

COVER PAGE

The following is the comprehensive hospital staffing
plan for Astria Toppenish Hospital 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: 11/20/24

I, the undersigned with responsibility for Astria Toppenish Hospital 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: Cathy Bambrick, Administrator

Hospital Information

Name of Hospital: Astria Toppenish Hospital		
Hospital License #: HAC.FS.60790220		
Hospital Street Address: 502 W. 4th Ave.		
City/Town: Toppenish	State: WA.	Zip code: 98948
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: 12/31/24
	<input type="checkbox"/> Update	Next Review Date: 12/31/25
Effective Date: 1/1/25		
Date Approved: 12/11/2024		

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:

American Nurses Association
American Association of Critical Nurses
Emergency Nurses Association
The American Society for Gastrointestinal Endoscopy
American Perioperative Registered Nurses
American Psychiatric Nurses Association

- ☒ Terms of applicable collective bargaining agreement

Description:

WSNA Collective Bargaining Agreement April 1, 2022 - March 31, 2025

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

Description:

Astria Toppenish Hospital ensures staff are able to take meal and rest breaks required by RCW 49.12.480.

- ☒ Hospital finances and resources

Description:

- ☒ Other

Description:

The optimal staffing plan represents a partnership between nursing leadership and direct nursing care staff. In order to meet high quality, effective, safe patient care, variables such as, acuity, staff skill mix, census, the need for specialized or intensive equipment, and patient care activities must be considered.

Signature

CEO & Co-chairs Name:	Signature:	Date:
Cathy Bambrick, Administrator		12.31.2024
Melissa Waggoner, CNO HSC Co-Chair		12.31.2024
Julia Barcott, RN HSC Co-Chair		12.31.2024

Total Votes	
# of Approvals	# of Denials
12	0

[Access unit staffing matrices here.](#)

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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:		Acute Care									
Unit/ Clinic Type:		Medical/Surgical									
Unit/ Clinic Address:		502 W. 4th Ave. Toppenish, Washington 98948									
Average Daily Census:		12				Maximum # of Beds:			18		
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)
18	Day (0700-1900)	12.00	4.00	0.00	2.00	0.00	2.67	0.00	1.33	0.00	7.33
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.00	0.00	1.33	0.00	
17	Day (0700-1900)	12.00	4.00	0.00	2.00	0.00	2.82	0.00	1.41	0.00	7.76
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.12	0.00	1.41	0.00	
16	Day (0700-1900)	12.00	4.00	0.00	2.00	0.00	3.00	0.00	1.50	0.00	8.25
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.25	0.00	1.50	0.00	
15	Day (0700-1900)	12.00	3.00	0.00	2.00	0.00	2.40	0.00	1.60	0.00	8.00
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.40	0.00	1.60	0.00	
14	Day (0700-1900)	12.00	3.00	0.00	2.00	0.00	2.57	0.00	1.71	0.00	8.57
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.57	0.00	1.71	0.00	
13	Day (0700-1900)	12.00	3.00	0.00	2.00	0.00	2.77	0.00	1.85	0.00	8.31
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	2.77	0.00	0.92	0.00	
12	Day (0700-1900)	12.00	3.00	0.00	2.00	0.00	3.00	0.00	2.00	0.00	8.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	2.00	0.00	1.00	0.00	
11	Day (0700-1900)	12.00	3.00	0.00	2.00	0.00	3.27	0.00	2.18	0.00	8.73
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	2.18	0.00	1.09	0.00	

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Hospitalist	1	1	1	1
Acute Care Director	1	0	0	0
UR/Social Services	1	0	0	0
Occupational Therapy	1	0	0	0
Physical Therapy	1	0	0	0
Speech Therapy	1	0	0	0
Dietician	1	0	0	0
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
Pharmacy	1	0	0	0
Respiratory Therapy	1	1	1	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

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

☒ Skill mix

☒ 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

☒ Other

Matricies are developed as a guide for shift-to-shift unit based staffing decisions. Matricies may be adjusted based on the patient's intensity of care needs, acuti, the skill-mix, geographical location, and utilization of specialized equipment. Additional staff may be added to help support patient safety and quality of care.



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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.

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Hospitalist	1	1	1	1
Acute Care Director	1	0	0	0
UR/Social Services	1	0	0	0
Occupational Therapy	1	0	0	0
Physical Therapy	1	0	0	0
Speech Therapy	1	0	0	0
Dietician	1	0	0	0
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
General Surgeon	1	1	1	1
Respiratory Therapy	1	1	1	1
Pharmacy	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

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

☒ Skill mix

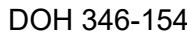
☒ Level of experience of nursing and patient care staff

☒ 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

☒ Other

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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.

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Hospitalist	1	1	1	1
Acute Care Director	1	0	0	0
UR/Social Services	1	0	0	0
Occupational Therapy	1	0	0	0
Physical Therapy	1	0	0	0
Speech Therapy	1	0	0	0
Dietician	1	0	0	0
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
General Surgeon	1	1	1	1
Respiratory Therapy	1	1	1	1
Pharmacy	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



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



Skill mix



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

☒ Other

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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:		Behavioral Health Unit									
Unit/ Clinic Type:		Behavioral Health Unit									
Unit/ Clinic Address:		502 W. 4th Ave. Toppenish, Washington 98948									
Average Daily Census:		14					Maximum # of Beds:		15		
Effective as of:		1/1/2025									
Census											
Census	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNAs	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)
15	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	1.60	0.00	0.00	0.00	3.20
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	1.60	0.00	0.00	0.00	
14	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	1.71	0.00	0.00	0.00	3.43
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	1.71	0.00	0.00	0.00	
13	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	1.85	0.00	0.00	0.00	3.69
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	1.85	0.00	0.00	0.00	
12	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	4.00
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	



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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Psychiatric Provider	1	1	1	1
BHU Program Director	1	1	0	0
BHU Nurse Manager	1	0	0	0
Therapist(s)	1	0	0	1
ITA Coordinator	1	0	0	0
Discharge Coordinator	1	0	0	0
SUDP	1	0	0	0
Security	1	1	1	1
Hospital staff (other units)	5	5	5	5
Peer Specialist	1	0	0	0
Mental Health Workers	2	1	2	5

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

☒ Skill mix

☒ 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

☒ Other

Matricies are developed as a guide for shift-to-shift unit based staffing decisions. Matricies may be adjusted based on the patient's intensity of care needs, acuti, the skill-mix, geographical location, and utilization of specialized equipment. Additional staff may be added or floated from other unit's to help support patient safety and quality of care. For 11-15 patients: in the event of a situation that leaves the unit with 1 nurse on shift, the following contingencies will be implemented: Arrangements will be made for 2 nurses for the first 2 hours of each shift for medication pass and unit support. Arrangements will be made for a second nurse to be available during an active admission process. The time will vary based on the needs of the unit. Every effort will be made to add an additional Mental Health Worker.



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Fixed Staffing Matrix

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Unit/ Clinic Name:	Emergency Department					
Unit/ Clinic Type:	Emergency Department					
Unit/ Clinic Address:	502 W. 4th Ave. Toppenish, Washington 98948					
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	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Monday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Tuesday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			

	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Monday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Wednesday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Thursday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Friday	0700-1900	12.00	2.00		2.00	
	0900-2100	12.00	1.00			
	1400-0200	12.00	1.00			
	1900-0700	12.00	2.00		1.00	
Saturday	0700-1900	12.00	2.00		2.00	

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
ED Physician	1	1	1	1
ED Director	1	0	0	0
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
General Surgeon	1	1	1	1
Respiratory Therapy	1	1	1	1
Pharmacy	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

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:

Matricies are developed as a guide for shift-to-shift unit based staffing decisions. Matricies may be adjusted based on the patient's intensity of care needs, acuti, the skill-mix, geographical location, and utilization of specialized equipment. Additional staff may be added to help support patient safety and quality of care.



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Fixed Staffing Matrix

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Unit/ Clinic Name:	Endoscopy					
Unit/ Clinic Type:	Endoscopy					
Unit/ Clinic Address:	502 W.4th Ave. Toppenish, Washington 98948					
Effective as of:	1.1.2025					
Room assignment						
Room assignment	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
1 Procedural Room	Day Shift (0700-1730)	10.5	3		3	
2 Procedural Rooms	Day Shift (0700-1730)	10.5	7		5	

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Gastroenterologist	1	closed	closed	closed
Nurse Manager	1	closed	closed	closed
Respirastory Therapist	1	closed	closed	closed
Laboratory	1	closed	closed	closed
Radiology Technician	1	closed	closed	closed
Pharmacy	1	closed	closed	closed

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:

If one procedure room is in operation and one provider is scheduled on a procedure day, there will be at least 1 ACLS certified procedural RN, at least 1 pre-op RN minimum, 1 RN to assist when available, at least 1 procedural technician minimum in the proceudral room, at least 1 CS technician minimum, at least 1 to 2 technicians to assist, the Nurse Manager can count as 1 RN, and no less than 7 staff on the unit. If there are two procedural rooms in operation and two providers scheduled on a procedure day, there will be at least 2 ACLS certified RNs minimum in the procedural rooms, at least 2 pre-op RNs minimum, at least 2 post-op RNs minimum, 1 RN to assist when available, at least 2 procedural technicians minimum in the the procedural rooms, at least 2 CS technicians minimum, at least 1 to 2 technicians to assist, the Nurse Manager can count as 1 RN, and no less tham 12 staff. If two procedural rooms are being utilized at the same time, an additional RN will be staffed as a interdepartmental float nurse. Additionally, a 6th endoscopy techician will be secheduled if available.



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Fixed Staffing Matrix

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Unit/ Clinic Name:	Surgery					
Unit/ Clinic Type:	Surgery					
Unit/ Clinic Address:	502 W. 4th Ave. Toppenish, Washington 98948					
Effective as of:	1.1.2025					
Room assignment						
Room assignment	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
1 Room	Dayshift (0630-1700)	10.5	1		1	
2 Rooms	Dayshift (0630-1700)	10.5	2		2	
	Dayshift (0630-1700)	10.5	3		3	

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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Surgeon	1	1	1	1
Surgical Services Director	1	0	0	0
Anesthesia Provider	1	1	1	1
Respiratory Therapy	1	1	1	1
Administrative Nursing Supervisor	1	1	1	1
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
Pharmacy	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

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:

Matricies are developed as a guide for shift-to-shift unit based staffing decisions. Matricies may be adjusted based on the patient's intensity of care needs, acutiy, the skill-mix, geographical location, and utilization of specialized equipment. Additional staff may be added to help support patient safety and quality of care. Call hours: Monday-Friday 1700-0630 and Saturday/Sunday 0630-0630



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Fixed Staffing Matrix

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Unit/ Clinic Name:	PACU					
Unit/ Clinic Type:	Pre-Op/Post-Op					
Unit/ Clinic Address:	502 W. 4th Toppenish, Washington 98948					
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		On-Call				
Monday	Dayshift (0700-1700)	10	1			
	Dayshift (0700-1700)	10	1			

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Surgeon	1	1	1	1
Surgical Services Director	1	0	0	0
Anesthesia Provider	1	1	1	1
Respiratory Therapy	1	1	1	1
Administrative Nursing Supervisor	1	1	1	1
Radiology Technician	1	1	1	1
Laboratory	1	1	1	1
Pharmacy	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

Description:
Matricies are developed as a guide for shift-to-shift unit based staffing decisions. Matricies may be adjusted based on the patient's intensity of care needs, acutiy, the skill-mix, geographical location, and utilization of specialized equipment. Additional staff may be added or floated from other unit's to help support patient safety and quality of care

☒ 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:

PACU will be staffed based on number of anticipated surgeries, PATs, and outpatient appointments. Phase 1 (Recovery Portion) 1:1 Nursing with a 2nd RN readily available in the unit. Phase 2 (Observation Portion): 1 RN to 1 patient if unstable. 1 RN to 2 patients if <8 years awake and stable without parent present or initial admission of patient. 1 RN to 3 patients for 1.5 hours post Phase 1 or if patient <8 years with parent or discharge from Phase 1 with family present. 1 RN to 4 patients if awake and stable, <8 years and stable with parent present. In the event that only 1 RN is available for Phase 2, close PACU and move observation patient to the appropriate inpatient department for further support. All Administrative Nursing Supervisors will be crossed trained to PACU and can be utilized to provide primary or secondary nursing in Phase 1 and Phase 2. Call hours: Monday-Friday 1700-0630 and Saturday/Sunday 0630-0630