

Providence Holy Family Hospital Staffing Plan 2022

Cover Page

Nurse Staffing Plan Submission

The following is the nurse staffing plan for Providence Holy Family Hospital, submitted to the Washington Department of Health in accordance with the revised Code of Washington 70.41.420

Providence Holy Family Hospital

12/31/2021

Providence Holy Family Hospital Staffing Plan 2022

Nurse Staffing Plan Purpose

This plan was developed for the management schedule and provision of daily staffing needs for the hospital, and to define the process that ensures the availability of qualified nursing staff to provide safe, reliable and effective care to our patients. This plan applies to all parts of the hospital licensed under RCW 70.41.

Plan Principles

- Access to high-quality nursing staff is critical to providing safe, reliable, effective care
- The optimal staffing plan represents a partnership between nursing leadership and direct nursing care staff
- Staffing is multifaceted and dynamic. The development of the plan must consider a wide range of variables
- Data and measurable nurse sensitive indicators should inform the staffing plan
- Staffing plans can be flexible and responsive to changes within healthcare delivery

Nurse Staffing Committee

The nurse staffing committee maintains oversight of the nurse staffing plan as well as monitoring the adherence to the plan. The committee's work is guided by the charter. They meet on a regular basis, typically monthly. The committee's work is informed by data from the care units. Appropriate staffing levels may include analysis of:

- Individual and aggregate patient needs
- Staffing guidelines developed for the care area being discussed
- The skills and training of the nursing staff
- Resources and supports for the nurses
- Anticipated absences and need for nursing staff to take meal and rest breaks
- Hospital data and outcomes from relevant quality indicators
- Hospital finances

*The American Nurses Association does not recommend a specific staffing ratio, but rather to make care assignments based on acuity, patient needs and staff competencies.

Staff will continuously monitor individual and aggregate patient care needs and make adjustments to staffing per the agreed upon policy and collective bargaining agreement. The committee performs semiannual review of the staffing plan, if changes are made to the plan, they will subsequently be submitted to the Washington DOH. The hospital is committed to ensuring staff are able to take meal and rest breaks as required by law, and the collective bargaining agreement.

Providence Holy Family Hospital Staffing Plan 2022

HFH ED Staffing Matrix

	Charge	Nurses	ER Tech	Total
700	1	5	2	8
800	1	6	3	10
900	1	9	3	13
1000	1	10	4	15
1100	1	13	6	20
1200	1	13	6	20
1300	1	14	6	21
1400	1	14	6	21
1500	1	14	6	21
1600	1	14	6	21
1700	1	14	6	21
1800	1	13	6	20
1900	1	14	6	21
2000	1	14	6	21
2100	1	14	6	21
2200	1	14	6	21
2300	1	11	4	16
0	1	11	3	15
100	1	9	3	13
200	1	8	2	11
300	1	5	2	8
400	1	5	2	8
500	1	5	2	8
600	1	5	2	8

- The general care ratio in ER is 1:4 (nurse:patient)- the assignments may vary based on census as well as acuity
- There is always 1 RN in the charge role that may carry an assignment depending on census

Providence Holy Family Hospital Staffing Plan 2022

HFH Intensive Care Staffing Matrix

CENSUS				NIGHTS			Total Staff
	RN	Free Charge	CCT	RN	Free Charge	CCT	
2	2.0	1.0	1.0	2.0	1.0	0.0	7.00
3	2.0	1.0	1.0	2.0	1.0	0.0	7.00
4	3.0	1.0	1.0	3.0	1.0	0.0	9.00
5	3.0	1.0	1.0	3.0	1.0	0.0	9.00
6	4.0	1.0	1.0	4.0	1.0	0.0	11.00
7	5.0	1.0	A	5.0	1.0	0.0	13.00
8	5.0	1.0	1.0	5.0	1.0	0.0	13.00
9	6.0	1.0	1.0	6.0	1.0	0.0	15.00
10	6.0	1.0	1.0	6.0	1.0	0.0	15.00
11	7.0	1.0	1.0	7.0	1.0	0.0	17.00
12	7.0	1.0	1.0	7.0	1.0	0.0	17.00
13	8.0	1.0	1.0	8.0	1.0	0.0	19.00
14	8.0	1.0	1.0	8.0	1.0	0.0	19.00

HFH Endoscopy Staffing Matrix

Endoscopy Staffing Matrix							
Working Endo Rooms	Charge Nurse	Procedural Staff	Flex	Scope Processing	Pre/Post	NAC	Total Staff
1	1	2	0	1	3	1	8
2	1	4	1	1	3	1	11
3	1	6	2	2	4	1	16
4	1	8	2	2	4	1	18
+1 Additional Nurse for Motilities on Monday and Wednesdays							

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HFH Infusion Staffing Matrix

OP Infusion Staffing Matrix				
Patient Census	Secretary	RN's	NAC	Total Staff
1-12 pts	1	2	0	3
13-20 pts	1	3	1	5
21-28 pts	1	4	1	6
29-36 pts	1	5	2	8
37-? Pts	1	6	2	9

HFH SMAU Staffing Matrix

SMAU Staffing Matrix - revised											
	Monday				Tues-Thurs				Friday		
	RN	NAC	Secretary		RN	NAC	Secretary		RN	NAC	Secretary
0500	5	2	1	0500	6	3	1	0500	5	2	-
0600	5	2	1	0600	6	3	1	0600	5	2	-
0700	6	2	1	0700	7	3	1	0700	5	2	-
0800	7	2	1	0800	8	3	1	0800	7	2	-
0900	8	2	1	0900	9	3	1	0900	8	2	-
1000	9	2	1	1000	9	3	1	1000	8	2	-
1100	11	2	1	1100	11	3	1	1100	10	2	-
1200	11	2	1	1200	11	3	1	1200	10	2	-
1300	11	2	1	1300	11	3	1	1300	10	2	-
1400	6	1	-	1400	6	1	-	1400	5	1	-
1500	6	1	-	1500	6	1	-	1500	5	1	-
1600	5	1	-	1600	5	1	-	1600	4	1	-
1700	4	1	-	1700	4	1	-	1700	3	1	-
1800	4	-	-	1800	4	1	-	1800	3	-	-

NOTES:

We almost always start a supplemental RN as one of the 0530 RNs. We staff 2 or more RNs in the nerve block pod based on number of blocks needed each day. Staff is low censused as needed based on volumes. NACs are shared with PACU for transport purposes.

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HFH PACU Staffing Matrix – 36574270

PACU Staffing Matrix - revised											
	Mon-Wed.				Thursday				Friday		
	RN	NAC		RN	NAC		RN	NAC			
0800	2			0800	2			0800	2		
0900	4			0900	4			0900	4		
1000	4	1		1000	4	1		1000	6	1	
1100	6	1		1100	6	1		1100	6	1	
1200	6	1		1200	6	1		1200	6	1	
1300	6	1		1300	6	1		1300	6	1	
1400	6	1		1400	6	1		1400	6	1	
1500	6	1		1500	6	1		1500	6	1	
1600	5	1		1600	5	1		1600	6	1	
1700	4	1		1700	4	1		1700	4	1	
1800	4	1		1800	3	1		1800	3	1	
1900	3			1900	3			1900	3		
2000	-			2000	-			2000	-		
NOTES:											
Staff is low censused based on volumes. NACs are shared with SMAU to cover sick calls and for transport purposes.											

Providence Holy Family Hospital Staffing Plan 2022

HFH Special Procedures Staffing Matrix

Special Procedures				
	Mon-Wed			
	RN	CV Tech	Radiology Tech	NAC/Transporter
0800	1 or 2*	1 or 2*	1	-
0900	1 or 2*	1 or 2*	1	-
1000	1 or 2*	1 or 2*	1	-
1100	1 or 2*	1 or 2*	1	-
1200	1 or 2*	1 or 2*	1	-
1300	1 or 2*	1 or 2*	1	-
1400	1 or 2*	1 or 2*	1	-
1500	1 or 2*	1 or 2*	1	-
1600	1 or 2*	1 or 2*	1	-
1700	on call	on call		
1800	on call	on call		
NOTES:				
*Each day is staffed with 1 RN and 2 CV techs or 2 RNs				
and 1 CV tech. The Radiology tech is provided by contract				
by Inland Imaging and is not a Holy Family Staff Member				

Providence Holy Family Hospital Staffing Plan 2022

HFH Family Maternity Center Staffing Matrix – 36563800

Staffing Guidelines									
MINIMUM STAFFING: 1 CN, 2 NICU, 1 OB tech, total=4									
INTRAPARTUM/Hi RISK AP/Hi acuity PP 1:2 early-active labor, no complications/cervical ripening or early induction; 1:1 active labor during epidural placement(1/2 hr post placement then rtn to 1:2 if no comp); very active labor/2nd stage (pushing) 1:1 active labor without analgesia/anesthesia requiring labor support; intrapartum/immediate postpartum, PP complications; induction in active phase; c-sections (2 hrs post c/s); unstable AP, Unstable PP								1:3 in NICU Dependent on Acuity *If census is low, it is up to the ANM/CN judgement to staff NICU nurse on unit or as delivery RN *This RN will be available as a general resource *To be considered the NB expert/resource To attend all deliveries To be code captain for Neonatal code	
INTRAPARTUM					NICU				
Census	RN	TECH	CHARGE	NICU	Census	RN			
13	10	2	1	1	13	5			
12	9	2	1	1	12	4			
11	8	2	1	1	11	4			
10	7	2	1	1	10	4			
9	6	1	1	1	9	3			
8	6	1	1	1	8	3			
7	5	1	1	1	7	3			
6	5	1	1	1	6	2			
5	4	1	1	1	5	2			
4	3	1	1	1	4	2			
3	2	1	1	1	3	1			
2	1	1	1	1	2	1			
1	1	1	1	1	1	1			
0	1	1	1	1	0	0			

AP 1:3-4 (total of 8 pts) hi risk pts may change i.e. twins, mom on IV drip, pp hem		These are "guidelines". Final staffing ratios at CN discretion, rationale MUST BE included on Shift Productivity Sheet	HOW to use: 1. Count Intrapartum staff numbers 2. ADD PP/AP staff 3. Add NICU staff = total guideline for Staff needed Acuity and CN discretion can override TRIAGE OBS 1:1 initial triage process req 10-20", then 1:0-3 Stable, assume into CN assignment
Census	RN		
24	4		
23	3		
22	3		
21	3		
20	3		
19	3		
18	3		
17	3		
16	3		
15	2		
14	2		
13	2		
12	2		
11	2		
10	2		
9	2		
8	2		
7	1		

When to not LC second tech 1. AM scheduled C-section 2. Large amounts of DCs 3. +2 "active" IP 4. CN judgement per acuity
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Providence Holy Family Hospital Staffing Plan 2022

HFH Medical Acute Staffing Matrix

CENSUS	DAYS				NIGHTS				TOTAL	TARGET
	RN	CHG	NAC	HUC	RN	CHG	NAC	HUC		DPCH
15	4.0	1.0	1.0	0.0	3.0	1.0		0.0	10.00	8.00
16	4.0	1.0	1.0	0.0	3.0	1.0		0.0	10.00	7.50
17	4.0	1.0	1.0	0.0	4.0	1.0		0.0	11.00	7.76
18	5.0	1.0	1.0	0.0	4.0	1.0		0.0	12.00	8.00
19	5.0	1.0	1.0	0.6	4.0	1.0		0.0	12.60	7.96
20	5.0	1.0	1.0	0.6	4.0	1.0		0.0	12.60	7.56
21	5.0	1.0	1.0	0.6	5.0	1.0	1.0	0.0	14.60	8.34
22	6.0	1.0	1.0	0.6	5.0	1.0	1.0	0.0	15.60	8.51
23	6.0	1.0	1.0	0.6	5.0	1.0	1.3	0.0	15.90	8.30
24	6.0	1.0	2.0	0.6	5.0	1.0	1.3	0.0	16.90	8.45
25	6.0	1.0	2.0	0.6	5.3	1.0	1.3	0.0	17.20	8.26
26	7.0	1.0	2.0	0.6	5.3	1.0	1.3	0.0	18.20	8.40
27	7.0	1.0	2.0	0.6	6.3	1.0	1.3	0.0	19.20	8.53
28	7.0	1.0	2.0	0.6	6.3	1.0	2.0	0.0	19.90	8.53
29	8.0	1.0	2.0	0.6	6.3	1.0	2.0	0.0	20.90	8.65
30	8.0	1.0	2.3	0.6	6.3	1.0	2.3	0.0	21.50	8.60
31	8.0	1.0	2.3	0.6	7.0	1.0	2.3	0.0	22.20	8.59
32	8.0	1.0	3.0	0.6	7.3	1.0	2.3	0.0	23.20	8.70
33	9.0	1.0	3.0	0.6	7.3	1.0	2.3	0.0	24.20	8.80
34	9.0	1.0	3.0	0.6	8.0	1.0	2.3	0.0	24.90	8.79
35	9.0	1.0	3.0	0.6	8.3	1.0	2.3	0.0	25.20	8.64
36	9.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	25.90	8.63
37	10.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	26.90	8.72
38	10.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	26.90	8.49
39	11.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	27.90	8.58
40	11.0	1.0	4.0	0.6	9.0	1.0	2.3	0.0	28.90	8.67
41	11.0	1.0	4.0	0.6	10.0	1.0	2.3	0.0	29.90	8.75
42	11.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	30.60	8.74
43	11.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	30.60	8.54
44	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.62
45	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.43
46	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.24

Providence Holy Family Hospital Staffing Plan 2022

HFH Surgical Acute Staffing Matrix

CENSUS	DAYS				NIGHTS				Total Staff
	RN	Free Chg	CCA	HUC	RN	Free Chg	CCA	HUC	
5	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
6	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
7	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
8	2.0	0.0	1.0	0.0	2.0	0.0	0.0	0.0	5.00
9	3.0	0.0	1.0	0.0	2.0	0.0	0.0	0.0	6.00
10	3.0	0.0	1.0	0.0	3.0	0.0	0.0	0.0	7.00
11	3.0	0.0	1.0	0.0	3.0	0.0	0.0	0.0	7.00
12	3.0	0.0	1.0	0.0	3.0	1.0	0.3	0.0	8.30
13	4.0	1.0	1.0	0.0	3.0	1.0	0.3	0.0	10.30
14	4.0	1.0	1.0	0.0	3.0	1.0	0.3	0.0	10.30
15	4.0	1.0	1.0	0.0	3.0	1.0	0.7	0.0	10.70
16	4.0	1.0	1.0	0.0	4.0	1.0	0.7	0.0	11.70
17	5.0	1.0	1.0	0.0	4.0	1.0	0.7	0.0	12.70
18	5.0	1.0	1.3	0.0	4.0	1.0	1.3	0.0	13.60
19	5.0	1.0	1.3	0.8	4.0	1.0	1.3	0.0	14.40
20	5.0	1.0	1.7	0.8	4.0	1.0	1.3	0.0	14.80
21	5.0	1.0	1.7	0.8	5.0	1.0	1.3	0.0	15.80
22	5.5	1.0	1.7	0.8	5.0	1.0	1.3	0.0	16.30
23	6.0	1.0	2.0	0.8	5.0	1.0	1.6	0.0	17.40
24	6.0	1.0	2.0	0.8	5.0	1.0	1.7	0.0	17.50
25	6.0	1.0	2.5	0.8	5.0	1.0	2.0	0.0	18.30
26	6.5	1.0	2.5	0.8	6.0	1.0	2.0	0.0	19.80
27	7.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	20.50
28	7.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	20.50
29	8.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	21.50
30	8.0	1.0	3.0	0.8	6.0	1.0	2.0	0.0	21.80
31	8.0	1.0	3.0	0.8	7.0	1.0	2.0	0.0	22.80
32	8.0	1.0	3.5	0.8	7.0	1.0	2.0	0.0	23.30
33	9.0	1.0	3.5	0.8	7.0	1.0	2.3	0.0	24.60
34	9.0	1.0	3.5	0.8	7.0	1.0	2.3	0.0	24.60
35	9.0	1.0	3.5	0.8	7.0	1.0	3.0	0.0	25.30
36	9.0	1.0	3.5	0.8	8.0	1.0	3.0	0.0	26.30
37	10.0	1.0	3.5	0.8	8.0	1.0	3.0	0.0	27.30
38	10.0	1.0	3.5	0.8	8.0	1.0	3.3	0.0	27.60
39	10.0	1.0	4.0	0.8	8.0	1.0	3.3	0.0	28.10
40	10.0	1.0	4.0	0.8	8.0	1.0	3.3	0.0	28.10
41	11.0	1.0	4.0	0.8	9.0	1.0	3.3	0.0	30.10
42	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
43	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
44	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
45	12.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	31.80
46	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
47	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
48	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
49	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
50	13.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	33.80
51	13.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	34.80
52	13.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	34.80
53	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
54	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
55	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
56	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80
57	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80
58	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80

Providence Holy Family Hospital Staffing Plan 2022

HFH Advanced Care Staffing Matrix

CENSUS	DAYS				NIGHTS				Total Staff
	RN	ANM/CN	Secretary	NAC	RN	ANM/CN	Secretary	NAC	
6	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
7	3.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	5.00
8	3.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	5.00
9	3.0	0.0	0.0	1.0	3.0	0.0	0.0	0.0	7.00
10	3.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	8.00
11	3.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	8.00
12	4.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	9.00
13	4.0	0.0	0.0	1.0	3.0	1.0	0.0	1.0	10.00
14	4.0	1.0	0.0	1.0	3.0	1.0	0.0	1.0	11.00
15	4.0	1.0	0.0	1.0	4.0	1.0	0.0	1.0	12.00
16	4.0	1.0	0.0	2.0	4.0	1.0	0.0	1.0	13.00
17	5.0	1.0	0.0	2.0	4.0	1.0	0.0	1.0	14.00
18	5.0	1.0	0.0	2.0	5.0	1.0	0.0	1.0	15.00
19	6.0	1.0	0.0	2.0	5.0	1.0	0.0	1.0	16.00
20	6.0	1.0	0.6	2.0	5.0	1.0	0.0	1.0	16.60
21	6.0	1.0	0.6	2.0	6.0	1.0	0.0	1.0	17.60
22	6.0	1.0	0.6	3.0	6.0	1.0	0.0	1.0	18.60
23	7.0	1.0	0.6	3.0	6.0	1.0	0.0	1.0	19.60
24	7.0	1.0	0.6	3.0	6.0	1.0	0.0	2.0	20.60
25	7.0	1.0	0.6	3.0	6.0	1.0	0.0	2.0	20.60
26	8.0	1.0	0.6	3.0	6.5	1.0	0.0	2.0	22.10
27	8.0	1.0	0.6	3.0	7.0	1.0	0.0	2.0	22.60
28	8.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	23.60
29	9.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	24.60
30	9.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	24.60
31	9.0	1.0	0.6	4.0	8.0	1.0	0.0	2.0	25.60
32	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
33	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
34	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
35	11.0	1.0	0.6	4.0	10.0	1.0	0.0	2.0	29.60
36	11.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	30.60
37	11.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	30.60
38	12.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	31.60
39	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
40	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
41	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
42	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60