



## 2023 Hospital Nurse Staffing Plan

### STAFFING GRID MEDICAL UNIT/ SWING BED UNIT

SVH Medical/Swing Bed unit provided care for approximately 8,000 patient days, with an average daily census ending 2022 of 21.

Day Shift 0700-1930		
Census	Nurse to Patient Ratio	C.N.A. to Patient Ratio
Up to 5	1-3:1 1-2:1	2 RN no CNA
6 to 9	3-5:1 3-4:1	3-5:1 3-4:1
10	5:1 5:1	5:1 5:1
11	3:1 4:1 4:1	3:1 4:1 4:1
12	4:1 4:1 4:1	4:1 4:1 4:1
13	4:1 4:1 5:1	4:1 4:1 5:1
14	4:1 5:1 5:1	4:1 5:1 5:1
15	5:1 5:1 5:1	5:1 5:1 5:1
16	4:1 4:1 4:1 4:1	4:1 4:1 4:1 4:1
17	4:1 4:1 4:1 5:1	4:1 4:1 4:1 5:1
18	4:1 4:1 5:1 5:1	4:1 4:1 5:1 5:1
19	4:1 5:1 5:1 5:1	4:1 5:1 5:1 5:1
20	5:1 5:1 5:1 5:1	5:1 5:1 5:1 5:1
21	4:1 4:1 4:1 4:1 5:1	4:1 4:1 4:1 4:1 5:1
22	4:1 4:1 4:1 5:1 5:1	4:1 4:1 4:1 5:1 5:1
23	4:1 4:1 5:1 5:1 5:1	4:1 4:1 5:1 5:1 5:1
24	4:1 5:1 5:1 5:1 5:1	4:1 5:1 5:1 5:1 5:1
25	5:1 5:1 5:1 5:1 5:1	5:1 5:1 5:1 5:1 5:1
<b>Other Scheduled Staff: Charge RN, Manager, Assistance Manager, HUC, Wound RN, Rehab, Social Work, Infection Prevention RN, Pharmacy</b>		

Night Shift 1900-0730		
Census	Nurse to Patient Ratio	C.N.A. to Patient Ratio
Up to 5	1-3:1 1-2:1	2 RN no CNA
6 to 9	4-5:1	4-7:1
10	5:1 5:1	5:1 5:1
11	5:1 6:1	5:1 6:1
12	6:1 6:1	6:1 6:1
13	6:1 7:1	6:1 7:1
14	7:1 7:1	7:1 7:1
15	5:1 5:1 5:1	5:1 5:1 5:1
16	6:1 5:1 5:1	5:1 5:1 6:1
17	5:1 6:1 6:1	5:1 6:1 6:1
18	6:1 6:1 6:1	6:1 6:1 6:1
19	7:1 6:1 6:1	6:1 6:1 7:1
20	7:1 7:1 6:1	6:1 7:1 7:1
21	7:1 7:1 7:1	7:1 7:1 7:1
22	6:1 6:1 5:1 5:1	6:1 6:1 5:1 5:1
23	6:1 6:1 6:1 5:1	6:1 6:1 6:1 5:1
24	6:1 6:1 6:1 6:1	6:1 6:1 6:1 6:1
25	7:1 6:1 6:1 6:1	6:1 6:1 6:1 7:1
<b>Other Scheduled Staff: Charge RN, House Supervisor</b> <b>**After midnight, an RN and/or CNA may safely take up to 10 patients for partial shifts with extenuating circumstances</b>		

On any shift, consideration of a lesser patient to nurse ratio for RN or CNA may occur after review of the following:

- Acuity of patients
- Multiple admissions and discharges in process
- The staffing mix, i.e. new graduate vs. seasoned staff, orienting/staff in training, close observation patient care for medical complexity or one that is borderline for requiring a sitter

Additional Resources on the unit for patient care
Day shift Executive Leadership, Manager, Assistant Manager, Clinical Educator, work 5 days per week
Night shift has an ED RN as House Supervisor 7 nights per week AND Weekend Day shifts
Sitters are staffed if the patient care need meets a threshold criteria, see policy
Wound Care RN 5 weekdays M-Fr
ED RN available for procedures such as IV start, ABGs, assistance with critical drips, RR/Code Blue Team member
**10 patients for extenuating circumstances would include staff that is responding to a RR/Code Blue, staff went home sick or a sick call occurred. This would be acceptable depending upon the acuity of the whole unit of patients
Break coverage: A break log with assigned breaks is utilized
A.) RN and CNA team break one at a time and the RN can cover for the CNA if needed
B.) Charge nurse, Manager or Assistant Manager will cover for breaks as needed
As often as possible, an RN and/or CNA, will be scheduled for voluntary Standby shift and could be called for patient acuity increase, census surge, or sick call

## EMERGENCY DEPARTMENT STAFFING PLAN

- The Emergency Department staffs a 6-bed unit, 24 hours a day 7 days a week.
- The average daily census is 16 patients per day, with total ED visit volume of approximately 5,000 patients in 2022.
- Historical data of patient volume for: admit time of day, LOS and acuity will be monitored to determine any necessary staffing level changes.

Discipline	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Provider 24 hours per day							
ED RN							
ED RN (House Supervisor)							
ED Tech							
ED RN Mid-Shift 1300-2330							
➤ Break Coverage							
➤ Patient volume surge							
ED Tech							
ED RN (House Supervisor)							
ED RN							

### Additional and Optional Staffing

- **ED REGISTRATION/HUC 24 hours/day, 7 days per week**
- **SECURITY 24 hours/day, 7 days a week**
- Pharmacy day shift, Imaging and Lab 24/7 available and immediately respond to all Codes
- Executive Leadership, ED Nurse Manager who can do patient care, Clinical Educator 5 days a week
- Med/Surg Assistant Manager, Med/Surg Charge Nurse or M/S cross-trained nurse may float to the ED during higher census, for Rapid Response/Code Blue events, when 2 RNs are needed for Procedural Sedation and critical patient care.
- An ED tech or a Medical Unit CNA may float to ED to assist with 1:1 patient observation
- Social Work is available as needed with manager approval
- M-Fr, during the day shift, the ED Nurse Manager may cover breaks for ED as well as any census surge or high acuity. This staff may be called in to help at any time.
- The tech shift may be staffed by an ED RN or a cross-trained float RN when the need arises with manager approval
- The Mid-shift RN may volunteer to remain in ED past 2330 when there is a patient census or acuity requiring more than 2 RNs
- As often as possible on a voluntary basis, an ED trained RN and/or Tech, will be scheduled for Standby shift and could be called for census surge
- Nightshift RN break coverage should occur during the time of the mid-shift RN and prior to 2330 before the ED RN. The Medical Charge Nurse may break the night shift ED RNs and Tech as often as possible when the patient volume or condition requires this. Breaks are also taken during down time when there are no patients in the department.

## ENDOSCOPY AND OUTPATIENT INFUSION/WOUND DEPARTMENTS STAFFING PLAN

The Endoscopy Department staffs 10 hours a day, 0700-1730, 1 day a week or 0700-1300 two days a week. This is a 3-bed unit with one procedure room.

On Duty for procedure day is:

- 1 Admit RN
- 1 Procedural Sedation/Procedure RN and Procedure Tech and/or RN
- 1 Gastroenterologist
- 1 Recovery and Discharge RN
- 1 Scope Processing Tech
- Depending upon number of procedures/patients a float Endo RN usually the Lead Endo RN or ED RN
- Break coverage for Endo and OP Infusion are built into the scheduled patient day

Census (number of patients)	Staff Present
1	Endo RN, Scope Tech, Float RN
2	Endo RN, Procedure tech, Scope Tech, Float RN
3	Procedural Sedation RN, Admit/Recovery RN, Procedure Tech, Scope Tech
4 or more	Procedural Sedation RN, Admit RN, Recovery RN, Procedure Tech, Scope Tech, Float RN for breaks and outpatient infusion

- The Outpatient Infusion and Wound Care Department staffs 8 hours a day, 0800-1700, 5 days a week, except holidays. Staffing adjusts with low census, when patient volume reduces.
- An ED RN cares for all outpatient infusion and wound care on weekends and holidays.
- On Duty is:
  - 1 RN with 1-3 patients at a time. A second RN added if the patient volume is more than three patients
  - A Certified Wound RN staffs as needed for wound assessments and plan of care.

**KEY:** RN= Registered Nurse C.N.A.=Certified Nursing Assistant; MGR=Managers; HUC= Health Unit Clerk ED=Emergency Department OP=Outpatient



Renée Jensen  
Chief Executive Officer