

Hospital Staffing Advisory Committee Meeting

Meeting Notes

Date	1/16/2024			
Meeting Topic	Hospital Staffing Matrix and Categories			
Note Taker	Holli Erdahl			
Attendees	Standing Attendees			
	WSHA		WSNA, SEIU, UFCW	
	<input checked="" type="checkbox"/>	Chelene Whiteaker	<input checked="" type="checkbox"/>	Cara Alderson
	<input checked="" type="checkbox"/>	Darcy Jaffe	<input checked="" type="checkbox"/>	David Keepnews
	<input checked="" type="checkbox"/>	Jason Hotchkiss	<input checked="" type="checkbox"/>	Duncan Camacho
	<input checked="" type="checkbox"/>	Jennifer Burkhardt	<input checked="" type="checkbox"/>	Maureen Hatton
	<input checked="" type="checkbox"/>	Keri Nasenbeny	<input checked="" type="checkbox"/>	Tamara Ottenbreit
	<input type="checkbox"/>	Renee Rassilyer Bomers	<input checked="" type="checkbox"/>	Vanessa Patricelli
	DOH		L&I	
	<input type="checkbox"/>	Christie Spice	<input checked="" type="checkbox"/>	Caitlin Gates
	<input checked="" type="checkbox"/>	Holli Erdahl	<input checked="" type="checkbox"/>	Lizzy Drown
	<input type="checkbox"/>	Ian Corbridge	<input checked="" type="checkbox"/>	Carl Backen
	<input checked="" type="checkbox"/>	Julie Tomaro		
	<input checked="" type="checkbox"/>	Kristina Buckley		
	<input checked="" type="checkbox"/>	Tiffani Buck		
	Alternates and Other Attendees			
		Krista Touros		Lauren Platt
		Anthony Cantu		Trish Anderson
		Barbara Friesen		Ashlen Strong
		Toni Swenson		Bonnie Fryzlewicz
		Jessica Hauffe		Dawn Marick
		Dino Johnson– Alternate for Renee Rassilyer Bomers		Hanna Welander
		Tim Bock		Jacqueline Barton True
	Jacqueline Mossakowski		Lindsey Grad	
	Matthew Erlich		Trish Anderson	
	Kelsey McCauley		Kara Yates	

Agenda Item	Notes
WELCOME & ROLE CALL	<ul style="list-style-type: none"> • Attendance taken

<p>LAND AND LABOR ACKNOWLEDGEMENT & SAFETY TOPIC</p>	<ul style="list-style-type: none"> • Safety Topic: Electrical Safety https://lni.wa.gov/licensing-permits/electrical/electrical-violators If you are looking to have electrical work done you can always look up electrical violations and confirm that someone is licensed at L&I's website
<p>APPROVE PRIOR MEETING MINUTES</p>	<ul style="list-style-type: none"> • Approved for last meeting
<p>ACTION ITEM FOLLOW UP</p>	<ul style="list-style-type: none"> • Welcome to Maureen Hatton who has joined the committee! • For meeting minutes changes, please send update requests in writing
<p>L&I MEAL AND REST BREAK POLICY UPDATE</p>	<ul style="list-style-type: none"> • Still requesting feedback for the Meal and Rest Break Policy and Mandatory Overtime Policy • January 30th is the current deadline for feedback, public comment solicitation will begin 2/6/2024 • Please sent comments to HealthcareLaborStandards@lni.wa.gov
<p>DOH DRAFT BASIC FORM – HOSPITAL STAFFING MATRIX AND CATEGORIES</p>	<ul style="list-style-type: none"> • Goal is to get through all content today, and to vote at the next meeting in three weeks for recommendations <p>Inpatient Matrix</p> <ul style="list-style-type: none"> • HPPD – want to have it included, have concerns about including by individual specialty <ul style="list-style-type: none"> ○ Possibly keep HUC out of HPPD since they often don't reflect direct patient care • Maximum Beds, HPPD metrics, other thoughts? <ul style="list-style-type: none"> ○ HPPD is meant to be an average over a full year, it is expected to vary ○ Ranges in HPPD: <ul style="list-style-type: none"> ▪ could be more accurate as HPPD is not static ▪ ranges allow for staffing flexibility ▪ could be confusing to the public and unnecessary ▪ Census should have what the ideal/standard should be, ranges take away from an accurate comparison ○ Enforcement action will not occur for one-off plan adjustments ○ Concerns around 80% compliance – how can we measure ○ Census – should not have a range, should have a minimum standard ○ Could do an excel formula for HPPD based on specialty numbers? • Shifts: clarification, shift type formatting, should it be Day/Night, Day/Evening/Night? Will need to clarify time range for this once decided <p>Outpatient Matrix</p> <ul style="list-style-type: none"> • Similar to the Harborview model <ul style="list-style-type: none"> ○ UAP would contain MA's? Check WAC to confirm. ○ (69) "Unlicensed assistive personnel (UAP)" means individuals trained to function in an assistive role to nurses in the provision of patient care, as delegated by and under the supervision of the registered nurse. Typical activities performed by unlicensed assistive personnel include, but are not limited to: Taking vital signs; bathing, feeding, or dressing patients; assisting patient with transfer, ambulation, or toileting. Definition includes: Nursing assistants; orderlies; patient care technicians/assistants; and graduate nurses (not yet licensed) who have completed unit

	<p>orientation. Definition excludes: Unit secretaries or clerks; monitor technicians; therapy assistants; student nurses fulfilling educational requirements; and sitters who are not providing typical UAP activities.</p> <ul style="list-style-type: none"> ○ If MA is not captured in the above, would we add them to the list? ● Can also add a checkbox for other roles <p>Emergency Department Matrix</p> <ul style="list-style-type: none"> ● Broken down by hour ● ER Techs – UAP, can get confirmation on if they are included ● Suggestion to use ranges since ED’s have a wide range of acuity ● Rather than ranges, suggest utilizing minimum staffing model ● Number of anticipated visits <ul style="list-style-type: none"> ○ Maybe too confusing, data not readily available? ○ Data is available, and is used to make staffing decisions <p>Any other matrices we will need to create?</p> <ul style="list-style-type: none"> ● Working to get questions out to everyone for voting next meeting ahead of time.
ALTERNATE COMMENT	<ul style="list-style-type: none"> ● Bonnie Fryzlewicz – Discussion on ranges – has worked well for Seattle Childrens ● Dawn Marick – Ranges of 3-5, as a Charge RN would need to ask approval to go above minimum of 3. Intent of using ranges on matrices seems confusing. ● Send additional comments to Hospitalstaffing@doh.wa.gov
PUBLIC COMMENT	<ul style="list-style-type: none"> ● Kara Yates – Seattle Childrens – factors can be subjective when using ranges. If ranges are used, there should be objective guidelines. Ambulatory staffing matrix – doesn’t always make sense to tie number of nurses on staff to number of patients seen, would be great to allow for clarity on forms

Action Items	Assignment	Deadline
Determine if UAP contains MA, ER Techs in WAC definition	DOH	Next meeting