



NURSE STAFFING PLAN

(updated 7/6/22)

PURPOSE:

Per RCW 70.41.420 and House Bill 1714, Lincoln Hospital District #3's Nurse Staffing Plan has been developed to assure sufficient staffing of hospital personnel, protect patients, provide safe working conditions, promote quality healthcare, and support retention of valued employees. The Acute Care Unit, Transitional Care Unit, Emergency and Surgical Departments' Nurse Staffing Plan reflect specific service needs that align with patient care and organizational goals. Evaluation of the Nurse Staffing Plan shall be completed semi-annually by the Staffing Committee against patient needs, evidence-based staffing information and sensitive quality indicators collected by the hospital. Additionally, hospital finances and resources must be taken into consideration along with other standards contained in state or federal law and the Collective Bargaining Agreement.

STAFFING COMMITTEE MEMBERS AND VOTING:

The Staffing Committee will consist of a minimum of 9 members. 6 of the 9 members must provide direct patient care. 3 members will be hospital administrative staff and can only make up to one half of the total membership. Staffing Committee meeting participation shall be on scheduled work time and compensated at the appropriate rate of pay. The tenure of the committee members will be for 1-2 years, with the option to remain on the Staffing Committee if no new members want to join. Replacements will be on a volunteer basis. If no one volunteers, staff will be asked in an attempt to have a balanced number from day shift and night shift.

The voting process will occur as indicated in the Nurse Staffing Committee Charter.

STAFFING COMMITTEE RESPONSIBILITIES:

The Staffing Committee is responsible for the development and oversight of an annual nurse staffing plan. See Tasks and Function section of the Lincoln Hospital District #3 Nurse Staffing Committee charter.

STAFFING QUALIFICATIONS:

The Nursing Departments are composed of both licensed and unlicensed personnel. Licensures and certifications will be verified annually. Specialized certifications will be obtained and renewed per department job descriptions and verifications will fall upon the unit supervisor.

MINIMUM STAFFING COVERAGE:

Departmental Matrices are attached for the minimum required staff per unit and shift, dependent on the number of patients for which care is being provided. LPN's and Nurse Technicians are included in the RN portion of the on minimum staffing; however, they are only able to work up to their scope of service or verified skill level and scheduled for the appropriate location accordingly. House Supervisor may adjust staffing based on census changes throughout the shift. Low census will be voluntary, not mandatory, to meet minimum staffing requirements.

Regardless of census, patients requiring one-on-one direct supervision will be assigned a dedicated staff member that is not included in the minimum staffing matrices.

Orientees shall not be included in staffing matrices.

The 8-hour day shift Outpatient program is minimally staffed with one RN Monday -Friday.

The 12-hour day and night shift Emergency Department is minimally staffed with one RN. At any given time, there can be a mixture of patients with varying degree of medical needs. In the event the patients' needs exceed the abilities of the ED nurse, alternative or additional staffing will be sought. The HS RN, DNS or designee will determine what alternative staffing will be utilized.

The Surgery Department is minimally staffed with one RN and one Surgical Technologist on call for days and nights. The Surgery Department schedules are based on the Surgery and Pain Clinic caseload.

STAFF SCHEDULING:

Monthly scheduled staffing will be per the Collective Bargaining Agreement and facility policy. The monthly schedule will be created and posted by the Scheduling Coordinator and/or DNS.

A good faith effort will be made to provide adequate staff when unforeseen circumstances arise. Alternative to staffing when staffing is challenging include but are not limited to:

- Contact a non-scheduled employee to see if they are available
- Adjust current scheduled staff
- Agency
- Seek additional support that meet the staffing qualification:
 - Reassign excess clinical staff from other departments
 - Director of Nursing Services
 - Staff Educator
 - Quality Improvement and Infection Preventionist
 - Outpatient RN
 - Activities Coordinator

The facility staffing plan will be posted in public areas and adjusted accordingly with staff changes.

STAFFING COMMITTEE COMPLAINTS:

If staff have concerns, complaints or variations where not in accordance with the Staffing Plan or disagree with shift-to-shift adjustments, they may report these to the Staffing Committee on the designated complaint form. These forms are available to staff in electronic and written form. Complaints may be submitted to any Staffing Committee Member. The Staffing Committee shall review all complaints and track all such complaints as resolved, unresolved or dismissed based on unsubstantiated data.

STAFFING PLAN SUBMISSION:

The Staffing Plan will be presented to, adopted and signed by the Chief Executive Officer (CEO). If the plan is not adopted, the CEO shall provide a written explanation of the reasons why a plan was not adopted to the Committee and must either (a) identify those elements of the proposed plan being changed prior to the adoption of the plan or (b) prepare an alternate annual staffing plan that must be adopted by the hospital per RCW 70.41.420. The Staffing Plan shall be submitted to the Department of Health annually and at any time in between that the plan is updated.

Nurse Staffing Plan Approved by the Nurse Staffing Committee on 7/25/22

Ane Cochran RN
Michelle Wilkins RN/DNS
Sharon Jank RN
L. Dowd RN
Angel Hatten
Hannah Smith RN

Janice Sameroff/COO
Shirley [unclear] RN
Christine Harper RN
Shirley Kowalski RN
Janne Baastle
Hannah Smith RN

Nurse Staffing Plan Approved by the Chief Executive Officer:

[Signature]
Tyson Lacy, Chief Executive Officer

9/20/2022
Date

- Revised 8/2020
- No changes approved 10/2019
- No changes/approved 4/2019
- Revised 10/15/18
- Revised 8/1/18
- Revised 12/21/17
- Revised 4/10/17
- Revised 10/13/20 SJ
- Approved 10/27/20 SJ
- Revised 5/11/2021 JL
- No changes, approved 11/9/2021 JL
- Revised 7/6/22

Acute Care Unit Minimum Staffing Plan

Census 1	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1			1
	Night	1		1	1

Census 6	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	1	1
	Night	1	2	1	1

Census 2	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1			1
	Night	1		1	1

Census 7	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	1	1
	Night	1	2	1	1

Census 3	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1	1
	Night	1	1	1	1

Census 8	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	2	1
	Night	1	2	2	1

Census 4	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1	1
	Night	1	1	1	1

Census 9	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	2	1
	Night	1	2	2	1

Census 5	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1	1
	Night	1	1	1	1

Census 10	Shift	HS	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	2	1
	Night	1	2	2	1

***All shifts are 12 hours with the exception of the HUC/NAC shift that is 10 hours**

Transitional Care Unit Minimum Staffing Plan

Census 1	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	
	Night	1	1	

Census 2	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	
	Night	1	1	

Census 3	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1**
	Night	1	2	

Census 4	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1**
	Night	1	2	

Census 5	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	1	1**
	Night	1	2	

Census 6	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	1**
	Night	1	2	

Census 7	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	1**
	Night	1	2	

Census 8	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	1	2	1
	Night	1	2	

Census 9	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	1	2	

Census 10	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	1	2	

Census 11	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	1	2	

Census 12	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	1	2	

Census 13	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	2	2	

Census 14	Shift	RN/ LPN	NAC	HUC/ NAC
	Day	2	2	1
	Night	2	2	

*All shifts are 12 hours with the exception of the HUC/NAC shift that is 10 hours.

** For TCU census 3-7, weekend need to be determined by the House Supervisor and if low census/on call is an option.