

# COVER PAGE

The following is the comprehensive hospital staffing  
plan for Kittitas Valley Healthcare 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: 12/20/24

I, the undersigned with responsibility for Kittitas Valley Healthcare 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: Jason Adler, CEO

Digitally signed by Jason J. Adler  
Date: 2024.12.21 15:00:09 -08'00'

## Hospital Information

Name of Hospital: Kittitas Valley Healthcare		
Hospital License #: HAC.FS.00000140		
Hospital Street Address: 603 S Chestnut St		
City/Town: Ellensburg	State: WA	Zip code: 98926
Is this hospital license affiliated with more than one location?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" was selected, please provide the location name and address		KVH Urgent Care 214 W 1st St, Cle Elum, WA 98922 KVH Home Health, Hospice 1506 Radio Rd, Ellensburg, WA 98926
Review Type:	<input checked="" type="checkbox"/> Annual	Review Date: 10/14/24
	<input type="checkbox"/> Update	Next Review Date: 07/01/25
Effective Date: 1/1/25		
Date Approved: 11/20/24		

**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:

- ☐ Terms of applicable collective bargaining agreement

Description:

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

Description:



- ☐ Hospital finances and resources

Description:

- ☐ Other

Description:

Signature

CEO & Co-chairs Name:	Signature:	Date:
Jason Adler, CEO		12/21/2024
Lynn Pownall		12/21/2024

Total Votes	
# of Approvals	# of Denials
10	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:		KVH Medical Surgical Unit									
Unit/ Clinic Type:		Medical-Surgical									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		9					Maximum # of Beds:		13		
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	36.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	12.00	0.00	12.00	0.00	
2	Day (0700-1900)	12.00	0.00	0.00	1.00	0.00	0.00	0.00	6.00	0.00	18.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	6.00	0.00	6.00	0.00	
3	Day (0700-1900)	12.00	1.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	16.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	
4	Day (0700-1900)	12.00	0.00	0.00	2.00	0.00	0.00	0.00	6.00	0.00	12.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	3.00	0.00	3.00	0.00	
5	Day (0700-1900)	12.00	2.00	0.00	2.00	0.00	4.80	0.00	4.80	0.00	16.80
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	4.80	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	2.00	0.00	2.00	0.00	4.00	0.00	4.00	0.00	14.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	4.00	0.00	2.00	0.00	
7	Day (0700-1900)	12.00	2.00	0.00	2.00	0.00	3.43	0.00	3.43	0.00	12.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	3.43	0.00	1.71	0.00	
8	Day (0700-1900)	12.00	2.00	0.00	3.00	0.00	3.00	0.00	4.50	0.00	13.50
	Night (1900-0700)	12.00	2.00	0.00	2.00	0.00	3.00	0.00	3.00	0.00	
9	Day (0700-1900)	12.00	2.00	0.00	3.00	0.00	2.67	0.00	4.00	0.00	12.00
	Night (1900-0700)	12.00	2.00	0.00	2.00	0.00	2.67	0.00	2.67	0.00	

10	Day (0700-1900)	12.00	2.00	0.00	3.00	0.00	2.40	0.00	3.60	0.00	10.80
	Night (1900-0700)	12.00	2.00	0.00	2.00	0.00	2.40	0.00	2.40	0.00	
11	Day (0700-1900)	12.00	3.00	0.00	3.00	0.00	3.27	0.00	3.27	0.00	12.00
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	3.27	0.00	2.18	0.00	
12	Day (0700-1900)	12.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	11.00
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	3.00	0.00	2.00	0.00	
13	Day (0700-1900)	12.00	3.00	0.00	3.00	0.00	2.77	0.00	2.77	0.00	10.15
	Night (1900-0700)	12.00	3.00	0.00	2.00	0.00	2.77	0.00	1.85	0.00	



## Unit Information

[illegible]

### Unit Information

☒ Activity such as patient admissions, discharges, and transfers

Planned admissions will be considered into the daily and shift staffing plans

One-to-one patients may require additional PCT (NAC) staffing as sitters. The American Academy of Pediatrics recommends the following nursing patient staffing ratios 1 RN for every 3-4 patients. Patient acuity is based on collaborative assessments of patient care requirements between designated Charge RN, Nursing Director and/or House Supervisor which will determine increased staffing hour requirements.

☒ 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



### 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:		Critical Care Unit									
Unit/ Clinic Type:		Critical Care									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		2				Maximum # of Beds:		6			
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	36.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	12.00	0.00	12.00	0.00	
2	Day (0700-1900)	12.00	1.00	0.00	1.00	0.00	6.00	0.00	6.00	0.00	24.00
	Night (1900-0700)	12.00	1.00	0.00	1.00	0.00	6.00	0.00	6.00	0.00	
3	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	24.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	
4	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	18.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	
5	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	7.20	0.00	2.40	0.00	19.20
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	7.20	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	16.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	



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### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Respiratory Therapist	x	x	x	x
Physical Therapist	x			x
Social Worker	x			x
Utilization Review RN	x			
Telemetry Technician	x	x	x	x
Dialysis RN	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

WAC 246-320-261 sets the standard that at least two RNs skilled and trained in critical care will be available in-house when there are patients. It does not imply that the two RNs will be physically in the CCU, but be available.

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

Patients with high acuity and safety concerns may be considered 1:1 nursing care after collaboration with nursing staff, Department Director, and/or House Supervisor. One-to-one patients may be required additional PCT (NAC) staff for sitters. The standard for most ICU patients is 1 RN:2 patients. The standard for Observation/Step-down patients is 1RN:3 patients. The standard for Med/Surg patients is 1 RN: 4patients.

☒ Skill mix

☒ Level of experience of nursing and patient care staff

☒ Need for specialized or intensive equipment

Patients receiving dialysis will require additional Dialysis RN care during their treatment.

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

☐ Other



### 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:		Critical Care Unit									
Unit/ Clinic Type:		Step Down/Medical Surgical									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		2					Maximum # of Beds:		6		
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	24.00
	Night (1900-0700)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	
2	Day (0700-1900)	12.00	1.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	12.00
	Night (1900-0700)	12.00	1.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	
3	Day (0700-1900)	12.00	1.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	8.00
	Night (1900-0700)	12.00	1.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
4	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	12.00
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	
5	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	7.20	0.00	2.40	0.00	19.20
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	7.20	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	16.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	



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### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Respiratory Therapist	x	x	x	x
Physical Therapist	x			x
Social Worker	x			x
Utilization Review RN	x			
Telemetry Technician	x	x	x	x
Dialysis RN	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

WAC 246-320-261 sets the standard that at least two RNs skilled and trained in critical care will be available in-house when there are patients. It does not imply that the two RNs will be physically in the CCU, but be available.

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

Patients with high acuity and safety concerns may be considered 1:1 nursing care after collaboration with nursing staff, Department Director, and/or House Supervisor. One-to-one patients may be required additional PCT (NAC) staff for sitters. The standard for most ICU patients is 1 RN:2 patients. The standard for Observation/Step-down patients is 1RN:3 patients. The standard for Med/Surg patients is 1 RN: 4patients.



☒ Skill mix

☒ Level of experience of nursing and patient care staff

☒ Need for specialized or intensive equipment

Patients receiving dialysis will require additional Dialysis RN care during their treatment.

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

☐ Other



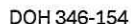
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## Patient Volume-based Staffing Matrix Formula Template

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:		Family Birthing Place									
Unit/ Clinic Type:		FBP-Antepartum									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		1.2					Maximum # of Beds:		6		
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	2.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	48.00
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	
2	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	36.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	
3	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	24.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	
4	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	18.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	
5	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	4.80	0.00	2.40	0.00	14.40
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	4.80	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	16.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	



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### Additional Care Team Members

[illegible]

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

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

Two LDR RN's will always be in-house even when the unit is empty. This does not imply the RN will be physically in FBP but will be available to return to FBP to check/admit patients. Intrapartum or newborn transfers may require 2:1 RN ratio until patient is stabilized or transferred.

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

Two persons on unit at all times when any patients are on the unit, this is for the safety of the patient and for the safety of staff. If one mom/baby room, second person can be either an RN or PCT based on acuity of patient. Second RN to return to FBP for any patient monitoring and remain until monitoring is complete. The decisions to staff the unit should be a collaboration between Charge RN and House Supervisor based on the number of patients and acuity of patients. The minimum staffing for any delivery is 2 NRP trained RN's for at least 1 hour. The third RN is to be on the floor during the delivery time to work the floor. RN 1:1 care during circumcisions.

☒ Skill mix

May use an LPN as a third RN for postpartum patients only.

☒ 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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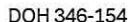
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Unit/ Clinic Name:		Family Birth Place									
Unit/ Clinic Type:		FBP-Intrapartum									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		1.2					Maximum # of Beds:		6		
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	2.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	48.00
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	
2	Day (0700-1900)	12.00	2.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	24.00
	Night (1900-0700)	12.00	2.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	
3	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	12.00	0.00	4.00	0.00	32.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	12.00	0.00	4.00	0.00	
4	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	9.00	0.00	3.00	0.00	24.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	9.00	0.00	3.00	0.00	
5	Day (0700-1900)	12.00	4.00	0.00	1.00	0.00	9.60	0.00	2.40	0.00	24.00
	Night (1900-0700)	12.00	4.00	0.00	1.00	0.00	9.60	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	5.00	0.00	1.00	0.00	10.00	0.00	2.00	0.00	24.00
	Night (1900-0700)	12.00	5.00	0.00	1.00	0.00	10.00	0.00	2.00	0.00	





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### Additional Care Team Members

[illegible]

### Unit Information

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(Check all that apply):

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☒ Skill mix

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☒ 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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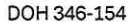
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## Patient Volume-based Staffing Matrix Formula Template

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:		Family Birth Place									
Unit/ Clinic Type:		FBP-Postpartum and Newborn									
Unit/ Clinic Address:		603 S. Chestnut St. Ellensburg, WA 98926									
Average Daily Census:		1.2			Maximum # of Beds:			6			
Effective as of:		1/1/2025									
Census											
# of Rooms	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 (0700-1900)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	24.00
	Night (1900-0700)	12.00	1.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	
2	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	36.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	
3	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	24.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	
4	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	18.00
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	
5	Day (0700-1900)	12.00	2.00	0.00	1.00	0.00	4.80	0.00	2.40	0.00	14.40
	Night (1900-0700)	12.00	2.00	0.00	1.00	0.00	4.80	0.00	2.40	0.00	
6	Day (0700-1900)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	16.00
	Night (1900-0700)	12.00	3.00	0.00	1.00	0.00	6.00	0.00	2.00	0.00	





## Unit Information

[illegible]

### Unit Information

☒ 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

Two persons on unit at all times when any patients are on the unit, this is for the safety of the patient and for the safety of staff. If one mom/baby room, second person can be either an RN or PCT based on acuity of patient. Second RN to return to FBP for any patient monitoring and remain until monitoring is complete. The decisions to staff the unit should be a collaboration between Charge RN and House Supervisor based on the number of patients and acuity of patients. The minimum staffing for any delivery is 2 NRP trained RN's for at least 1 hour. The third RN is to be on the floor during the delivery time to work the floor. RN 1:1 care during circumcisions.

☒ Skill mix

May use an LPN as a third RN for postpartum patients only.

☒ 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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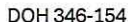
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### Fixed Staffing Matrix

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:	Emergency Department					
Unit/ Clinic Type:	Emergency					
Unit/ Clinic Address:	603 S. Chestnut St. Ellensburg, WA 98926					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day (7am-3pm)	Monday	8.00	1.00	0.00	1.00	0.00
	Tuesday	8.00	1.00	0.00	1.00	0.00
	Wednesday	8.00	1.00	0.00	1.00	0.00
	Thursday	8.00	1.00	0.00	1.00	0.00
	Friday	8.00	1.00	0.00	1.00	0.00
	Saturday	8.00	1.00	0.00	1.00	0.00
	Sunday	8.00	1.00	0.00	1.00	0.00
Day (7am-7pm)	Monday	12.00	2.00	0.00	1.00	0.00
	Tuesday	12.00	2.00	0.00	1.00	0.00
	Wednesday	12.00	2.00	0.00	1.00	0.00
	Thursday	12.00	2.00	0.00	1.00	0.00
	Friday	12.00	2.00	0.00	1.00	0.00
	Saturday	12.00	2.00	0.00	1.00	0.00
	Sunday	12.00	2.00	0.00	1.00	0.00
Day (10a-10p)	Monday	12.00	1.00	0.00	0.00	0.00
	Tuesday	12.00	1.00	0.00	0.00	0.00
	Wednesday	12.00	1.00	0.00	0.00	0.00
	Thursday	12.00	1.00	0.00	0.00	0.00

	Friday	12.00	1.00	0.00	0.00	0.00
	Saturday	12.00	1.00	0.00	0.00	0.00
	Sunday	12.00	1.00	0.00	0.00	0.00
Day (11a-11p)	Monday	12.00	1.00	0.00	0.00	0.00
	Tuesday	12.00	1.00	0.00	0.00	0.00
	Wednesday	12.00	1.00	0.00	0.00	0.00
	Thursday	12.00	1.00	0.00	0.00	0.00
	Friday	12.00	1.00	0.00	0.00	0.00
	Saturday	12.00	1.00	0.00	0.00	0.00
	Sunday	12.00	1.00	0.00	0.00	0.00
Mid (12p-12a)	Monday	12.00	0.00	0.00	1.00	0.00
	Tuesday	12.00	0.00	0.00	1.00	0.00
	Wednesday	12.00	0.00	0.00	1.00	0.00
	Thursday	12.00	0.00	0.00	1.00	0.00
	Friday	12.00	0.00	0.00	1.00	0.00
	Saturday	12.00	0.00	0.00	1.00	0.00
	Sunday	12.00	0.00	0.00	1.00	0.00
Mid (3P-3a)	Monday	12.00	1.00	0.00	0.00	0.00
	Tuesday	12.00	0.00	0.00	0.00	0.00
	Wednesday	12.00	0.00	0.00	0.00	0.00
	Thursday	12.00	0.00	0.00	0.00	0.00
	Friday	12.00	0.00	0.00	0.00	0.00
	Saturday	12.00	0.00	0.00	0.00	0.00
	Sunday	12.00	1.00	0.00	0.00	0.00
Nights (7p-7a)	Monday	12.00	2.00	0.00	1.00	0.00
	Tuesday	12.00	2.00	0.00	1.00	0.00
	Wednesday	12.00	2.00	0.00	1.00	0.00
	Thursday	12.00	2.00	0.00	1.00	0.00
	Friday	12.00	2.00	0.00	1.00	0.00
	Saturday	12.00	2.00	0.00	1.00	0.00
	Sunday	12.00	2.00	0.00	1.00	0.00



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### Additional Care Team Members

[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

WAC 246-320-281 requires at least one RN skilled and trained in providing emergency nursing care to be on duty and in the hospital at all times. Standards of care recommend no fewer than two RNs skilled and trained in providing emergency nursing care to be in the department at all times.

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

Best practices recommend one RN for every 3-4 patients, patient acuity may require changes in the ratio (1 RN:2 patients or 1 RN:1 patient).

☒ 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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### 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:	Cle Elum Urgent Care					
Unit/ Clinic Type:	Urgent Care					
Unit/ Clinic Address:	214 W. 1st St. Cle Elum, WA 98922					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day (10am-10pm)	Monday	12.00	1.00	0.00	1.00	0.00
	Tuesday	12.00	1.00	0.00	1.00	0.00
	Wednesday	12.00	1.00	0.00	1.00	0.00
	Thursday	12.00	1.00	0.00	1.00	0.00
	Friday	12.00	1.00	0.00	1.00	0.00
	Saturday	12.00	1.00	0.00	1.00	0.00
	Sunday	12.00	1.00	0.00	1.00	0.00



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### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Patient Services Representative	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

At least one RN skilled and trained in emergency care services be on duty who is immediately available to provide care.

- ☒ 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

The "CNA" position in Urgent Care is a Specialty Tech Position filled by someone with either an NA-C or MA License and additional training/certifications for Lab and Basic x-ray.



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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:	Operating Room					
Unit/ Clinic Type:	Operating Room					
Unit/ Clinic Address:	603 S. Chestnut St. Ellensburg, WA 98926					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day (0700-1530)	Monday	8.00	1.00	0.00	0.00	0.00
	Tuesday	8.00	1.00	0.00	0.00	0.00
	Wednesday	8.00	1.00	0.00	0.00	0.00
	Thursday	8.00	1.00	0.00	0.00	0.00
	Friday	8.00	1.00	0.00	0.00	0.00
Day (0700-1730)	Monday	10.00	4.00	0.00	0.00	0.00
	Tuesday	10.00	4.00	0.00	0.00	0.00
	Wednesday	10.00	4.00	0.00	0.00	0.00
	Thursday	10.00	4.00	0.00	0.00	0.00
	Friday	10.00	4.00	0.00	0.00	0.00
Weekends & Holidays	On Call	0.00	1.00	0.00	0.00	0.00



### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Divisional Coordinator	x			
Respiratory Therapist	x	x	x	x
Social Worker	x			x
Utilization Review RN	x			
Sterile Processing Manager	x			
Central Sterile Processing Tech	x	x		
Preop Scheduler	x			
Surgical Technologist	x	On Call	On Call	On Call

### Unit Information

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

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

Staffing will be based according to scheduled block time, case volumes, number of patients to be admitted, number of operating rooms anticipated to run concurrently, patient acuity and intensity of care.

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

Phase II nursing care. 1:1 for all patients requiring thoracentesis, epidural blocks, phlebotomy, PICC lines placement, sterile dressing changes, MRSA patients, and may be needed for complicated patients with multiple needs. 1:3 patients for patients greater than 13 years of age or 13 years and younger with family present. 1:2 for patients 13 years and younger without family or support staff present. 1:2 for initial assessment of patient in Phase II recover. 1:3-5 patients waiting to be discharged, waiting for rides home, extended post-op care for pain and nausea/vomiting management. Per "ASGE Minimum staffing requirements for performance of GI endoscopy": 1RN with ACLS and moderate conscious sedation competence present for each procedure a 2nd RN depending on census if using two Endo Suite Sequencing. For upper endoscopy, a 3rd trained person may be required to provide patient positioning and safety. Operating Room: Each patient/room has at least 1 RN OR Circulator, 1 Scrub Tech/RN. The

"American Society of PeriAnesthesia Nurses" recommends 2 RNs in the same room as the patient receiving Phase I level of care at all times until critical elements are met. 1:1 care with a second RN present for all pediatric.

☒ 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

On call after hours: 1 RN Circulator, 1 Scrub Tech/Nurse, 2 PACU RNs



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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:	Surgical Outpatient Unit					
Unit/ Clinic Type:	Outpatient					
Unit/ Clinic Address:	603 S. Chestnut St. Ellensburg, WA 98926					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day (0630-1500)	Monday	8.00	5.00	0.00	0.00	0.00
	Tuesday	8.00	5.00	0.00	0.00	0.00
	Wednesday	8.00	5.00	0.00	0.00	0.00
	Thursday	8.00	5.00	0.00	0.00	0.00
	Friday	8.00	5.00	0.00	0.00	0.00
Day (0600-1630)	Monday	10.00	2.00	0.00	0.00	0.00
	Tuesday	10.00	2.00	0.00	0.00	0.00
	Wednesday	10.00	2.00	0.00	0.00	0.00
	Thursday	10.00	2.00	0.00	0.00	0.00
	Friday	10.00	2.00	0.00	0.00	0.00
Day (0730-1800)	Monday	10.00	3.00	0.00	0.00	0.00
	Tuesday	10.00	3.00	0.00	0.00	0.00
	Wednesday	10.00	3.00	0.00	0.00	0.00
	Thursday	10.00	3.00	0.00	0.00	0.00
	Friday	10.00	3.00	0.00	0.00	0.00
Day (0700-1530)	Monday	8.00	0.00	0.00	2.00	2.00
	Tuesday	8.00	0.00	0.00	2.00	2.00
	Wednesday	8.00	0.00	0.00	2.00	2.00
	Thursday	8.00	0.00	0.00	2.00	2.00
	Friday	8.00	0.00	0.00	2.00	2.00
Pre Op Day (0830-1700)	Monday	8.00	2.00	0.00	0.00	0.00

	Tuesday	8.00	2.00	0.00	0.00	0.00
	Wednesday	8.00	2.00	0.00	0.00	0.00
	Thursday	8.00	2.00	0.00	0.00	0.00
	Friday	8.00	2.00	0.00	0.00	0.00
Procedure Day (0800-1630)	Monday	8.00	2.00	0.00	0.00	0.00
	Tuesday	8.00	2.00	0.00	0.00	0.00
	Wednesday	8.00	2.00	0.00	0.00	0.00
	Thursday	8.00	2.00	0.00	0.00	0.00
	Friday	8.00	2.00	0.00	0.00	0.00
Weekend & Holidays	On Call	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
Divisional Coordinator	x			
Respiratory Therapist	x	x	x	x
Social Worker	x			x
Utilization Review RN	x			
Sterile Processing Manager	x			
Central Sterile Processing Tech	x	x		
Preop Scheduler	x			
Surgical Technologist	x	On Call	On Call	On Call

### Unit Information

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

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

Staffing will be based according to scheduled block time, case volumes, number of patients to be admitted, number of operating rooms anticipated to run concurrently, patient acuity and intensity of care.

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

Surgical Outpatient: At all times 2 RNs, 1 of which is competent in Phase II nursing are present whenever a patient is receiving Phase II nursing care. 1:1 for all patients requiring thoracentesis, epidural blocks, phlebotomy, PICC lines placement, sterile dressing changes, MRSA patients, and may be needed for complicated patients with multiple needs. 1:3 patients for patients greater than 13 years of age or 13 years and younger with family present. 1:2 for patients 13 years and younger without family or support staff present. 1:2 for initial assessment of patient in Phase II recover. 1:3-5 patients waiting to be discharged, waiting for rides home, extended post-op care for pain and nausea/vomiting management. Per "ASGE Minimum staffing requirements for performance of GI endoscopy": 1RN with ACLS and moderate conscious sedation competence present for each procedure a 2nd RN depending on census if using two Endo Suite Sequencing. For upper endoscopy, a 3rd trained person may be required to provide

patient positioning and safety. Operating Room: Each patient/room has at least 1 RN OR Circulator, 1 Scrub Tech/RN. The "American Society of PeriAnesthesia Nurses" recommends 2 RNs in the same room as the patient receiving Phase I level of care at all times

☒ 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

On call after hours: 1 RN Circulator, 1 Scrub Tech/Nurse, 2 PACU RNs



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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:		Home Health & Hospice									
Unit/ Clinic Type:		Home Health & Hospice									
Unit/ Clinic Address:		1506 E Radio Road Ellensburg, WA 98926									
Average Daily Census:		12				Maximum # of Beds:			0		
Effective as of:		1/1/2025									
# of Visits											
# of Visits	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	0800-1630	7.20	1.00	0.00	0.00	0.00	7.20	0.00	0.00	0.00	7.20
2	0800-1630	7.20	1.00	0.00	0.00	0.00	3.60	0.00	0.00	0.00	3.60
3	0800-1630	7.20	1.00	0.00	0.00	0.00	2.40	0.00	0.00	0.00	2.40
4	0800-1630	7.20	1.00	0.00	0.00	0.00	1.80	0.00	0.00	0.00	1.80
5	0800-1630	7.20	1.00	0.00	0.00	0.00	1.44	0.00	0.00	0.00	1.44
6	0800-1630	7.20	1.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20
7	0800-1630	7.20	2.00	0.00	0.00	0.00	2.06	0.00	0.00	0.00	2.06
8	0800-1630	7.20	2.00	0.00	0.00	0.00	1.80	0.00	0.00	0.00	1.80
9	0800-1630	7.20	2.00	0.00	0.00	0.00	1.60	0.00	0.00	0.00	1.60
10	0800-1630	7.20	2.00	0.00	0.00	0.00	1.44	0.00	0.00	0.00	1.44
11	0800-1630	7.20	2.00	0.00	0.00	0.00	1.31	0.00	0.00	0.00	1.31
12	0800-1630	7.20	2.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20
13	0800-1630	7.20	3.00	0.00	0.00	0.00	1.66	0.00	0.00	0.00	1.66
14	0800-1630	7.20	3.00	0.00	0.00	0.00	1.54	0.00	0.00	0.00	1.54
15	0800-1630	7.20	3.00	0.00	0.00	0.00	1.44	0.00	0.00	0.00	1.44
16	0800-1630	7.20	3.00	0.00	0.00	0.00	1.35	0.00	0.00	0.00	1.35
17	0800-1630	7.20	3.00	0.00	0.00	0.00	1.27	0.00	0.00	0.00	1.27
18	0800-1630	7.20	3.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20
19	0800-1630	7.20	4.00	0.00	0.00	0.00	1.52	0.00	0.00	0.00	1.52
20	0800-1630	7.20	4.00	0.00	0.00	0.00	1.44	0.00	0.00	0.00	1.44
21	0800-1630	7.20	4.00	0.00	0.00	0.00	1.37	0.00	0.00	0.00	1.37
22	0800-1630	7.20	4.00	0.00	0.00	0.00	1.31	0.00	0.00	0.00	1.31
23	0800-1630	7.20	4.00	0.00	0.00	0.00	1.25	0.00	0.00	0.00	1.25
24	0800-1630	7.20	4.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20
25	0800-1630	7.20	5.00	0.00	0.00	0.00	1.44	0.00	0.00	0.00	1.44
26	0800-1630	7.20	5.00	0.00	0.00	0.00	1.38	0.00	0.00	0.00	1.38
27	0800-1630	7.20	5.00	0.00	0.00	0.00	1.33	0.00	0.00	0.00	1.33
28	0800-1630	7.20	5.00	0.00	0.00	0.00	1.29	0.00	0.00	0.00	1.29
29	0800-1630	7.20	5.00	0.00	0.00	0.00	1.24	0.00	0.00	0.00	1.24
30	0800-1630	7.20	5.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20



31	0800-1630	7.20	6.00	0.00	0.00	0.00	1.39	0.00	0.00	0.00	1.39
32	0800-1630	7.20	6.00	0.00	0.00	0.00	1.35	0.00	0.00	0.00	1.35
33	0800-1630	7.20	6.00	0.00	0.00	0.00	1.31	0.00	0.00	0.00	1.31
34	0800-1630	7.20	6.00	0.00	0.00	0.00	1.27	0.00	0.00	0.00	1.27
35	0800-1630	7.20	6.00	0.00	0.00	0.00	1.23	0.00	0.00	0.00	1.23
36	0800-1630	7.20	6.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20
37	0800-1630	7.20	7.00	0.00	0.00	0.00	1.36	0.00	0.00	0.00	1.36
38	0800-1630	7.20	7.00	0.00	0.00	0.00	1.33	0.00	0.00	0.00	1.33
39	0800-1630	7.20	7.00	0.00	0.00	0.00	1.29	0.00	0.00	0.00	1.29
40	0800-1630	7.20	7.00	0.00	0.00	0.00	1.26	0.00	0.00	0.00	1.26
41	0800-1630	7.20	7.00	0.00	0.00	0.00	1.23	0.00	0.00	0.00	1.23
42	0800-1630	7.20	7.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	1.20





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### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
RN Case Manager	x	On Call	On Call	x
Physical Therapist	x			
Physical Therapist Assistant	x			
Chaplain	x			
Social Worker	x			
Occupational Therapist	x			
Speech Therapist	x			
Home Health Aide	x			
Administration	x	On Call	On Call	On Call

### Unit Information

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

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

Visit acuity is reviewed on a case by case basis. High acuity patients are assigned 1.5 points. The RN Case Manager will review the acuity needs with the Clinical Manager to approve adjustments to the visit equivalent points. Each RN will be assigned a total of 6 points daily for their 8 hour shift. Each point is 1.2 hours. Each shift is 7.2 hours of patient care allowing for rest and meal breaks.

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

The RN Case Manager will calculate patient acuity based on the National Association for Home Health Care & Hospice point system: Visit Type - Start of Care HH 2.0, Hospice 3.0; Routine follow-up HH 1.0, Hospice 1.5; Recertification of care HH 2.0, Hospice 2.0; Resumption of care HH 1.5, Hospice 1.5; Complex IV patient 1.5, Hospice 1.5; Travel >60 miles 1.0, Hospice 1.0C

☒ 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

Case Managers are assigned patients geographically as much as possible to minimize travel and enhance clinical time with patients. Case Managers work a 0.8-1.0 FTE with a case load of 13 to 16 points respectively.



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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:	Wound Care Clinic					
Unit/ Clinic Type:	Wound Care Clinic					
Unit/ Clinic Address:	611 S. Chestnut St. Ellensburg WA 98926					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day 0800-1400	Monday	6.00	1.00	0.00	0.00	0.00
	Tuesday	6.00	1.00	0.00	0.00	0.00
	Wednesday	6.00	1.00	0.00	0.00	0.00
	Thursday	6.00	1.00	0.00	0.00	0.00
	Friday	6.00	1.00	0.00	0.00	0.00



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### Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Patient Services Representative	X			
LPN	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

New patient appointments are longer than repeat visits.

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

Number and location of wounds require more time and assistance.



☒ Skill mix

RN or LPN work in clinic with ARNP.

☐ 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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### 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:	Orthopedics					
Unit/ Clinic Type:	Hospital Based Clinic					
Unit/ Clinic Address:	611 S. Chestnut Street, Suite D					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day 0800-1700	Monday	9.00	0.00	0.00	0.00	0.00
	Tuesday	9.00	0.00	0.00	0.00	0.00
	Wednesday	9.00	0.00	0.00	0.00	0.00
	Thursday	9.00	0.00	0.00	0.00	0.00
	Friday	9.00	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
Certified Medical Assistant	X			
Patient Service Representative	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

☐ 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

In a clinic setting we have a ration of 1 provider; 1 Certified Medical Assistant (MGMA standard is 1:0.97); 1 Patient Service Representative to chek in patients, take co-pays, answer phones, and schedule appointments. Clinic is open to the public Monday - Friday 8am-5pm.





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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:	General Surgery and Vascular					
Unit/ Clinic Type:	Hospital Based Clinic					
Unit/ Clinic Address:	611 S. Chestnut Street, Suite A					
Effective as of:	1/1/2025					
Day of the week						
Hour of the day	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Day 0800-1700	Monday	9.00	0.00	0.00	0.00	0.00
	Tuesday	9.00	0.00	0.00	0.00	0.00
	Wednesday	9.00	0.00	0.00	0.00	0.00
	Thursday	9.00	0.00	0.00	0.00	0.00
	Friday	9.00	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
Certified Medical Assistant	X			
Patient Service Representative	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

☐ 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

In a clinic setting we have a ration of 1 provider; 1 Certified Medical Assistant (MGMA standard is 1:0.97); 1 Patient Service Representative to check in patients, take co-pays, answer phones, and schedule appointments. Clinic is open to the public Monday - Friday 8am-5pm.