



**QUINCY VALLEY  
MEDICAL CENTER**

Grant County Public Hospital District #2  
Anthony Gonzalez, Commissioner  
Sherri Kooy, Commissioner  
Robert Poindexter, Commissioner  
Michele Talley, Commissioner  
Randy Zolman, Commissioner

Glenda Bishop, CEO

**Nurse Staffing Attestation Form  
2022**

I, the undersigned with responsibility to Quincy Valley Medical Center, attest that the attached staffing plan and matrix was developed in accordance with RCW 70.41.420 for the year 2022 and includes all units covered under our hospital license under RCW 70.41. This plan was developed with consideration given to the following elements:

- Census, including total numbers of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers;
- Level of intensity of all patients and nature of the care to be delivered on each shift;
- Skill mix;
- Level of experience and specialty certification or training of nursing personnel providing care;
- The need for specialized or intensive equipment;
- The architecture and geography of the patient care unit, including but not limited to placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment;
- Staffing guidelines adopted or published by national nursing professional associations, specialty nursing organizations, and other health professional organizations;
- Availability of other personnel supporting nursing services on the unit; and
- Strategies to enable registered nurses to take meal and rest breaks as required by law or the terms of an applicable collective bargaining agreement, if any, between the hospital and a representative of the nursing staff.

Glenda L. Bishop  
Signature

Glenda L. Bishop  
Printed Name

Date: January 20, 2022

**Quincy Valley Hospital**  
**Nursing Matrix –**  
**Approved at Nurse Staffing Meeting, January 20, 2022 for 2022**

| 0000-0630 |     | 0630-1830 |     | 1830-2400 |     |
|-----------|-----|-----------|-----|-----------|-----|
| RN        | CNA | RN        | CNA | RN        | CNA |
| 2         | 1   | 2         | 1   | 2         | 1   |
|           |     |           |     |           |     |

- 2<sup>nd</sup> RN is considered “float” nurse to assist with ER duties.
- If CNO is available M-F, will be extra help to assist prn.
- Emergency acuity or volume needs can be addressed by contacting (1) the CNO or (2) Charge Nurse.

**Staffing for Breaks and Leave**

**Rest Breaks:** RN and CNA staff will take fifteen (15) minute breaks as duties allow.

**Meal Breaks:** Each RN and CNA will take a thirty (30) minute meal break and their patient load will be distributed to the remaining RN. Meal breaks will be rotated among the RNs and the CNAs. If the RN or CNA is called back to the unit due to patient acuity during their thirty (30) minute meal time, the thirty minutes will reset when the lunch period commences again.

**Planned and Unplanned Leave:** Anyone who is not scheduled during gaps due to planned or unplanned leave time is asked if they are interested in picking up extra shifts. If QVH is unable to cover the shifts with existing “employed staff” (regular or per diem), we look to agency to fill the shift gaps created by both planned and unplanned leave.