely care for.

The

Emergency Department staffing plan will include:

- 1 Charge RN (24/7)
- Triage 1 RN (24/7)
- Triage 2 RN (11a-11p)
- RME RN (11a-11p)

☒ Level of experience of nursing and patient care staff

Description:

The level of experience refers to the time and amount to applicable clinical experience in the field in which a RN is working. This level of experience often determines the number and type of patients a RN can safely care for during their shift.

☒ Need for specialized or intensive equipment

Description:

Equipment such as mechanical ventilation, patient warming devices, central lines, arterial lines, rapid infusion devices, chest tubes, etc. all play a role in the amount of nursing care required and affects staffing guidelines.

☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

There is a wall that separates the two sections of our ED. This wall creates a physical barrier to being able to see and easily communicate with staff working in different sections of the ED.

☒ Other

Description:

ED Surge Plan

Process: Emergency Department Page 1 of 2 Target Audience: All Staff

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Purpose

The ED is a dynamic environment that can experience sudden changes in patient census, staffing and available beds. Patient acuity can also place strain on the department's ability to safely and effectively manage care. This plan outlines a standardized process to safely manage patient care in the Emergency

[illegible]

Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Scheduler Biller	1			
Scope Reprocessor	1			
X-ray tech	As needed			
Lab tech	As needed			
PCA	As needed			
OR/Endo support	As needed			
Manager	1			
Supervisor	1			
Educator	1			
Director	1			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Description:

Off-Premise Call for Urgent/Emergent Cases. During TIF cases one trained staff will be in OR to assist procedure.

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Direct patient care for scope procedures and cardiac procedures.

☐ Skill mix

Description:

RN, tech, reprocessor

☐ Level of experience of nursing and patient care staff

Description:

1 Charge nurse and 1 relief tech M-F

☒ Need for specialized or intensive equipment

Description:

DI staff man C-arm and monitor for ERCP. Pathology on site for certain EBUS/bronch per MD request. EBUS monitor.

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

Endoscopy suites on East and West end of Short Stay unit. 4 dedicated patient rooms directly adjacent to endo suites.

☐ Other

Description:



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Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	Olympic Medical Heart Center					
Unit/ Clinic Type:	Cardiac Diagnostic Testing					
Unit/ Clinic Address:	939 Caroline Street, Port Angeles WA 98362					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Sunday	Day	8.00	0.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Monday	Day	8.00	2.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Tuesday	Day	8.00	2.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Wednesday	Day	8.00	2.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Thursday	Day	8.00	2.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Friday	Day	8.00	2.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00
Saturday	Day	8.00	0.00	0.00	0.00	1.00
	Evening	8.00	0.00	0.00	0.00	1.00

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Cardiac Wellness Tech (EKG)	2	1	0	2
Cardiac Sonographer	5	0	0	0
Nuclear Medicine Technologist	2	0	0	0
Exercise Physiologist	5	0	0	0
Cardiac Device Specialist	1	0	0	0
Cardiac Device Assistant	2	0	0	0
Customer Service Representative	4	0	0	0
Referral Coordinator	1	0	0	0

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Unit provides services to inpatient, ED, and outpatient services at the main hospital facility, out patient services are also provided at our Sequim facility. The outpatient clinic schedule is developed a month in advance to match available staffing and adjusted accordingly to assure adequate staffing for scheduled outpatient visits. Staffing for inpatient and ED services is based upon average volumes and adjusted as needed. In-patient & ED needs are assessed at the start of the day at 0800 by the Clinical Supervisor (or designee) to assure adequate staffing is available. Supervisor will add additional staff if available and/or adjust the outpatient schedule as needed to support emergent in-patient/ED needs.

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

The Heart Center provides services that require the presence of a RN from M-F 0800-1630. The minimum required RN staff is two with one at each of two locations Additional patient procedure volume above baseline necessitates an increases to two at a given location. Outpatient volumes adjusted if additional RN staff is unavailable.

- ☒ Skill mix

The Heart Center provides services that require the presence of a RN from M-F 0800-1630. The minimum required RN staff is two with one at each of two locations Additional patient procedure volume above baseline necessitates an increases to two at a given location. Outpatient volumes adjusted if additional RN staff is unavailable.

- ☒ Level of experience of nursing and patient care staff

Staffing maybe adjusted for training, orientation, and/or increased acuity.

- ☒ Need for specialized or intensive equipment

Utilize ultrasound for IV placement when appropriate. Infusion pump use as needed with specific procedures. Hoyer lift available at both locations.

- ☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

The Heart Center operates out of two locations. Hospital based in Port Angeles WA including in-patient, ED, and out patient services as well as the Sequim WA outpatient program.

- ☒ Other

The Heart Center does not provide services that requires presence of an RN on weekends or during holidays that are recognized by the organization. In-patient/ED surge planning will initially be accomodated with addition of additional Heart Center RN and UAP staff (if available). If adequate staffing is not available, a reduction in scheduled outpatient diagnostic testing will be utilized to support in-patient and/or ED services.

[illegible]

6	Day 0700-1500	8.00	3.00	0.00	1.00	0.00	4.00	0.00	1.33	0.00	16.00
	Evening 1500-2300	8.00	3.00	0.00	1.00	0.00	4.00	0.00	1.33	0.00	
	Nights 2300-0700	8.00	3.00	0.00	1.00	0.00	4.00	0.00	1.33	0.00	
	6 ICU patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	Day 0700-1500	8.00	4.00	0.00	1.00	0.00	4.57	0.00	1.14	0.00	17.14
	Evening 1500-2300	8.00	4.00	0.00	1.00	0.00	4.57	0.00	1.14	0.00	
	Nights 2300-0700	8.00	4.00	0.00	1.00	0.00	4.57	0.00	1.14	0.00	
	7 ICU patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	Day 0700-1500	8.00	4.00	0.00	1.00	0.00	4.00	0.00	1.00	0.00	15.00
	Evening 1500-2300	8.00	4.00	0.00	1.00	0.00	4.00	0.00	1.00	0.00	
	Nights 2300-0700	8.00	4.00	0.00	1.00	0.00	4.00	0.00	1.00	0.00	
	8 ICU patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	Day 0700-1500	8.00	5.00	0.00	1.00	0.00	4.44	0.00	0.89	0.00	16.00
	Evening 1500-2300	8.00	5.00	0.00	1.00	0.00	4.44	0.00	0.89	0.00	
	Nights 2300-0700	8.00	5.00	0.00	1.00	0.00	4.44	0.00	0.89	0.00	
	9 ICU patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	Day 0700-1500	8.00	5.00	0.00	1.00	0.00	4.00	0.00	0.80	0.00	14.40
	Evening 1500-2300	8.00	5.00	0.00	1.00	0.00	4.00	0.00	0.80	0.00	
	Nights 2300-0700	8.00	5.00	0.00	1.00	0.00	4.00	0.00	0.80	0.00	
	10 ICU patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1	Day 0700-1500	8.00	1.00	0.00	1.00	0.00	8.00	0.00	8.00	0.00	48.00
	Evening 1500-2300	8.00	1.00	0.00	1.00	0.00	8.00	0.00	8.00	0.00	
	Nights 2300-0700	8.00	1.00	0.00	1.00	0.00	8.00	0.00	8.00	0.00	
	1 TELE patient	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	Day 0700-1500	8.00	1.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	24.00
	Evening 1500-2300	8.00	1.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	
	Nights 2300-0700	8.00	1.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	
	2 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	Day 0700-1500	8.00	1.00	0.00	1.00	0.00	2.67	0.00	2.67	0.00	16.00
	Evening 1500-2300	8.00	1.00	0.00	1.00	0.00	2.67	0.00	2.67	0.00	
	Nights 2300-0700	8.00	1.00	0.00	1.00	0.00	2.67	0.00	2.67	0.00	
	3 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	Day 0700-1500	8.00	2.00	0.00	1.00	0.00	4.00	0.00	2.00	0.00	16.00
	Evening 1500-2300	8.00	2.00	0.00	1.00	0.00	4.00	0.00	2.00	0.00	
	Nights 2300-0700	8.00	1.00	0.00	1.00	0.00	2.00	0.00	2.00	0.00	
	4 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5	Day 0700-1500	8.00	2.00	0.00	1.00	0.00	3.20	0.00	1.60	0.00	14.40
	Evening 1500-2300	8.00	2.00	0.00	1.00	0.00	3.20	0.00	1.60	0.00	
	Nights 2300-0700	8.00	2.00	0.00	1.00	0.00	3.20	0.00	1.60	0.00	
	5 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

6	Day 0700-1500	8.00	2.00	0.00	1.00	0.00	2.67	0.00	1.33	0.00	12.00
	Evening 1500-2300	8.00	2.00	0.00	1.00	0.00	2.67	0.00	1.33	0.00	
	Nights 2300-0700	8.00	2.00	0.00	1.00	0.00	2.67	0.00	1.33	0.00	
	6 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	Day 0700-1500	8.00	3.00	0.00	1.00	0.00	3.43	0.00	1.14	0.00	12.57
	Evening 1500-2300	8.00	3.00	0.00	1.00	0.00	3.43	0.00	1.14	0.00	
	Nights 2300-0700	8.00	2.00	0.00	1.00	0.00	2.29	0.00	1.14	0.00	
	7 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	Day 0700-1500	8.00	3.00	0.00	1.00	0.00	3.00	0.00	1.00	0.00	11.00
	Evening 1500-2300	8.00	3.00	0.00	1.00	0.00	3.00	0.00	1.00	0.00	
	Nights 2300-0700	8.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00	0.00	
	8 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	Day 0700-1500	8.00	3.00	0.00	1.00	0.00	2.67	0.00	0.89	0.00	10.67
	Evening 1500-2300	8.00	3.00	0.00	1.00	0.00	2.67	0.00	0.89	0.00	
	Nights 2300-0700	8.00	3.00	0.00	1.00	0.00	2.67	0.00	0.89	0.00	
	9 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	Day 0700-1500	8.00	4.00	0.00	1.00	0.00	3.20	0.00	0.80	0.00	11.20
	Evening 1500-2300	8.00	4.00	0.00	1.00	0.00	3.20	0.00	0.80	0.00	
	Nights 2300-0700	8.00	3.00	0.00	1.00	0.00	2.40	0.00	0.80	0.00	
	10 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	Day 0700-1500	8.00	4.00	0.00	2.00	0.00	2.91	0.00	1.45	0.00	12.36
	Evening 1500-2300	8.00	4.00	0.00	2.00	0.00	2.91	0.00	1.45	0.00	
	Nights 2300-0700	8.00	3.00	0.00	2.00	0.00	2.18	0.00	1.45	0.00	
	11 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12	Day 0700-1500	8.00	4.00	0.00	2.00	0.00	2.67	0.00	1.33	0.00	11.33
	Evening 1500-2300	8.00	4.00	0.00	2.00	0.00	2.67	0.00	1.33	0.00	
	Nights 2300-0700	8.00	3.00	0.00	2.00	0.00	2.00	0.00	1.33	0.00	
	12 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13	Day 0700-1500	8.00	5.00	0.00	2.00	0.00	3.08	0.00	1.23	0.00	12.31
	Evening 1500-2300	8.00	5.00	0.00	2.00	0.00	3.08	0.00	1.23	0.00	
	Nights 2300-0700	8.00	4.00	0.00	2.00	0.00	2.46	0.00	1.23	0.00	
	13 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
14	Day 0700-1500	8.00	5.00	0.00	2.00	0.00	2.86	0.00	1.14	0.00	11.43
	Evening 1500-2300	8.00	5.00	0.00	2.00	0.00	2.86	0.00	1.14	0.00	
	Nights 2300-0700	8.00	4.00	0.00	2.00	0.00	2.29	0.00	1.14	0.00	
	14 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15	Day 0700-1500	8.00	5.00	0.00	2.00	0.00	2.67	0.00	1.07	0.00	10.67
	Evening 1500-2300	8.00	5.00	0.00	2.00	0.00	2.67	0.00	1.07	0.00	
	Nights 2300-0700	8.00	4.00	0.00	2.00	0.00	2.13	0.00	1.07	0.00	
	15 TELE patients	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Charge RN	x	x	x	x
Ressource RN- requested for 2025	x	x	x	x
Arrhythmia Technician (AT)	x	x	x	x
Clinical Supervisor and Educator	x			
Clinical Supervisor		x	x	
Unit Director	x			
OTHER MEMBERS of the Care Team	(not staffed by this unit)			
Respiratory Therapy	x	x	x	x
PT/OT/SLP	x			x
PICC/Infusion RN	x			
Case Managers/Social Work	x	x		x
Chaplain	x			
Pharmacist	x	x	x	x
Hospitalist/Providers	x	x	x	x
Diatitian	x			
Sitters/Trained Observers	x	x	x	x

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Admissions, discharges, and transfers can happen at any time during any given 24 hrs, with a noted higher admission burden between 1500 and 0300.

☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

This unit cares for Intensive Care, Intermediate Care as well as MedSurg (Overflow) patients; staffing is adjusted based on patient care status. Charge nurses may assist with care but do not take an assignment except a low acuity patient when census is low. We are planning to establish a Resource/Break Nurse for 2025; the resource/break nurse will be assisting with patient care needs, emergency/code responses, and break/meal period compliance and will not be assigned a direct-care patient assignment. Therefore, Charge and Resource RN are not included in the patient volume based matrix for staffing needs. Exception: very low census- Charge nurse may take a low acuity patient assignment or arrhythmia technician can be put on call. This will be based on acuity of patients. The CNA can also be cancelled, if lifting/care can be done by existing staff assisting each other. This is up to the charge nurse. (1) For ICU level patients, patient assignments will vary between 2:1 and 1:1. We can have 1:1 RN-patient assignments based on care needs and requirement of close monitoring and interventions. 1:1 assignments will be determined by charge nurses based on nursing care standards for this unit. (2) For intermediate care patients during dayshift and evening shift (0700-2300), 3 patients to 1 nurse maximum unless the acuity allows flexing up to 4 when there are Overflow patients or decreasing the ratio if there is limited CNA support in the unit. For intermediate care patients during night shift (2300-0700), 3 patients to 1 nurse and staff may flex up to 4 patients to 1 nurse if census requires (unless acuities are high and there is limited CNA support). (3) If a patient assignment is 100% overflow patients, our staffing and documentation requirements will follow the MedSurg staffing guidelines.

☒ Skill mix

(1) RNs in this unit care for all levels of patient admission status; at the discretion of the unit Director, staff may be able to opt out of ICU level patients care and focus on Tele and OF assignments. Staff new to the unit and/or new to ICU/Tele will undergo orientation to the unit and care needs required for each patient population. RNs are also assigned to the Code responder role, to support emergencies in house (i.e., rapid responses, cardiac arrest, trauma, massive blood transfusions, code stroke). (2) CNA: A minimum of 1 CNA per shift for days, evenings, and nights. No more than 8-10 patients per 1 CNA on all shifts, depending on acuity and staff availability. Nurses may be assigned to function as a CNA, if staffing requires, which will count as a department internal float assignment for nurses based on float rotation; this was a department decision and does not qualify for float pay, per union contract. (3) Arrhythmia Technician (AT) is scheduled for both ICU/Telemetry areas, they also cover cardiac monitoring for patients on other wards: 1 Arrhythmia Technician is scheduled per shift. If unavailable, the arrhythmia technician tasks can be performed by ICU/Tele nurses or CNAs who have been trained to the arrhythmia technician job duties; a charge nurse may opt to do this as well while being charge, but census and acuity will impact this decision, it is not expected.

☐ Level of experience of nursing and patient care staff

☐ Need for specialized or intensive equipment

☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

10 rooms dedicated for ICU level patients, all single room. 9 Tele beds in the intermediate care area of this unit, 3 rooms with double bed occupancy. At any time, we can have ICU level, Tele level or MedSurg level patients in the 10 ICU beds; patient bed assignments will depend on patient care needs (single patient room needed, isolation requirements, etc.).

☒ Other

In this unit, our staff is working 8 or 12 hr shifts (RNs and CNAs). ATs are all working on a 12 hr schedule. Staffing needs are addressed at a minimum of every 8 hrs (for 0700, 1500, 1900, 2300 shift needs). Resource/Break nurse requested per 2025 budget to cover 24/7 (awaiting approval). 1 charge nurse for whole unit. We currently do not employ a Nursing Technician; if considered, a Nurse Tech will function under direct supervision and task delegation by the unit charge nurse, supporting and assisting the ICU/Tele Team and patients in all aspects of the nursing care process as outlined in the job description for Nursing Technicians. The Nurse Tech will function in the role of a circulating resource nurse, including but not limited to assisting with admissions, transfers, and discharges, basic nursing skills and procedures, based on their provided skills/procedure checklist. If unit staffing is acutely diminished and unable to provide full staffing for the patients that are housed in the unit OR during times when an internal and/or external triage is being called at OMC or the OMC surge plan is activated, an increase in nurse-to-patient ratios outside the approved staffing plan may be required. Staffing needs will be flexed based on department own and OMC surge plan, in collaboration between unit charge nurses and Nursing Supervision. Before making the decision to increase ratios, all efforts will be made and may be exhausted to find additional staff. The Unit Director and Unit Supervisor(s) will be expected to help with staffing needs as able.

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4	Day - Evening	12	1	0	1	0	3.00	0.00	3.00	0.00	12.00
	Evening-Night	12	1	0	1	0	3.00	0.00	3.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
5	Day - Evening	12	2	0	1	0	4.80	0.00	2.40	0.00	12.00
	Evening-Night	12	1	0	1	0	2.40	0.00	2.40	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
6	Day - Evening	12	2	0	1	0	4.00	0.00	2.00	0.00	12.00
	Evening-Night	12	2	0	1	0	4.00	0.00	2.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
7	Day - Evening	12	2	0	1	0	3.43	0.00	1.71	0.00	10.29
	Evening-Night	12	2	0	1	0	3.43	0.00	1.71	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
8	Day - Evening	12	2	0	1	0	3.00	0.00	1.50	0.00	9.00
	Evening-Night	12	2	0	1	0	3.00	0.00	1.50	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
9	Day - Evening	12	3	0	1	0	4.00	0.00	1.33	0.00	9.33
	Evening-Night	12	2	0	1	0	2.67	0.00	1.33	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	

10	Day - Evening	12	3	0	2	0	3.60	0.00	2.40	0.00	9.60
	Evening-Night	12	2	0	1	0	2.40	0.00	1.20	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
11	Day - Evening	12	3	0	2	0	3.27	0.00	2.18	0.00	9.82
	Evening-Night	12	3	0	1	0	3.27	0.00	1.09	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
12	Day - Evening	12	3	0	2	0	3.00	0.00	2.00	0.00	9.00
	Evening-Night	12	3	0	1	0	3.00	0.00	1.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
13	Day - Evening	12	4	0	2	0	3.69	0.00	1.85	0.00	9.23
	Evening-Night	12	3	0	1	0	2.77	0.00	0.92	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
14	Day - Evening	12	4	0	2	0	3.43	0.00	1.71	0.00	9.43
	Evening-Night	12	3	0	2	0	2.57	0.00	1.71	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
15	Day - Evening	12	4	0	2	0	3.20	0.00	1.60	0.00	8.80
	Evening-Night	12	3	0	2	0	2.40	0.00	1.60	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	

[illegible]

22	Day - Evening	12	6	0	3	0	3.27	0.00	1.64	0.00	8.73
	Evening-Night	12	5	0	2	0	2.73	0.00	1.09	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
23	Day - Evening	12	6	0	3	0	3.13	0.00	1.57	0.00	8.35
	Evening-Night	12	5	0	2	0	2.61	0.00	1.04	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
24	Day - Evening	12	6	0	3	0	3.00	0.00	1.50	0.00	8.00
	Evening-Night	12	5	0	2	0	2.50	0.00	1.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
25	Day - Evening	12	7	0	3	0	3.36	0.00	1.44	0.00	8.16
	Evening-Night	12	5	0	2	0	2.40	0.00	0.96	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
26	Day - Evening	12	7	0	3	0	3.23	0.00	1.38	0.00	8.31
	Evening-Night	12	6	0	2	0	2.77	0.00	0.92	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
27	Day - Evening	12	7	0	3	0	3.11	0.00	1.33	0.00	8.44
	Evening-Night	12	6	0	3	0	2.67	0.00	1.33	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	

28	Day - Evening	12	7	0	4	0	3.00	0.00	1.71	0.00	8.57
	Evening-Night	12	6	0	3	0	2.57	0.00	1.29	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
29	Day - Evening	12	8	0	4	0	3.31	0.00	1.66	0.00	8.69
	Evening-Night	12	6	0	3	0	2.48	0.00	1.24	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
30	Day - Evening	12	8	0	4	0	3.20	0.00	1.60	0.00	8.40
	Evening-Night	12	6	0	3	0	2.40	0.00	1.20	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
31	Day - Evening	12	8	0	4	0	3.10	0.00	1.55	0.00	8.52
	Evening-Night	12	7	0	3	0	2.71	0.00	1.16	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
32	Day - Evening	12	8	0	4	0	3.00	0.00	1.50	0.00	8.25
	Evening-Night	12	7	0	3	0	2.63	0.00	1.13	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
33	Day - Evening	12	8	0	4	0	2.91	0.00	1.45	0.00	8.00
	Evening-Night	12	7	0	3	0	2.55	0.00	1.09	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	

34	Day - Evening	12	8	0	4	0	2.82	0.00	1.41	0.00	7.76
	Evening-Night	12	7	0	3	0	2.47	0.00	1.06	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
35	Day - Evening	12	8	0	4	0	2.74	0.00	1.37	0.00	6.51
	Evening-Night	12	7	0	0	0	2.40	0.00	0.00	0.00	
		0	0	0	3	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
36	Day - Evening	12	8	0	4	0	2.67	0.00	1.33	0.00	8.13
	Evening-Night	12	8	0	3	0	3.00	0.00	1.13	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
37	Day - Evening	12	9	0	5	0	2.92	0.00	1.62	0.00	8.11
	Evening-Night	12	8	0	3	0	2.59	0.00	0.97	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
38	Day - Evening	12	9	0	5	0	2.84	0.00	1.58	0.00	7.89
	Evening-Night	12	8	0	3	0	2.53	0.00	0.95	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
39	Day - Evening	12	9	0	5	0	2.77	0.00	1.54	0.00	6.77
	Evening-Night	12	8	0	0	0	2.46	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	

40	Day - Evening	12	10	0	5	0	3.00	0.00	1.50	0.00
	Evening-Night	12	8	0	4	0	2.40	0.00	1.20	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
		0	0	0	0	0	0.00	0.00	0.00	0.00
							8.10			

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
HUC	1	1		1
Director	1			
Supervisor	1			
Supervisor		1		
Educator	1			
NON-MED/SURG STAFF	Not Staffed by this Department			
Nutrition Support	x			
Pharmacy	x	x	x	x
PT/OT/SLP	x			x
PICC Team/Infusion RN	x			
Respiratory Therapist	x	x	x	x
Laboratory Tech	x	x	x	x
Diagnostic Imaging	x	x	x	
Chaplain	x			
Trained Observer	x	x	x	x
Patient Care Aid	x	x	x	x
Case Management	x	x		x

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☐ Activity such as patient admissions, discharges, and transfers

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

PEDIATRIC PATIENTS: 1 Pediatric Trained RN to not more than 3 patients based on acuity and guardian support. RN Staffing ratios will be adjusted to ensure pediatric patient coverage is appropriate based on patient acuity and guardian support. If pediatric patient requires 1:1 staffing, there must be an accompanying physician order.

BEHAVIORAL HEALTH PATIENTS: Acutely suicidal patients requiring 1:1 for seclusion will have a trained staff member. Utilization of the trained observer ticked algorithm will be used in helping to assess sitter needs for the unit. The Charge Nurse will collaborate with the Staffing Office/Unit Supervisor and/or Director to determine the best option for appropriate care. Indication for a lesser patient assignment if patient requires 2 staff and security escort. is 100% overflow patients, our staffing and documentation requirements will follow the MedSurg staffing guidelines.

- ☒ Skill mix

The staffing matrix is designed as a guideline for shift-by-shift, unit-based staffing decisions and can be adjusted up or down based on patient factors and skill mix of staff.

- ☒ Level of experience of nursing and patient care staff

The staffing matrix is designed as a guideline for shift-by-shift, unit-based staffing decisions and can be adjusted up or down based on patient factors and experience of nursing and patient care staff.

- ☐ Need for specialized or intensive equipment

- ☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

- ☒ Other

Department staffing for RNs, CNAs, HUCs, and Nurse Techs will follow the staffing matrix and will be adjusted as needed based on patient volumes as well as patient acuities per WSHA and ANA recommended best practices.

NURSE TECH: When available, a Nurse Tech will be assigned to partner with 1-3 RNs to help provide patient care and complete tasks as assigned by the RN. The NA-C assignment will not be impacted and will remain as indicated per the staffing matrix. An RN assigned a Nurse Tech will be assigned 1 additional patient over suggested guidelines, depending on patient acuity and RN and Nurse Tech skill mix. A Nurse Tech will be assigned to care for 2-3 patients based on Nurse Tech skill mix and patient acuity. A Nurse Tech will only perform tasks and skills they have had checked off by their nursing program instructors and have demonstrated ability to perform safely and correctly per OMC policies and guidelines.

CHARGE NURSE: There will be one designated Charge nurse and one Admit/Discharge RN (ADRN) without a patient assignment from 0700-1930. Charge Nurse responsibilities include, but are not limited to, assigning patients, considering patient acuity, geographic location, staff skill set, patient needs, and patient volumes. The ADRN role will be tasked with optimizing admit and discharge processes as well as assisting with other resource and break activities as needed. They could be utilized in a relief Charge Nurse Role. There will be one designated Charge Nurse without a patient assignment from 1900-0730.

FLOATING: Floating Medical/Surgical/Pediatric staff to another unit will occur only if there is adequate staffing available to meet Medical/Surgical/Pediatric patient care needs.

INABILITY TO MEET PROJECTED STAFFING NEEDS: If there are not an adequate number of NA-Cs available, the Charge Nurse may adapt the number of RN staff to adequately meet patient needs. If there is not a HUC available, an appropriately trained NA-C may be utilized as a HUC.

UNIT SURGE PLAN: The purpose of the surge plan is to outline a process to safely manage patient care in the Medical/Surgical/Pediatrics department at OMC during times of acutely high patient census or acutely diminished staffing. It is not intended to outline care during normal/non-disaster days but is intended to create a pathway to safely care for patients when variances in patient or staff volumes create an acute strain on Medical/Surgical/Pediatrics capacity. In the event the organization has initiated an external or internal disaster/triage plan, high census protocol, or its published surge plan, the staffing plan for the Medical/Surgical/Pediatrics department will adjust to meet the patient needs of the organization. These adjustments to the staffing plan will be assessed shift by shift with unit-based staffing decisions being adjusted up or down based on patient acuity and the skill mix of hospital staff. If Medical/Surgical/Pediatrics departmental surge staffing is required, or an official declaration has been made regarding the need to implement departmental surge staffing plans, the following steps will be taken:

Off-Duty staff will be contacted via phone, text, and/or email and notified of the situation in an effort to meet the needs of the organization.

Each department's staffing will be assessed by the House Supervisor to determine what/if any resources are available.

The number of pending admissions meeting Medical/Surgical/Pediatrics criteria per the Medical/Surgical/Pediatrics Admit Exclusion Guidelines are identified.

Discussion between House Supervision and the Charge Nurse will take place prior to any additional admissions so patient acuity and nursing skill mix can be determined. Priority will be to remain fully staffed according to the published staffing plan.

The ADRN, if available, will be assigned 1 patient. If this is not sufficient to meet the admission needs, the ADRN will take a patient group.

RN Partners will be requested to assist Medical/Surgical/Pediatrics RNs. If RN Partners are available, Medical/Surgical/Pediatrics RNs with an RN partner will be assigned one additional patient over the published staffing plan first. If there are no RN Partners available or this is not sufficient to meet the needs of the organization, the remaining Medical/Surgical/Pediatrics RNs will be assigned no more than one additional patient over the published staffing plan.

If all these measures are still not sufficient to meet the needs of the organization, the Medical/Surgical/Pediatrics Director will be called in to help meet the needs.

Patient Volume-based Staffing Matrix Formula Template

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:		Olympic Medical Center									
Unit/ Clinic Type:		L&D/PP/Nursery									
Unit/ Clinic Address:		939 Caroline St. Port Angeles, Wa. 98362									
Average Daily Census:		4					Maximum # of Beds:		Level 1 L&D 4/PP couplets 5/Nsy 2		
Effective as of:		1/1/2025									
Census											
Census	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's	Min # of RN HPUS	Min # of LPN HPUS	Min # of CNA HPUS	Min # of UAP HPUS	Total Minimum Direct Pt. Care HPUS (hours per unit of service)
1	Day 07-19	12	2	0	0	1	24.00	0.00	0.00	12.00	60.00
	Night 19-07	12	2	0	0	0	24.00	0.00	0.00	0.00	
	L&D 0/PP 1						0.00	0.00	0.00	0.00	
2	Day 07-19	12	2	0	0	1	12.00	0.00	0.00	6.00	30.00
	Night 19-07	12	2	0	0	0	12.00	0.00	0.00	0.00	
	L&D 0/PP 2						0.00	0.00	0.00	0.00	
3	Day 07-19	12	2	0	0	1	8.00	0.00	0.00	4.00	20.00
	Night 19-07	12	2	0	0	0	8.00	0.00	0.00	0.00	
	L&D 0/PP 3						0.00	0.00	0.00	0.00	
4	Day 07-19	12	3	0	0	1	9.00	0.00	0.00	3.00	21.00
	Night 19-07	12	3	0	0	0	9.00	0.00	0.00	0.00	
	L&D 0/PP 4						0.00	0.00	0.00	0.00	
5	Day 07-19	12	3	0	0	1	7.20	0.00	0.00	2.40	16.80
	Night 19-07	12	3	0	0	0	7.20	0.00	0.00	0.00	
	L&D 0/PP 5						0.00	0.00	0.00	0.00	
6	Day 07-19	12	3	0	0	1	6.00	0.00	0.00	2.00	14.00
	Night 19-07	12	3	0	0	0	6.00	0.00	0.00	0.00	
	L&D 0/PP 6						0.00	0.00	0.00	0.00	
7	Day 07-19	12	4	0	0	1	6.86	0.00	0.00	1.71	15.43
	Night 19-07	12	4	0	0	0	6.86	0.00	0.00	0.00	
	L&D 0/PP 7						0.00	0.00	0.00	0.00	
8	Day 07-19	12	4	0	0	1	6.00	0.00	0.00	1.50	13.50
	Night 19-07	12	4	0	0	0	6.00	0.00	0.00	0.00	
	L&D 0/PP 8						0.00	0.00	0.00	0.00	
9	Day 07-19	12	4	0	0	1	5.33	0.00	0.00	1.33	12.00
	Night 19-07	12	4	0	0	0	5.33	0.00	0.00	0.00	
	L&D 0/PP 9						0.00	0.00	0.00	0.00	
1	Day 07-19	12	2	0	0	1	24.00	0.00	0.00	12.00	60.00
	Night 19-07	12	2	0	0	0	24.00	0.00	0.00	0.00	
	L&D 1/PP 0						0.00	0.00	0.00	0.00	
2	Day 07-19	12	3	0	0	1	18.00	0.00	0.00	6.00	42.00
	Night 19-07	12	3	0	0	0	18.00	0.00	0.00	0.00	
	L&D 1/PP 1						0.00	0.00	0.00	0.00	

3	Day 07-19	12	3	0	0	1	12.00	0.00	0.00	4.00	28.00
	Night 19-07	12	3	0	0	0	12.00	0.00	0.00	0.00	
	L&D 1/PP 2						0.00	0.00	0.00	0.00	
4	Day 07-19	12	3	0	0	1	9.00	0.00	0.00	3.00	21.00
	Night 19-07	12	3	0	0	0	9.00	0.00	0.00	0.00	
	L&D 1/PP 3						0.00	0.00	0.00	0.00	
5	Day 07-19	12	4	0	0	1	9.60	0.00	0.00	2.40	21.60
	Night 19-07	12	4	0	0	0	9.60	0.00	0.00	0.00	
	L&D 1/PP 4						0.00	0.00	0.00	0.00	
6	Day 07-19	12	4	0	0	1	8.00	0.00	0.00	2.00	18.00
	Night 19-07	12	4	0	0	0	8.00	0.00	0.00	0.00	
	L&D 1/PP 5						0.00	0.00	0.00	0.00	
7	Day 07-19	12	4	0	0	1	6.86	0.00	0.00	1.71	15.43
	Night 19-07	12	4	0	0	0	6.86	0.00	0.00	0.00	
	L&D 1/PP 6						0.00	0.00	0.00	0.00	
8	Day 07-19	12	5	0	0	1	7.50	0.00	0.00	1.50	16.50
	Night 19-07	12	5	0	0	0	7.50	0.00	0.00	0.00	
	L&D 1/PP 7						0.00	0.00	0.00	0.00	
9	Day 07-19	12	5	0	0	1	6.67	0.00	0.00	1.33	14.67
	Night 19-07	12	5	0	0	0	6.67	0.00	0.00	0.00	
	L&D 1/PP 8						0.00	0.00	0.00	0.00	
2	Day 07-19	12	3	0	0	1	18.00	0.00	0.00	6.00	42.00
	Night 19-07	12	3	0	0	0	18.00	0.00	0.00	0.00	
	L&D 2/PP 0						0.00	0.00	0.00	0.00	
3	Day 07-19	12	4	0	0	1	16.00	0.00	0.00	4.00	36.00
	Night 19-07	12	4	0	0	0	16.00	0.00	0.00	0.00	
	L&D 2/PP 1						0.00	0.00	0.00	0.00	
4	Day 07-19	12	4	0	0	1	12.00	0.00	0.00	3.00	27.00
	Night 19-07	12	4	0	0	0	12.00	0.00	0.00	0.00	
	L&D 2/PP 2						0.00	0.00	0.00	0.00	
5	Day 07-19	12	4	0	0	1	9.60	0.00	0.00	2.40	21.60
	Night 19-07	12	4	0	0	0	9.60	0.00	0.00	0.00	
	L&D 2/PP 3						0.00	0.00	0.00	0.00	
6	Day 07-19	12	5	0	0	1	10.00	0.00	0.00	2.00	22.00
	Night 19-07	12	5	0	0	0	10.00	0.00	0.00	0.00	
	L&D 2/PP 4						0.00	0.00	0.00	0.00	
7	Day 07-19	12	5	0	0	1	8.57	0.00	0.00	1.71	18.86
	Night 19-07	12	5	0	0	0	8.57	0.00	0.00	0.00	
	L&D 2/PP 5						0.00	0.00	0.00	0.00	
8	Day 07-19	12	5	0	0	1	7.50	0.00	0.00	1.50	16.50
	Night 19-07	12	5	0	0	0	7.50	0.00	0.00	0.00	
	L&D 2/PP 6						0.00	0.00	0.00	0.00	
9	Day 07-19	12	6	0	0	1	8.00	0.00	0.00	1.33	17.33
	Night 19-07	12	6	0	0	0	8.00	0.00	0.00	0.00	
	L&D 2/PP 7						0.00	0.00	0.00	0.00	
3	Day 07-19	12	4	0	0	1	16.00	0.00	0.00	4.00	36.00
	Night 19-07	12	4	0	0	0	16.00	0.00	0.00	0.00	
	L&D 3/PP 0						0.00	0.00	0.00	0.00	
4	Day 07-19	12	5	0	0	1	15.00	0.00	0.00	3.00	33.00
	Night 19-07	12	5	0	0	0	15.00	0.00	0.00	0.00	
	L&D 3/PP 1						0.00	0.00	0.00	0.00	
5	Day 07-19	12	5	0	0	1	12.00	0.00	0.00	2.40	26.40
	Night 19-07	12	5	0	0	0	12.00	0.00	0.00	0.00	
	L&D 3/PP 2						0.00	0.00	0.00	0.00	
6	Day 07-19	12	5	0	0	1	10.00	0.00	0.00	2.00	22.00
	Night 19-07	12	5	0	0	0	10.00	0.00	0.00	0.00	
	L&D 3/PP 3						0.00	0.00	0.00	0.00	
7	Day 07-19	12	6	0	0	1	10.29	0.00	0.00	1.71	22.29
	Night 19-07	12	6	0	0	0	10.29	0.00	0.00	0.00	
	L&D 3/PP 4						0.00	0.00	0.00	0.00	

8	Day 07-19	12	6	0	0	1	9.00	0.00	0.00	1.50	19.50
	Night 19-07	12	6	0	0	0	9.00	0.00	0.00	0.00	
	L&D 3/PP 5						0.00	0.00	0.00	0.00	
9	Day 07-19	12	6	0	0	1	8.00	0.00	0.00	1.33	17.33
	Night 19-07	12	6	0	0	0	8.00	0.00	0.00	0.00	
	L&D 3/PP 6						0.00	0.00	0.00	0.00	
4	Day 07-19	12	5	0	0	1	15.00	0.00	0.00	3.00	33.00
	Night 19-07	12	5	0	0	0	15.00	0.00	0.00	0.00	
	L&D 4/PP 0						0.00	0.00	0.00	0.00	
5	Day 07-19	12	6	0	0	1	14.40	0.00	0.00	2.40	31.20
	Night 19-07	12	6	0	0	0	14.40	0.00	0.00	0.00	
	L&D 4/PP 1						0.00	0.00	0.00	0.00	
6	Day 07-19	12	6	0	0	1	12.00	0.00	0.00	2.00	23.00
	Night 19-07	12	6	0	0	0	9.00	0.00	0.00	0.00	
	L&D 4/PP 2						0.00	0.00	0.00	0.00	
7	Day 07-19	12	6	0	0	1	10.29	0.00	0.00	1.71	22.29
	Night 19-07	12	6	0	0	0	10.29	0.00	0.00	0.00	
	L&D 4/PP 3						0.00	0.00	0.00	0.00	
8	Day 07-19	12	7	0	0	1	10.50	0.00	0.00	1.50	22.50
	Night 19-07	12	7	0	0	0	10.50	0.00	0.00	0.00	
	L&D 4/PP 4						0.00	0.00	0.00	0.00	
9	Day 07-19	12	7	0	0	1	9.33	0.00	0.00	1.33	20.00
	Night 19-07	12	7	0	0	0	9.33	0.00	0.00	0.00	
	L&D 4/PP 5						0.00	0.00	0.00	0.00	
5	Day 07-19	12	6	0	0	1	14.40	0.00	0.00	2.40	31.20
	Night 19-07	12	6	0	0	0	14.40	0.00	0.00	0.00	
	L&D 5/PP 0						0.00	0.00	0.00	0.00	
6	Day 07-19	12	7	0	0	1	14.00	0.00	0.00	2.00	30.00
	Night 19-07	12	7	0	0	0	14.00	0.00	0.00	0.00	
	L&D 5/PP 1						0.00	0.00	0.00	0.00	
7	Day 07-19	12	7	0	0	1	12.00	0.00	0.00	1.71	25.71
	Night 19-07	12	7	0	0	0	12.00	0.00	0.00	0.00	
	L&D 5/PP 2						0.00	0.00	0.00	0.00	
8	Day 07-19	12	7	0	0	1	10.50	0.00	0.00	1.50	22.50
	Night 19-07	12	7	0	0	0	10.50	0.00	0.00	0.00	
	L&D 5/PP 3						0.00	0.00	0.00	0.00	
9	Day 07-19	12	8	0	0	1	10.67	0.00	0.00	1.33	22.67
	Night 19-07	12	8	0	0	0	10.67	0.00	0.00	0.00	
	L&D 5/PP 4						0.00	0.00	0.00	0.00	
6	Day 07-19	12	7	0	0	1	14.00	0.00	0.00	2.00	30.00
	Night 19-07	12	7	0	0	0	14.00	0.00	0.00	0.00	
	L&D 6/PP 0						0.00	0.00	0.00	0.00	
7	Day 07-19	12	8	0	0	1	13.71	0.00	0.00	1.71	29.14
	Night 19-07	12	8	0	0	0	13.71	0.00	0.00	0.00	
	L&D 6/PP 1						0.00	0.00	0.00	0.00	
8	Day 07-19	12	8	0	0	1	12.00	0.00	0.00	1.50	25.50
	Night 19-07	12	8	0	0	0	12.00	0.00	0.00	0.00	
	L&D 6/PP 2						0.00	0.00	0.00	0.00	
9	Day 07-19	12	8	0	0	1	10.67	0.00	0.00	1.33	22.67
	Night 19-07	12	8	0	0	0	10.67	0.00	0.00	0.00	
	L&D 6/PP 3						0.00	0.00	0.00	0.00	
7	Day 07-19	12	8	0	0	1	13.71	0.00	0.00	1.71	29.14
	Night 19-07	12	8	0	0	0	13.71	0.00	0.00	0.00	
	L&D 7 /PP 0						0.00	0.00	0.00	0.00	
8	Day 07-19	12	9	0	0	1	13.50	0.00	0.00	1.50	28.50
	Night 19-07	12	9	0	0	0	13.50	0.00	0.00	0.00	
	L&D 7/PP 1						0.00	0.00	0.00	0.00	
9	Day 07-19	12	9	0	0	1	12.00	0.00	0.00	1.33	25.33
	Night 19-07	12	9	0	0	0	12.00	0.00	0.00	0.00	
	L&D 7/PP 2						0.00	0.00	0.00	0.00	

8	Day 07-19	12	9	0	0	1	13.50	0.00	0.00	1.50	28.50
	Night 19-07	12	9	0	0	0	13.50	0.00	0.00	0.00	
	L&D 8/PP 0						0.00	0.00	0.00	0.00	
9	Day 07-19	12	10	0	0	1	13.33	0.00	0.00	1.33	28.00
	Night 19-07	12	10	0	0	0	13.33	0.00	0.00	0.00	
	L&D 8/PP 1						0.00	0.00	0.00	0.00	
9	Day 07-19	12	10	0	0	1	13.33	0.00	0.00	1.33	28.00
	Night 19-07	12	10	0	0	0	13.33	0.00	0.00	0.00	
	L&D 9/PP 0						0.00	0.00	0.00	0.00	

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Clinical Manager	x			
Clinical Nurse Supervisor	x			
HUC	x	M/T/Th		
Lactation/NFS	x			
OTHER MEMBERS of the Care Team	(not staffed by this unit)			
Respiratory Therapy	x	x	x	x
Case Managers/Social Work	x	x		x
Chaplain	x			
Pharmacist	x			
Laboratory	x	x	x	x
Providers	x	x	x	x

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

The charge nurse is to remain unassigned to assist with transfers, triage patients, 2nd deliveries, and assist with neonatal resuscitation and provide rest breaks.
Scheduled NST patients occur Mondays and Thursdays 0800 - 1530. The antenatal testing nurse is not included in the staffing numbers.

TABLE 1 STANDARDS FOR PROFESSIONAL REGISTERED NURSE STAFFING FOR PERINATAL UNITS

Nurse-to-Woman or
Nurse-to-Baby Ratio

Patient Type / Clinical Situation

Antepartum: 1 to 2-3

Women during nonstress 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

Woman receiving pharmacologic agents for cervical ripening: 1 nurse to 2-3 pts

Intrapartum: 1 to 1

Woman with medical (such as diabetes, pulmonary or cardiac disease, or morbid obesity) or obstetric (such as preeclampsia, hypertensive crisis, multiple gestation, fetal demise, some indeterminate and all abnormal FHR patterns, 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; ratio of 1 nurse to 1 woman 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: 1 to 5

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 women without complications); their newborns are cared for by another nurse: 1 to 3

Women postpartum with complications who are stable: 1 to 5

Healthy newborns in the nursery requiring only routine care whose mothers cannot or do not desire to keep their baby in the postpartum room; their mothers are cared for by another nurse: 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

Newborns 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 or more to 1

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: 2

Situations involving neonatal specialty care for fewer than 6 intermediate-care babies or 4 or fewer intensive care babies require a minimum of 2 registered nurses with neonatal expertise and training

Minimum Staffing: 2

A minimum of 2 nurses in the hospital as minimum staffing, even when there are no perinatal patients. Two nurses are needed to be able to safely care for a woman who presents with an obstetric emergency that may require cesarean birth (1 nurse circulator and 1 baby nurse, one or both of whom should have obstetric triage, labor, and fetal assessment skills, the baby nurse must be skilled in neonatal resuscitation as per the American Academy of Pediatrics and American Heart Association neonatal resuscitation program). A scrub nurse or surgical tech should be available in the hospital or on call such that an emergency birth can be accomplished in a timely manner consistent with the patient's clinical situation. 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 recovery

Note. See the full text for presumptions and conditions that may affect the stated ratios in each instance. FHR = fetal heart rate; IV = intravenous. It should be recognized that these staffing ratios represent minimal staffing, require further consideration based on acuity and needs of the service, and presume that there will be ancillary personnel to support the nurse.

☒ Skill mix

Assignments will be based on the individual skill level and experience of scheduled nurses. Consideration should be taken regarding nurses that are only trained in postpartum.

☒ Level of experience of nursing and patient care staff

Nurse residents are to have a preceptor when orienting to postpartum, nursery, and labor and delivery. They are not to be counted in the staffing numbers.

☐ Need for specialized or intensive equipment

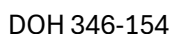
☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Olympic Medical Center's OR is on the first floor and Labor and Delivery is on the third floor. Staff will follow Cesarean 30 and Cesarean 60 protocol.

☒ Other

Olympic Medical Center's Obstetrics Department adheres to staffing guidelines set by AWHONN. Olympic Medical Center Obstetrics Department is a combined 9 bed level 1 labor, delivery, and postpartum with 2 level 1 well newborn nursery beds as defined by Washington State DOH.

American College of Obstetricians and Gynecologists (ACOG) and Society for Maternal-Fetal Medicine (SMFM) jointly developed Obstetric Care Consensus of 2019 defines levels of maternity care wherein level 1 (basic care) is defined as "care of low to moderate risk pregnancies with ability to detect, stabilize, and initiate management of unanticipated maternal-fetal or neonatal problems that occur during the antepartum, intrapartum or postpartum period until the patient can be transferred to a facility at which specialty care is available."



Fixed Staffing Matrix

[illegible]

Wednesday	Day	8	2	0	0	0
Thursday	Day	8	2	0	0	0
Friday	Day	8	2	0	0	0
Saturday	Closed	0	0	0	0	0
Sunday	Closed	0	0	0	0	0

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Pharmacy	x			
Customer Service Representative	x			
Scheduling Team	x			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Description:

IV fluid replacement, administration of medication for the adult/geriatric patient in the ambulatory, outpatient setting. Patients are primarily diagnosed with a hematology/cancer diagnosis. Medications and support for the adult/geriatric outpatients, such as, but not limited to, Chemotherapy, Immunotherapy, Bisphosphates, Immunglobulins, Monoclonal Antibodies, Iron replacement, and Colony Stimulating Factors, as well as central line care and maintenance, blood draws, and Activase administration for restoring patency.

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Acuity Scale adopted in 2018. Developed using several resources from the American Nursing Society, Oncology Nursing Society, Nursing Economics, Clinical Journal of Oncology Nursing and The Association of Clinical Cancer Centers. It is a 1 to 5 scale based on nursing time required to safely care for each patient's needs and treatment.

☒ Skill mix

Description:

The Infusion Department is staffed with Registered Nurses, a mixture of Chemotherapy Competent nurses and Oncology Certified Nurses. Pharmacy is on site, we have two Pharmacists easily available for consult or questions.

☒ Level of experience of nursing and patient care staff

Description:

Nurses who are less experienced are given less acuity so that they may focus, learn, and take the time needed for such learning to occur. All nurses must complete an orientation of approximately 3 to 4 weeks, with a preceptor who is oncology certified (OCN, RN). Nurses must complete orientation and demonstrate ability to safely handle antineoplastic medications and be observed successfully demonstrating competency, prior to being independent. Oncology Certified Nurses make up 50% of Infusion staff.

☒ Need for specialized or intensive equipment

Description:

Daily safe handling of hazardous drugs, requiring chemotherapy rated PPE.

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☐ Other

Description:



DOH 346-154

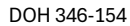
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Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	Olympic Medical Cancer Center					
Unit/ Clinic Type:	Outpatient Oncology Center					
Unit/ Clinic Address:	844 N. 5th Ave, Sequim, WA 98362					
Effective as of:	1-Jul-24					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Day (07:00 - 17:30)	10	1	0	0	0
	Day (08:30 - 17:00)	8	2	0	0	0
	Survivorship (8:00- 16:30)	8	1	0	0	0
Tuesday	Day (07:00 - 17:30)	10	2	0	0	0
	Day (08:30 - 17:00)	8	2	0	0	0
	Day (07:00 - 17:30)	10	2	0	0	0
	Day (08:30 - 17:00)	8	2	0	0	0

[illegible]



Unit Information

[illegible]

Provider staffing is as follows: Monday - 2 Med Oncologists & 1 APC; Tuesday - 3 Med Oncologists & 1 APC; Wednesday & Thursday - 3 Med Oncologists & 2 APCs; Friday - 2 Med Oncologists & 1 APC

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☐ Other

Description:



Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	Olympic Medical Cancer Center					
Unit/ Clinic Type:	Outpatient Oncology Center					
Unit/ Clinic Address:	844 N. 5th Ave, Sequim, WA 98362					
Effective as of:	1-Jul-24					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Day (08:00-16:30)	8	1	0	0	0
	Breast Prog (7:30 - 18:00)	10	1	0	0	0
Tuesday	Day (07:30-18:00)	10	1	0	0	0
	Day (08:00-16:30)	8	1	0	0	0
	Day (07:30-18:00)	10	1	0	0	0
	Day (08:00-16:30)	8	1	0	0	0

[illegible]

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant , RN support	Monday -Friday 0800 to 1700			
Radiation Therapist Team	Monday -Friday 0800 to 1700			
Dosemetrist Team	Monday -Friday 0800 to 1700			
Scheduling Team	Monday -Friday 0800 to 1700			
Medical Oncology Team	Monday -Friday 0700 to 1730			
Lab Team	Monday -Friday 0700 to 1700			
CSR Team	Monday -Friday 0730 to 1730			
Physicist Team	Monday -Friday 0700 to 1700			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☐ Activity such as patient admissions, discharges, and transfers

Description:

Radiation Oncology has 2 Oncologist. RNs are responsible for rooming procedures on all new consults which also included providing a treatment education session for all new patients. RNs are responsible to provide phone, in-person, and in-basket triage support for Radiation Oncology patients. RNs are also responsible for managing medication refills, wound care (as directed by oncologist), obtaining consent to treat forms, and other tasks as assigned by the provider. There is one RN that has an additional responsibility to oversee the OMCC Breast Cancer program on Mondays.

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Provider is as follows: Monday - 1 Rad Oncologist, Tues through Thu - 2 Rad Oncologists, Friday - 1 Rad Oncologist. Tuesdays & Wednesdays are On Treatment Visit (OTV) days and have higher patient acuity needs than the remainder of the week.

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☐ Other

Description:



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Fixed Staffing Matrix

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

Unit/ Clinic Name:	OMP Primary Care					
Unit/ Clinic Type:	Outpatient					
Unit/ Clinic Address:	907 Georgiana Street, Port Angeles					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Triage RN	10	2	0	0	0
	Visit RN	10	1	0	0	0
	Team RNs	10	4	0	0	0
	Refill RNs	10	2	0	0	0
	Coag RN	8	1	0	0	0
Tuesday	Triage RN	10	2	0	0	0
	Visit RN	10	1	0	0	0
	Team RNs	10	4	0	0	0
	Refill RNs	10	2	0	0	0
	MAT RN	10	1	0	0	0

Wednesday	Triage RN	10	2	0	0	0
	Visit RN	10	1	0	0	0
	Team RNs	10	4	0	0	0
	Refill RNs	10	2	0	0	0
	Coag RN	8	1	0	0	0
	MAT RN	10	1	0	0	0
Thursday	Triage RN	10	2	0	0	0
	Visit RN	10	1	0	0	0
	Team RNs	10	4	0	0	0
	Refill RNs	10	2	0	0	0
	Coag RN	8	1	0	0	0
	MAT RN	10	1	0	0	0
Friday	Triage RN	10	2	0	0	0
	Visit RN	10	1	0	0	0
	Team RNs	10	4	0	0	0
	Refill RNs	10	2	0	0	0
	Coag RN	8	1	0	0	0
	MAT RN	10	1	0	0	0

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant- Certified	12			
Medical Assistant- Registered	4			
Patient Care Coordinator	5			
Care Navigator	2			
Behavioral Health Specialists	1			
Clinical Med Auth Rep	1			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Description:

Outpatient Clinic Staff are scheduled to meet physician, APP and patient loads. Hours and days flex based on schedule and work load.

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☒ Other

Description:

For surge planning, we would cancel nurse visits and redistribute nursing support. We could cancel all non-urgent visits. Redistribute RN support, to allow for 1 RN in each role for each team.

[illegible]

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant- Certified	8			
Medical Assistant- Registered	2			
Patient Care Coordinator	2			
Care Navigator	1			
Behavioral Health Specialists	1			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Description:

Outpatient Clinic Staff are scheduled to meet physician, APP and patient loads. Hours and days flex based on schedule and work load.

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☒ Other

Description:

For surge planning, we would cancel nurse visits and redistribute nursing support. We could cancel all non-urgent visits. Redistribute RN support, to allow for 1 RN in each role for each team.



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Fixed Staffing Matrix

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Unit/ Clinic Name:	OMP Pediatrics					
Unit/ Clinic Type:	Outpatient					
Unit/ Clinic Address:	433 E 8th Port Angeles, WA					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Triage RN	10	2			
Tuesday	Triage RN	10	2			
	Visit RN*	4	1			
	* Visit RN is mostly done during back to school and beggining of flu season for vaccines.					

[illegible]

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant- Certified	12 daily			
Medical Assistant- Registered				
Patient Care Coordinator	2 daily			
Care Navigator	1 daily			
Behavioral Health Specialists	1 daily			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Description:

Outpatient Clinic Staff are scheduled to meet physician, APP and patient loads. Hours and days flex based on schedule and work load.

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

☐ Skill mix

Description:

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☐ Level of experience of nursing and patient care staff

Description:

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☐ Need for specialized or intensive equipment

Description:

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☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

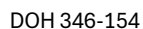
Description:

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☐ Other

Description:

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Fixed Staffing Matrix

[illegible]

[illegible]

Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant- Certified	15			
Medical Assistant- Registered	12			
Patient Care Coordinator	12			
Surgery Coordinator	4			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Description:

Outpatient Clinic Staff are scheduled to meet physician, APP and patient loads. Hours and days flex based on schedule and work load.

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

☐ Skill mix

Description:

--

☐ Level of experience of nursing and patient care staff

Description:

--

☐ Need for specialized or intensive equipment

Description:

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☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

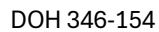
Description:

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☐ Other

Description:

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Fixed Staffing Matrix

[illegible]

[illegible]

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Unit Information

[illegible]

Unit Information

**Factors Considered in the Development of the Unit Staffing Plan
(Check all that apply):**

- ☐ Activity such as patient admissions, discharges, and transfers

Description:

--

- ☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

--

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

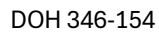
Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☐ Other

Description:



Fixed Staffing Matrix

[illegible]

[illegible]

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Medical Assistant- Certified	2			1
Medical Assistant- Registered	1			1
Patient Care Coordinator	0.5			0

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☐ Activity such as patient admissions, discharges, and transfers

Description:

☐ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

☐ Skill mix

Description:

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

☐ Other

Description:



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Fixed Staffing Matrix

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Unit/ Clinic Name:	Operating Room					
Unit/ Clinic Type:	Direct Patient Care - Outpatient					
Unit/ Clinic Address:	939 Caroline Street, Port Angeles WA 98362					
Effective as of:	1/1/2025					
Room assignment						
Room assignment	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
1	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	1.00	0.00	0.00	1.00
	Tuesday	12.00	1.00	0.00	0.00	1.00
	Wednesday	12.00	1.00	0.00	0.00	1.00
	Thursday	12.00	1.00	0.00	0.00	1.00
	Friday	12.00	1.00	0.00	0.00	1.00
	Saturday	0.00	0.00	0.00	0.00	0.00
2	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	2.00	0.00	0.00	2.00
	Tuesday	12.00	2.00	0.00	0.00	2.00
	Wednesday	12.00	2.00	0.00	0.00	2.00
	Thursday	12.00	2.00	0.00	0.00	2.00
	Friday	12.00	2.00	0.00	0.00	2.00
	Saturday	0.00	0.00	0.00	0.00	0.00

3	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	3.00	0.00	0.00	3.00
	Tuesday	12.00	3.00	0.00	0.00	3.00
	Wednesday	12.00	3.00	0.00	0.00	3.00
	Thursday	12.00	3.00	0.00	0.00	3.00
	Friday	12.00	3.00	0.00	0.00	3.00
	Saturday	0.00	0.00	0.00	0.00	0.00
4	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	4.00	0.00	0.00	4.00
	Tuesday	12.00	4.00	0.00	0.00	4.00
	Wednesday	12.00	4.00	0.00	0.00	4.00
	Thursday	12.00	4.00	0.00	0.00	4.00
	Friday	12.00	4.00	0.00	0.00	4.00
	Saturday	0.00	0.00	0.00	0.00	0.00
5	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	5.00	0.00	0.00	5.00
	Tuesday	12.00	5.00	0.00	0.00	5.00
	Wednesday	12.00	5.00	0.00	0.00	5.00
	Thursday	12.00	5.00	0.00	0.00	5.00
	Friday	12.00	5.00	0.00	0.00	5.00
	Saturday	0.00	0.00	0.00	0.00	0.00
6	Sunday	0.00	0.00	0.00	0.00	0.00
	Monday	12.00	6.00	0.00	0.00	6.00
	Tuesday	12.00	6.00	0.00	0.00	6.00
	Wednesday	12.00	6.00	0.00	0.00	6.00
	Thursday	12.00	6.00	0.00	0.00	6.00
	Friday	12.00	6.00	0.00	0.00	6.00
	Saturday	0.00	0.00	0.00	0.00	0.00

Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Schedule and Charge Entry Clerk	x	x		
OR/Endoscopy Support Assistant	x	x		x
Anesthesia Aide	x	x		x
X-ray tech	As needed. X	As needed. X	As needed. X	As needed. X
Housekeeping	X	X	As needed. X	As needed. X
RT	As needed. X	As needed. X	As needed. X	As needed. X
Lab	As needed. X	As needed. X	As needed. X	As needed. X
Manager	X			
Supervisor	X			
Educator	X			
Director	x			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Relief RN and Surgical Tech for emergencies and breaks
Charge RN
Inservices
Meetings
Continuing education

☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Local Anesthesia Only cases
Emergency codes
Joint manipulation,ESWL, Cardioversion procedures only require an RN for patient care
Prone positioned cases require additional support

☒ Skill mix

During orientation, new employee will be learning new skills with the preceptor.

☒ Level of experience of nursing and patient care staff

New technology, equipment, instrumentation, supplies or procedures might require additional training. The initiation comes from the staff.

☒ Need for specialized or intensive equipment

Laser or Cell Saver operator is additional to the minimum staffing requirements.

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

☒ Other

Off Premise Call.

The operating room will flex to meet the needs of the organization whether it be by providing physical rooms or staffing resources



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Fixed Staffing Matrix

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Unit/ Clinic Name:	Post Anesthesia Care Unit					
Unit/ Clinic Type:	Direct Patient Care					
Unit/ Clinic Address:	939 Caroline Street Port Angeles Wa. 98362					
Effective as of:	1/1/2025					
Room assignment						
Room assignment	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
1 patient						
	Sunday					
	Monday	12.00	2.00	0.00	0.00	0.00
	Tuesday	12.00	2.00	0.00	0.00	0.00
	Wednesday	12.00	2.00	0.00	0.00	0.00
	Thursday	12.00	2.00	0.00	0.00	0.00
	Friday	12.00	2.00	0.00	0.00	0.00
	Saturday					
2 patients						
	Sunday					
	Monday	12.00	2.00	0.00	0.00	0.00
	Tuesday	12.00	2.00	0.00	0.00	0.00
	Wednesday	12.00	2.00	0.00	0.00	0.00
	Thursday	12.00	2.00	0.00	0.00	0.00
	Friday	12.00	2.00	0.00	0.00	0.00
	Saturday	12.00				

3 patients						
	Sunday					
	Monday	12.00	3.00	0.00	0.00	0.00
	Tuesday	12.00	3.00	0.00	0.00	0.00
	Wednesday	12.00	3.00	0.00	0.00	0.00
	Thursday	12.00	3.00	0.00	0.00	0.00
	Friday	12.00	3.00	0.00	0.00	0.00
	Saturday					
4 patients						
	Sunday					
	Monday	12.00	3.00	0.00	0.00	0.00
	Tuesday	12.00	3.00	0.00	0.00	0.00
	Wednesday	12.00	3.00	0.00	0.00	0.00
	Thursday	12.00	3.00	0.00	0.00	0.00
	Friday	12.00	3.00	0.00	0.00	0.00
	Saturday					
5 patients						
	Sunday					
	Monday	12.00	4.00	0.00	0.00	0.00
	Tuesday	12.00	4.00	0.00	0.00	0.00
	Wednesday	12.00	4.00	0.00	0.00	0.00
	Thursday	12.00	4.00	0.00	0.00	0.00
	Friday	12.00	4.00	0.00	0.00	0.00
	Saturday					
6 patients						
	Sunday					
	Monday	12.00	4.00	0.00	0.00	0.00
	Tuesday	12.00	4.00	0.00	0.00	0.00
	Wednesday	12.00	4.00	0.00	0.00	0.00
	Thursday	12.00	4.00	0.00	0.00	0.00
	Friday	12.00	4.00	0.00	0.00	0.00
	Saturday					

7 patients						
	Sunday					
	Monday	12.00	5.00	0.00	0.00	0.00
	Tuesday	12.00	5.00	0.00	0.00	0.00
	Wednesday	12.00	5.00	0.00	0.00	0.00
	Thursday	12.00	5.00	0.00	0.00	0.00
	Friday	12.00	5.00	0.00	0.00	0.00
	Saturday					
8 patients						
	Sunday					
	Monday	12.00	5.00	0.00	0.00	0.00
	Tuesday	12.00	5.00	0.00	0.00	0.00
	Wednesday	12.00	5.00	0.00	0.00	0.00
	Thursday	12.00	5.00	0.00	0.00	0.00
	Friday	12.00	5.00	0.00	0.00	0.00
	Saturday					
9 patients						
	Sunday					
	Monday	12.00	6.00	0.00	0.00	0.00
	Tuesday	12.00	6.00	0.00	0.00	0.00
	Wednesday	12.00	6.00	0.00	0.00	0.00
	Thursday	12.00	6.00	0.00	0.00	0.00
	Friday	12.00	6.00	0.00	0.00	0.00
	Saturday					
10 patients						
	Sunday					
	Monday	12.00	6.00	0.00	0.00	0.00
	Tuesday	12.00	6.00	0.00	0.00	0.00
	Wednesday	12.00	6.00	0.00	0.00	0.00
	Thursday	12.00	6.00	0.00	0.00	0.00
	Friday	12.00	6.00	0.00	0.00	0.00
	Saturday					

Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
OR/Endoscopy Support Assistant	x	x		x
Anesthesia Aide	x	x		x
Pre-Admission Nurse	x	x		
PT	As needed. X	As needed. X		
RT	As needed. X	As needed. X	As needed. X	As needed. X
X-ray tech	As needed. X	As needed. X	As needed. X	As needed. X
Lab	As needed. X	As needed. X	As needed. X	As needed. X
Manager	x			
Supervisor	x			
Educator	x			
Director	x			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

☒ Activity such as patient admissions, discharges, and transfers

Relief RN for emergencies and breaks.
Meetings, Inservices and Continuing Education

☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Staffing patterns to follow ASPAN's Patient Classification/Staffing Recommendations and are based on patient acuity, census, patient throughput, and physical facility. Emergency code, Peripheral Nerve Block support,

☒ Skill mix

ASPANs recommendations, an appropriate number of perianesthesia nurses (RNs) with demonstrated knowledge and skills is available to safely meet the individual needs of patients and families in each phase of perianesthesia care based on patient acuity, census, and patient throughput, and physical facility. Preceptor, orientation, and training.

☒ Level of experience of nursing and patient care staff

ASPAN, staffing patterns reflect an appropriate number of perianesthesia registered nurses with suitable knowledge and skills to provide, quality nursing care.

☒ Need for specialized or intensive equipment

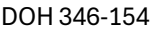
Cell Saver and Laser Operator duty might be covered by PACU RN for OR procedures.

☐ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

☒ Other

1. Off Premise Call
2. During Surge-Staffing criteria for the critical care (ICU/Tele) patient should be consistent with facility-specific critical care staffing guidelines and based on individual patient acuity and needs.
3. During Surge- Staffing criteria for the medical/surgical patient should be consistent with facility-specific med/surg staffing guidelines and based on individual patient acuity and needs.

2.



Fixed Staffing Matrix

[illegible]

[illegible]

Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
HUC	2			1
PICC RN	As needed	As needed		
X-ray tech	As needed	As needed		
EKG tech	As needed	As needed		
EVS	1			
Registration	2			
PT	As needed	As needed		
OT	As needed	As needed		
RT	As needed	As needed		
EKG tech	As needed	As needed		
Phlebotomy	As needed	As needed		
Case Management	As needed	As needed		
OR/Endo Support	As needed	As needed		
Manager	1			
Supervisor	1			
Educator	1			
Director	1			

Unit Information

Factors Considered in the Development of the Unit Staffing Plan (Check all that apply):

- ☒ Activity such as patient admissions, discharges, and transfers

Description:

Short Stay provides care for pre/post outpatient procedure, pre/post endoscopy and outpatient medicals 7 days/week, M-F 0500-1930, Sa/Su 0700-1930. Shift structure is "Innovative shifts", a mix of 8, 10, and 12 hour shifts with variable start and end times in alignment with union contracts. Weekend staffing is adjusted for patient acuity. Per diems fill in per contract 7 days/week on all shifts depending on the need. Staffing census based.

- ☒ Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description:

Medical outpatients are scored according to unit acuity tool, developed and managed by SSU Staffing Subcommittee. Nurse assignments are guided by acuity tool. Surge Staffing: In the event Olympic Medical Center has initiated a surge protocol, the staffing plan for Short Stay/1East unit will adjust in an effort to meet the patient needs of the organization and align with organizational surge plan. These adjustments to the staffing plan will be unit-based staffing decisions congruent with current innovative staffing. These decisions will consider patient acuity, safety, and situational need.

☐ Skill mix

Description:

1 Charge nurse. 2-15 acute outpatient care RNs. 1 CNA. 2 HUCs.

☐ Level of experience of nursing and patient care staff

Description:

1 Charge nurse and 2-15 acute outpatient care RNs, adjusted per pt census. 1 CNA. 2 HUC. Assignments guided by medical outpatient acuity score 12-15 points for 8 hour shift, 16-20 for 10 hour shift, 18-23 for 12 hour shift and ASPAN standards for periop care.

☐ Need for specialized or intensive equipment

Description:

Hoyer lift stored on unit for prn use

☒ Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

SSU 22 patient rooms along north and south hallway with one bed each. Infusion chair room with 2 available bays. One medication/clean supply room adjacent to central nurses station. Nurses station in center of unit with workstations 1 north hallway and 1 south hallway, 2 east hallway. 3 WOWs on unit. Each patient room has workstation. 2 endoscopy suites, at each end of the unit East and West respectively. Equipment stored in chair room.

☐ Other

Description:

Holidays. 4 RNs 0700-1930 and 1 HUC 0700-1930 to care for Outpatient medical adjusted per patient census.