

COVER PAGE

The following is the comprehensive hospital staffing
plan for St. Francis Hospital 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: 12/11/24

I, the undersigned with responsibility for St. Francis Hospital 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: Joseph Brown, President

Hospital Information

Name of Hospital: St. Francis Hospital		
Hospital License #: HAC.FS.00000201		
Hospital Street Address: 34515 9th Ave S		
City/Town: Federal Way	State: WA	Zip code: 98003
Is this hospital license affiliated with more than one location?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "Yes" was selected, please provide the location name and address		
Review Type:	<input checked="" type="checkbox"/> Annual	Review Date: 7/1/24
	<input checked="" type="checkbox"/> Update	Next Review Date: 6/4/25
Effective Date: 1/1/25		
Date Approved: 12/11/24		

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:

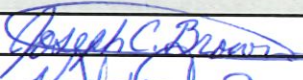

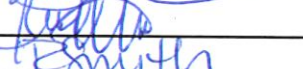

- ☒ Hospital finances and resources

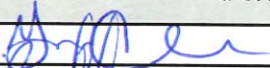

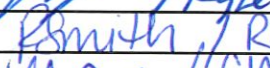
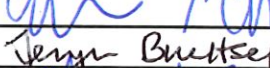
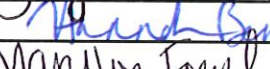
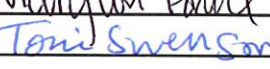
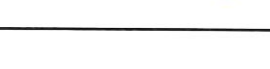
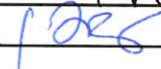
Description:

- ☐ Other

Description:

Signature

CEO & Co-chairs Name:	Signature:	Date:
Joseph C. Brown		12/11/24
Grace Chen		12/12/2024
Brittney Paul		12.12.2024
Rachael Smith		12/15/24

Total Votes	
# of Approvals	# of Denials
 / Grace Chen	
 / Brittney Paul	
 / Kyle Janzen	
 / Rachael Smith	
 / Chantel Arnone	
 / Teryn Buetter	
 / Hannah Bennett	
Marilyn Fawcett / Marilyn Fawcett	
Toni Swenson / 	

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:			Emergency Department								
Unit/ Clinic Type:			Emergency Department								
Unit/ Clinic Address:			34515 9th Ave South, Federal Way WA 98003								
Average Daily Census:			130				Maximum # of Beds:		25		
Effective as of:			January 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)
140	Day	12	6	0	0	3	0.51	0.00	0.00	0.26	2.66
	Day	10	2	0	0	0	0.14	0.00	0.00	0.00	
	Day	8	2	0	0	0	0.11	0.00	0.00	0.00	
	Eve	12	5	0	0	2	0.43	0.00	0.00	0.17	
	Night	12	9	0	0	3	0.77	0.00	0.00	0.26	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
130	Day	12	6	0	0	3	0.55	0.00	0.00	0.28	2.63
	Day	10	1	0	0	0	0.08	0.00	0.00	0.00	
	Day	8	1	0	0	0	0.06	0.00	0.00	0.00	
	Eve	12	5	0	0	2	0.46	0.00	0.00	0.18	
	Night	12	8	0	0	3	0.74	0.00	0.00	0.28	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
120	Day	12	6	0	0	2	0.60	0.00	0.00	0.20	2.65
	Day	10	1	0	0	0	0.08	0.00	0.00	0.00	
	Day	8	1	0	0	0	0.07	0.00	0.00	0.00	
	Eve	12	5	0	0	1	0.50	0.00	0.00	0.10	
	Night	12	7	0	2	2	0.70	0.00	0.20	0.20	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
110	Day	12	6	0	0	2	0.65	0.00	0.00	0.22	2.56
	Day	10	1	0	0	0	0.09	0.00	0.00	0.00	
	Day	8	1	0	0	0	0.07	0.00	0.00	0.00	
	Eve	12	4	0	0	1	0.44	0.00	0.00	0.11	
	Night	12	7	0	0	2	0.76	0.00	0.00	0.22	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0.00	0.00	0.00	0.00	
	0	0	0	0	0	0.00	0.00	0.00	0.00		
	Day	12	6	0	0	1	0.72	0.00	0.00	0.12	

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
HUC	12		12	yes
Social Work	12		12	yes
Care Managemenet	8	8		yes
Manager	8			no
Clinical Supervisor	8			no

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

Emergency care is offered 24 hours a day, with at least one board certified emergency physician and nursing staff experienced in emergency care. The Emergency Department (ED) is capable of stabilizing and caring for all types of patients. Patients requiring specialty care or a higher level of service will be transferred to a facility providing that specialty in accordance with transfer policies and procedures. Emergency Services complies with all state, federal, and regulatory agencies.

Level of experience of nursing and patient care staff

RNs

New graduates

1-3 years

3-6 years

>6 years

ERTs

Newly hired

1-3 years

3-6 years

>6 years

Skill mix

SFH Emergency Department is supported by:

- o Board Certified Emergency Physicians
- o Advanced Practice Providers trained in Emergency Care
- o RNs specializing in Emergency Care
- o Emergency Room Technicians (ERT)
- o Unit Secretaries (HUC)
- o Registrars
- o Social Workers
- o Pharmacist
- o Pharmacy Medication Reconciliation Technicians
- o Care Manager

The Emergency Department will flex their staffing in response to the acuity and volume of patients throughout the day. Each RN will care for 3-5 patients.

All RNs have ACLS, PALS/ENPC, TNCC and BLS

Need for specialized or intensive equipment

Emergency carts - Adult crash cart, neonatal cart, Broselow cart (peds)

Advanced airway cart

Glidescope

EZIO

Bedside ultrasound

Interpreter devices

Istats

Rapid infuser

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

The ED consists of 25 treatment spaces with full monitoring capabilities. We utilizes several alternate care areas during surge capacity to include hallways, waiting room treatment and non traditional care areas to accommodate patient volume.

Other

Attempts made to staff above core grid to account for LOAs, sick calls, vacations, patient surges and boarding.





Patient Volume-based Staffing Matrix Formula Template

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
APP	9a-8p			yes
Manager	8			no
Clinical Supervisor	8			no

Unit Information

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

Activity such as patient admissions, discharges, and transfers

This unit will serve patients who are "observation" status and are in need of observation or further evaluation/treatment of symptoms. ED OBS patients are admitted by the ED providers and managed by an APP. Any patient that fails the OBSERVATION pathway will be admitted and referred to FIT for ongoing management.

- Average Daily Arrivals – 8
- Average length of stay Discharged Patients – 25 hours
- Percent of Admits – 14%

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

The purpose of St Francis Hospital Observation Unit is to provide patient-centered, guideline-based care to adult and adolescent (15 years of age or older) outpatients requiring a period of observation to determine the need for further treatment, or a possible admission to the hospital as an inpatient. This care is provided in collaboration with consultants and a multidisciplinary care team. The SFH Observation Unit is a 10-bed telemetry capable unit with dedicated provider services through TeamHealth.

Skill mix

Registered Nurses, Emergency Room Technicians, Advanced Practice Providers, Emergency Department Attendings, FIT providers for admitted patients

A charge nurse is scheduled on each shift to provide 24/7 coverage. Responsibilities include to provide patient care, review 24-hour staffing, assist with staffing for the next shift, make rounds on the unit, and collaborate with the hospital supervisor and Mission Control to ensure appropriate patient placement. S/He also works with the clinical manager, the nursing director, and the medical director to meet unit goals and assist with employee evaluations. S/He reports to the clinical manager and the director. The nursing staff of the Observation unit consists of professional staff members. They are on the unit at all times in appropriate number to assume responsibility for direction, planning, and evaluation of patient care using the nursing process. All patients on the unit are assigned to RNs who are always assigned responsibility for the CNA/ERTs. RNs have team and/or total patient care assignments, and are responsible for both the continuity and quality of care delivered to their patients.

Level of experience of nursing and patient care staff

RNs

New graduates

1-3 years

3-6 years

>6 years

ERTs

Newly hired

1-3 years

3-6 years

>6 years

Need for specialized or intensive equipment

EKG machine - stress tests and chest pain workups

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

10 private rooms with bathrooms

Located in close proximity to the ED

Can extend to 2 additional patients in hallway temporary bed locations during surge capacity

Remote telemetry monitoring

Other

- IV Therapy department to place and monitor PICC lines; Observation Unit RN staff start their own peripheral IV lines.
- Respiratory Therapy supports more complex pulmonary issues not covered by a RN
- If the unit does not have enough staff to support safe patient care, we will use qualified staff from other departments
- Critical Care supports Rapid Response/ Code Blue throughout hospital
- Attempts made to staff above grid to cover LOAs, sick calls and vacations.



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Unit/ Clinic Name:		1st MedSurg									
Unit/ Clinic Type:		MedSurg									
Unit/ Clinic Address:		1st Floor St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003									
Average Daily Census:		Unknown				Maximum # of Beds:			28		
Effective as of:											
Census											
Census	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)
28	Day	12	8	0	3	0	3.43	0.00	1.29	0.00	41.98
	Noc	12	7	0	2	0	3.00	0.00	0.86	0.00	
27	Day	12	7	0	3	0	3.11	0.00	1.33	0.00	
	Noc	12	7	0	2	0	3.11	0.00	0.89	0.00	
26	Day	12	7	0	2	0	3.23	0.00	0.92	0.00	
	Noc	12	7	0	2	0	3.23	0.00	0.92	0.00	
25	Day	12	7	0	2	0	3.36	0.00	0.96	0.00	
	Noc	12	6	0	2	0	2.88	0.00	0.96	0.00	
24	Day	12	7	0	2	0	3.50	0.00	1.00	0.00	
	Noc	12	6	0	2	0	3.00	0.00	1.00	0.00	
23	Day	12	7	0	2	0	3.65	0.00	1.04	0.00	44.53
	Noc	12	6	0	2	0	3.13	0.00	1.04	0.00	
22	Day	12	7	0	2	0	3.82	0.00	1.09	0.00	
	Noc	12	6	0	2	0	3.27	0.00	1.09	0.00	
21	Day	12	6	0	2	0	3.43	0.00	1.14	0.00	
	Noc	12	6	0	2	0	3.43	0.00	1.14	0.00	
20	Day	12	6	0	2	0	3.60	0.00	1.20	0.00	
	Noc	12	5	0	1	0	3.00	0.00	0.60	0.00	
19	Day	12	6	0	2	0	3.79	0.00	1.26	0.00	
	Noc	12	5	0	1	0	3.16	0.00	0.63	0.00	
18	Day	12	5	0	1	0	3.33	0.00	0.67	0.00	42.04
	Noc	12	5	0	1	0	3.33	0.00	0.67	0.00	
17	Day	12	5	0	1	0	3.53	0.00	0.71	0.00	
	Noc	12	5	0	1	0	3.53	0.00	0.71	0.00	
16	Day	12	5	0	1	0	3.75	0.00	0.75	0.00	
	Noc	12	5	0	1	0	3.75	0.00	0.75	0.00	
15	Day	12	4	0	1	0	3.20	0.00	0.80	0.00	
	Noc	12	4	0	1	0	3.20	0.00	0.80	0.00	
14	Day	12	4	0	1	0	3.43	0.00	0.86	0.00	
	Noc	12	4	0	1	0	3.43	0.00	0.86	0.00	
13	Day	12	4	0	1	0	3.69	0.00	0.92	0.00	28.80
	Noc	12	4	0	0	0	3.69	0.00	0.00	0.00	
12	Day	12	3	0	0	0	3.00	0.00	0.00	0.00	
	Noc	12	3	0	0	0	3.00	0.00	0.00	0.00	
11	Day	12	2	0	0	0	2.18	0.00	0.00	0.00	
	Noc	12	2	0	0	0	2.18	0.00	0.00	0.00	
10	Day	12	2	0	0	0	2.40	0.00	0.00	0.00	
	Noc	12	2	0	0	0	2.40	0.00	0.00	0.00	
9	Day	12	2	0	0	0	2.67	0.00	0.00	0.00	
	Noc	12	2	0	0	0	2.67	0.00	0.00	0.00	

8	Day	12	2	0	0	0	3.00	0.00	0.00	0.00
	Noc	12	2	0	0	0	3.00	0.00	0.00	0.00
7	Day	12	2	0	0	0	3.43	0.00	0.00	0.00
	Noc	12	2	0	0	0	3.43	0.00	0.00	0.00
6	Day	12	2	0	0	0	4.00	0.00	0.00	0.00
	Noc	12	2	0	0	0	4.00	0.00	0.00	0.00
5	Day	12	2	0	0	0	4.80	0.00	0.00	0.00
	Noc	12	2	0	0	0	4.80	0.00	0.00	0.00
4	Day	12	2	0	0	0	6.00	0.00	0.00	0.00
	Noc	12	2	0	0	0	6.00	0.00	0.00	0.00
		0	0	0	0	0	#DIV/0!	0.00	#DIV/0!	#DIV/0!
		0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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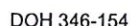
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Fixed Staffing Matrix

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:	1st MedSurg					
Unit/ Clinic Type:	MedSurg					
Unit/ Clinic Address:	1st Floor St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003					
Effective as of:						
Hours of the day						
Please select metric type	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
	Day	12	8	0	3	0
	Noc	12	7	0	2	0
	Day	12	7	0	3	0
	Noc	12	7	0	2	0
	Day	12	7	0	2	0
	Noc	12	7	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	5	0	1	0
	Day	12	6	0	2	0
	Noc	12	5	0	1	0
	Day	12	5	0	1	0
	Noc	12	5	0	1	0

[illegible]



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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

Description:

1st MedSurg Unit admitting patients from the ER and ERT, receives downgrades from higher acuity units like the PCU and ICU, transfers patients between the Obs and Med Surg Units, transfer out to PCU and ICU. With direct admission as well from the community and other VMFH facilities.

Average daily Admits/Transfers and discharges : Unknown

Average LOS : Unknown

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

Description:

1st MedSurg takes care of Med Surg level patients with the primary patient population comprising of : chronic and acute cardiac cases, stable and controlled arrhythmias, respiratory, gastrointestinal and renal conditions, sepsis, seizures, stroke, oncology patients not including those receiving new and IV Chemo medications. Post Heart Cath patients with no interventions or radial approach interventions are admitted in the Unit as well.

For SI and detained patients, 1:1 staffing follows hospital policy and staffing needs and adjusted is reviewed as necessary.

The nursing staff is guided by standard work that determines needed tasks to be carried out and documented for the shift.

Staffing and patient census is looked at on a continual basis throughout the day. The hospital supervisor, managers, charge nurses and staffing office meet at designated times throughout the day for updates on staffing needs. If the unit is under staffed, the staffing office (or hospital supervisor on weekends or after hours) will put out calls/texts/emails asking for available people to work.

It is the responsibility of the charge nurse to notify the Unit leadership, staffing office and hospital supervisor of immediate staffing needs.

Skill mix

Description:

Unit is staffed 20% above core to account for LOA, sick calls, family emergencies and PTO.

Level of experience of nursing and patient care staff

Description:

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

Description:



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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:			2nd Med-Surg								
Unit/ Clinic Type:			Med-Surg								
Unit/ Clinic Address:			2nd Fir of St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003								
Average Daily Census:			24			Maximum # of Beds:			28		
Effective as of:			1/2025								
Census											
Census	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)
28	Day	12	7	0	4	0	3.00	0.00	1.71	0.00	9.43
	Noc	12	7	0	4	0	3.00	0.00	1.71	0.00	
27	Day	12	7	0	4	0	3.11	0.00	1.78	0.00	9.78
	Noc	12	7	0	4	0	3.11	0.00	1.78	0.00	
26	Day	12	7	0	3	0	3.23	0.00	1.38	0.00	8.77
	Noc	12	7	0	2	0	3.23	0.00	0.92	0.00	
25	Day	12	7	0	3	0	3.36	0.00	1.44	0.00	9.12
	Noc	12	7	0	2	0	3.36	0.00	0.96	0.00	
24	Day	12	6	0	3	0	3.00	0.00	1.50	0.00	8.50
	Noc	12	6	0	2	0	3.00	0.00	1.00	0.00	
23	Day	12	6	0	3	0	3.13	0.00	1.57	0.00	8.87
	Noc	12	6	0	2	0	3.13	0.00	1.04	0.00	
22	Day	12	6	0	2	0	3.27	0.00	1.09	0.00	8.73
	Noc	12	6	0	2	0	3.27	0.00	1.09	0.00	
21	Day	12	6	0	2	0	3.43	0.00	1.14	0.00	9.14
	Noc	12	6	0	2	0	3.43	0.00	1.14	0.00	
20	Day	12	5	0	2	0	3.00	0.00	1.20	0.00	8.40
	Noc	12	5	0	2	0	3.00	0.00	1.20	0.00	
19	Day	12	5	0	2	0	3.16	0.00	1.26	0.00	8.84
	Noc	12	5	0	2	0	3.16	0.00	1.26	0.00	
18	Day	12	5	0	2	0	3.33	0.00	1.33	0.00	9.33
	Noc	12	5	0	2	0	3.33	0.00	1.33	0.00	
17	Day	12	5	0	2	0	3.53	0.00	1.41	0.00	9.88
	Noc	12	5	0	2	0	3.53	0.00	1.41	0.00	
16	Day	12	5	0	2	0	3.75	0.00	1.50	0.00	10.50
	Noc	12	5	0	2	0	3.75	0.00	1.50	0.00	
15	Day	12	4	0	2	0	3.20	0.00	1.60	0.00	9.60
	Noc	12	4	0	2	0	3.20	0.00	1.60	0.00	
14	Day	12	4	0	2	0	3.43	0.00	1.71	0.00	9.43
	Noc	12	4	0	1	0	3.43	0.00	0.86	0.00	
13	Day	12	4	0	1	0	3.69	0.00	0.92	0.00	9.23
	Noc	12	4	0	1	0	3.69	0.00	0.92	0.00	
12	Day	12	4	0	1	0	4.00	0.00	1.00	0.00	10.00
	Noc	12	4	0	1	0	4.00	0.00	1.00	0.00	
11	Day	12	4	0	1	0	4.36	0.00	1.09	0.00	10.91
	Noc	12	4	0	1	0	4.36	0.00	1.09	0.00	
10	Day	12	3	0	1	0	3.60	0.00	1.20	0.00	9.60
	Noc	12	3	0	1	0	3.60	0.00	1.20	0.00	
9	Day	12	3	0	1	0	4.00	0.00	1.33	0.00	10.67
	Noc	12	3	0	1	0	4.00	0.00	1.33	0.00	

8	Day	12	3	0	1	0	4.50	0.00	1.50	0.00	10.50
	Noc	12	3	0	0	0	4.50	0.00	0.00	0.00	
7	Day	12	3	0	1	0	5.14	0.00	1.71	0.00	12.00
	Noc	12	3	0	0	0	5.14	0.00	0.00	0.00	
6	Day	12	3	0	0	0	6.00	0.00	0.00	0.00	10.00
	Noc	12	2	0	0	0	4.00	0.00	0.00	0.00	
5	Day	12	2	0	0	0	4.80	0.00	0.00	0.00	7.20
	Noc	12	1	0	0	0	2.40	0.00	0.00	0.00	
4	Day	12	1	0	0	0	3.00	0.00	0.00	0.00	6.00
	Noc	12	1	0	0	0	3.00	0.00	0.00	0.00	



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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:	2nd Med-Surg					
Unit/ Clinic Type:	Med-Surg					
Unit/ Clinic Address:	2nd Flr of St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003					
Effective as of:						
Hours of the day						
Please select metric type	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
	Day	12	7	0	4	0
	Noc	12	7	0	4	0
	Day	12	7	0	4	0
	Noc	12	7	0	4	0
	Day	12	7	0	3	0
	Noc	12	7	0	2	0
	Day	12	7	0	3	0
	Noc	12	7	0	2	0
	Day	12	6	0	3	0
	Noc	12	6	0	2	0
	Day	12	6	0	3	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	6	0	2	0
	Day	12	5	0	2	0
	Noc	12	5	0	2	0
	Day	12	5	0	2	0
	Noc	12	5	0	2	0
	Day	12	5	0	2	0
	Noc	12	5	0	2	0



Unit Information

Unit Information

Delineation of what constitutes "safe" nursing care on this unit comprise of the five approved state indicators such as patient fall prevalence, patient falls with injury, pressure ulcer rate and prevalence, nursing care hours per patient day, and skill mix. Other key quality nursing indicators in practice ensuring patient safety are hospital-acquired infections, medication error, voluntary

prevalence, nursing care hours per patient day, and skill mix. Other key quality nursing indicators in practice ensuring patient safety are hospital acquired infections, medication error, voluntary staff turnover, RN education and certification, patient turn-over, overtime costs, agency and traveller usage, and patient experience data.

Skill mix

The unit is staffed 20% above core to account for LOA, sick calls, family emergencies and PTO.

Situations that require staffing variation include: heavy surgery schedule/volume, patient acuity, patients requiring 1:1 sisters, volume of isolation patients, and system downtime.

Staff Tenureship:

Less than 1 year- 6 (8.7%)
1-2 years - 7 (10.1%)
2-4 years - 8 (11.6%)
5-9 years - 24 (34.8%)
10-19 years - 19 (27.5%)
20+ years - 5 (7.2%)

Description:

There is a variation in the level of experience of staff working on each shift. Leadership attempts to ensure that the ratio of new staff (RN Residents) is not greater than the experienced staff members to ensure patient safety.

Nursing employees are hired through the National Nurse Residency Program or the Fellowship program to standardize training and education to nursing staff who work in the unit. Care Assistants also undergo the same structured training to ensure quality of care provided. Ongoing education and competency trainings are in offered to enrich staff knowledge and skills to ensure safe and quality provision of care.

Need for specialized or intensive equipment

Description:

Among the special equipment available in this unit are:

- Specialty bed: bariatric, low air loss beds
- Telemetry and pulse oximetry
- Dinamaps and Thermometer
- Ceiling and Portable Lifts
- Walker and Gait Belt
- Walk in Weighing scale
- Bladder Scanner
- Hover Matt
- Med-sled, Barl Sled
- Stair-Chair
- Glucometers
- Bariatric Walker and Bariatric Commodes
- Culturalink Devices
- Vein Finder

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:		3rd Medical									
Unit/ Clinic Type:		Med - Tele									
Unit/ Clinic Address:		3rd Flr of St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003									
Average Daily Census:		26				Maximum # of Beds:			28		
Effective as of:											
Census											
Census	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)
28	Day	12	8	0	3	0	3.43	0.00	1.29	0.00	8.57
	Noc	12	7	0	2	0	3.00	0.00	0.86	0.00	
27	Day	12	7	0	3	0	3.11	0.00	1.33	0.00	8.44
	Noc	12	7	0	2	0	3.11	0.00	0.89	0.00	
26	Day	12	7	0	2	0	3.23	0.00	0.92	0.00	8.31
	Noc	12	7	0	2	0	3.23	0.00	0.92	0.00	
25	Day	12	7	0	2	0	3.36	0.00	0.96	0.00	8.16
	Noc	12	6	0	2	0	2.88	0.00	0.96	0.00	
24	Day	12	7	0	2	0	3.50	0.00	1.00	0.00	8.50
	Noc	12	6	0	2	0	3.00	0.00	1.00	0.00	
23	Day	12	7	0	2	0	3.65	0.00	1.04	0.00	8.87
	Noc	12	6	0	2	0	3.13	0.00	1.04	0.00	
22	Day	12	7	0	2	0	3.82	0.00	1.09	0.00	9.27
	Noc	12	6	0	2	0	3.27	0.00	1.09	0.00	
21	Day	12	6	0	2	0	3.43	0.00	1.14	0.00	9.14
	Noc	12	6	0	2	0	3.43	0.00	1.14	0.00	
20	Day	12	6	0	2	0	3.60	0.00	1.20	0.00	8.40
	Noc	12	5	0	1	0	3.00	0.00	0.60	0.00	
19	Day	12	6	0	2	0	3.79	0.00	1.26	0.00	8.84
	Noc	12	5	0	1	0	3.16	0.00	0.63	0.00	
18	Day	12	5	0	1	0	3.33	0.00	0.67	0.00	8.00
	Noc	12	5	0	1	0	3.33	0.00	0.67	0.00	
17	Day	12	5	0	1	0	3.53	0.00	0.71	0.00	8.47
	Noc	12	5	0	1	0	3.53	0.00	0.71	0.00	
16	Day	12	5	0	1	0	3.75	0.00	0.75	0.00	9.00
	Noc	12	5	0	1	0	3.75	0.00	0.75	0.00	
15	Day	12	4	0	1	0	3.20	0.00	0.80	0.00	8.00
	Noc	12	4	0	1	0	3.20	0.00	0.80	0.00	
14	Day	12	4	0	1	0	3.43	0.00	0.86	0.00	8.57
	Noc	12	4	0	1	0	3.43	0.00	0.86	0.00	
13	Day	12	4	0	1	0	3.69	0.00	0.92	0.00	8.31
	Noc	12	4	0	0	0	3.69	0.00	0.00	0.00	
12	Day	12	3	0	0	0	3.00	0.00	0.00	0.00	6.00
	Noc	12	3	0	0	0	3.00	0.00	0.00	0.00	
11	Day	12	2	0	0	0	2.18	0.00	0.00	0.00	4.36
	Noc	12	2	0	0	0	2.18	0.00	0.00	0.00	
10	Day	12	2	0	0	0	2.40	0.00	0.00	0.00	4.80
	Noc	12	2	0	0	0	2.40	0.00	0.00	0.00	
9	Day	12	2	0	0	0	2.67	0.00	0.00	0.00	5.33
	Noc	12	2	0	0	0	2.67	0.00	0.00	0.00	
8	Day	12	2	0	0	0	3.00	0.00	0.00	0.00	6.00
	Noc	12	2	0	0	0	3.00	0.00	0.00	0.00	
7	Day	12	2	0	0	0	3.43	0.00	0.00	0.00	6.86
	Noc	12	2	0	0	0	3.43	0.00	0.00	0.00	

6	Day	12	2	0	0	0	4.00	0.00	0.00	0.00	8.00
	Noc	12	2	0	0	0	4.00	0.00	0.00	0.00	
5	Day	12	2	0	0	0	4.80	0.00	0.00	0.00	9.60
	Noc	12	2	0	0	0	4.80	0.00	0.00	0.00	
4	Day	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Noc	12	2	0	0	0	6.00	0.00	0.00	0.00	



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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:	3rd Medical					
Unit/ Clinic Type:	Med - Tele					
Unit/ Clinic Address:	3rd Flr of St. Francis Hospital : 34515 9th Ave S, Federal Way, WA 98003					
Effective as of:						
Hours of the day						
Please select metric type	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
	Day	12	8	0	3	0
	Noc	12	7	0	2	0
	Day	12	7	0	3	0
	Noc	12	7	0	2	0
	Day	12	7	0	2	0
	Noc	12	7	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	7	0	2	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	6	0	2	0
	Day	12	6	0	2	0
	Noc	12	5	0	1	0
	Day	12	6	0	2	0
	Noc	12	5	0	1	0
	Day	12	5	0	1	0
	Noc	12	5	0	1	0



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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Clinical Manager	x			
Clinical Supervisor	x			
Health Unit Coordinator	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

Description:

3rd Med is a Med Tele Unit admitting patients from the ER and ERT, receives downgrades from higher acuity units like the PCU and ICU, transfers patients between the Obs and Med Surg Units, transfer out to PCU and ICU. With direct admission as well from the community and other VMFH facilities.

Average daily Admits/Transfers and discharges : 15

Average LOS : 3.5 days

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

Description:

3rd Med takes care of Med Tele level patients with the primary patient population comprising of : chronic and acute cardiac cases, stable and controlled arrhythmias, respiratory, gastrointestinal and renal conditions, sepsis, seizures, stroke, oncology patients not including those receiving new and IV Chemo medications. Post Heart Cath patients with no interventions or radial approach interventions are admitted in the Unit as well.

For SI and detained patients, 1:1 staffing follows hospital policy and staffing needs and adjusted is reviewed as necessary.

3rd Medical is designated as the Heart Failure and Stroke Unit of the Hospital.

The nursing staff is guided by standard work that determines needed tasks to be carried out and documented for the shift.

Staffing and patient census is looked at on a continual basis throughout the day. The hospital supervisor, managers, charge nurses and staffing office meet at designated times throughout the day for updates on staffing needs. If the unit is under staffed, the staffing office (or hospital supervisor on weekends or after hours) will put out calls/texts/emails asking for available people to work.

It is the responsibility of the charge nurse to notify the Unit leadership, staffing office and hospital supervisor of immediate staffing needs.

Skill mix

Level of experience of nursing and patient care staff

Description:

Need for specialized or intensive equipment

Description:

The Unit has 7 private rooms, equipped with a 600 lbs lift while 302 is equipped with a Bariatric Lift (1000 lbs). A portable lift is available for use for other rooms.

Respiratory isolation Cases such as TB patients are assigned in the negative airflow rooms (313 and 314).

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

Other

Description:



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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 Center									
Unit/ Clinic Type:		L&D , Postpartum & Level 2 Nursery									
Unit/ Clinic Address:		St Francis Hospital 34515 9th Ave South Federal Way WA 98003									
Average Daily Census:		14					Maximum # of Beds:		25		
Effective as of:		January 1 2025									
Census											
Labor Census	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	Days	12	4	0	1	1	48.00	0.00	12.00	12.00	132.00
	Nights	12	4	0	0	1	48.00	0.00	0.00	12.00	
2	Days	12	4	0	1	1	24.00	0.00	6.00	6.00	66.00
	Nights	12	4	0	0	1	24.00	0.00	0.00	6.00	
3	Days	12	5	0	1	1	20.00	0.00	4.00	4.00	52.00
	Nights	12	5	0	0	1	20.00	0.00	0.00	4.00	
4	Days	12	6	0	1	1	18.00	0.00	3.00	3.00	45.00
	Nights	12	6	0	0	1	18.00	0.00	0.00	3.00	
5	Days	12	7	0	1	1	16.80	0.00	2.40	2.40	40.80
	Nights	12	7	0	0	1	16.80	0.00	0.00	2.40	
6	Days	12	8	0	1	1	16.00	0.00	2.00	2.00	38.00
	Nights	12	8	0	0	1	16.00	0.00	0.00	2.00	
7	Days	12	9	0	1	1	15.43	0.00	1.71	1.71	36.00
	Nights	12	9	0	0	1	15.43	0.00	0.00	1.71	
8	Days	12	10	0	1	1	15.00	0.00	1.50	1.50	34.50
	Nights	12	10	0	0	1	15.00	0.00	0.00	1.50	
9	Days	12	11	0	1	1	14.67	0.00	1.33	1.33	33.33
	Nights	12	11	0	0	1	14.67	0.00	0.00	1.33	
10	Days	12	12	0	1	1	14.40	0.00	1.20	1.20	32.40
	Nights	12	12	0	0	1	14.40	0.00	0.00	1.20	
Postpartum Census	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	Days	12	1	0	0	0	12.00	0.00	0.00	0.00	24.00
	Nights	12	1	0	0	0	12.00	0.00	0.00	0.00	
2	Days	12	1	0	0	0	6.00	0.00	0.00	0.00	12.00
	Nights	12	1	0	0	0	6.00	0.00	0.00	0.00	
3	Days	12	1	0	0	0	4.00	0.00	0.00	0.00	8.00
	Nights	12	1	0	0	0	4.00	0.00	0.00	0.00	
4	Days	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Nights	12	2	0	0	0	6.00	0.00	0.00	0.00	
5	Days	12	2	0	0	0	4.80	0.00	0.00	0.00	9.60
	Nights	12	2	0	0	0	4.80	0.00	0.00	0.00	
6	Days	12	2	0	1	0	4.00	0.00	2.00	0.00	12.00
	Nights	12	2	0	1	0	4.00	0.00	2.00	0.00	
7	Days	12	3	0	1	0	5.14	0.00	1.71	0.00	13.71
	Nights	12	3	0	1	0	5.14	0.00	1.71	0.00	
8	Days	12	3	0	1	0	4.50	0.00	1.50	0.00	12.00
	Nights	12	3	0	1	0	4.50	0.00	1.50	0.00	
9	Davs	12	3	0	1	0	4.00	0.00	1.33	0.00	

9	Nights	12	3	0	1	0	4.00	0.00	1.33	0.00	10.67
Nursery Census	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	Days	12	1	0	0	0	12.00	0.00	0.00	0.00	24.00
	Nights	12	1	0	0	0	12.00	0.00	0.00	0.00	
2	Days	12	1	0	0	0	6.00	0.00	0.00	0.00	12.00
	Nights	12	1	0	0	0	6.00	0.00	0.00	0.00	
3	Days	12	2	0	0	0	8.00	0.00	0.00	0.00	16.00
	Nights	12	2	0	0	0	8.00	0.00	0.00	0.00	
4	Days	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Nights	12	2	0	0	0	6.00	0.00	0.00	0.00	
5	Days	12	2	0	0	0	4.80	0.00	0.00	0.00	9.60
	Nights	12	2	0	0	0	4.80	0.00	0.00	0.00	
6	Days	12	3	0	0	0	6.00	0.00	0.00	0.00	12.00
	Nights	12	3	0	0	0	6.00	0.00	0.00	0.00	



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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
HUC	12 hours	N/A	12 hours	12 hours
Respiratory Therapists	As needed	N/A	As needed	As needed
Lactation Consultants	As needed	N/A	As needed	As needed
FBC Unit Manager	8 hours	N/A	N/A	N/A
Hearing Screener	As needed	N/A	N/A	As needed
Seattle Children's APPs	12 hours	N/A	12 hours	24 hours
Laboratory Technicians	As needed	N/A	As needed	As needed
Social Services	As needed	N/A	As needed	As needed
Environmental Services	Daily	N/A	As needed	Daily
Perinatal Specialist	8 hours	N/A	N/A	N/A
FBC Unit Director	8 hours	N/A	N/A	N/A

Unit Information

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

Activity such as patient admissions, discharges, and transfers

Description:

The unit has a constant fluctuating volume and acuity based upon admissions, triages, transfers, and discharges during each shift. In addition, staffing needs fluctuate based upon emergent situations such as an urgent C-section or prolonged neonatal resuscitation needing nursery admission.

Average Daily Census: 15.5

Average OB Census: 8.1

Average daily special care nursery census: 3.2

Average number of admits/discharges/transfers: 12.2

Average length of stay: 1.93 days

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

Description:

Patients served in this unit include perinatal individuals (antepartum, labor, postpartum) and newborns. In addition, clean surgical/medical gynecological patients on occasion. Census on the unit consists of stable labor patients, scheduled cesarean patients, and stable couplets on postpartum. High acuity patients including magnesium therapy, urgent/emergent cesarean deliveries, prolonged neonatal resuscitation deliveries, and neonatal phototherapy.

Skill mix

Description:

FBC staffing consists of obstetricians/gynecologists, certified nurse midwives, neonatal advanced practice providers (APPs), pediatricians, and family practice providers. Registered nurses that specialize in labor and delivery, postpartum and/or special care nursery. An operating room technician available 24/7 for surgical cases and room turn over/supply stocking.

Level of experience of nursing and patient care staff

Description:

Nursing experience levels vary from shift to shift with new resident nurses trained under the National Nurse Residency Program before transitioning to independent practice. Current skill mix ranges from novice to proficient nurses each shift. Staffing throughout each 12 hour shift is adjusted based upon patient acuity, census and competency of available staff.

Need for specialized or intensive equipment

Description:

Hemodynamic monitoring systems for labor and postpartum patients, Corometric monitoring systems for labor patients, NICU cardiac monitoring systems with access to GE ventilator is needed, Bedside Ultrasound, Interpretive Services IPads, Bladder Scanner, Belmont for MTP (Massive Transfusion Protocol), On-suite Operating Room (OR) with all necessary equipment for surgery, Neonatal blood gas machine (Radiometer), Phototherapy bank lights and blankets, Novii monitors and pads for labor patients, Totguard neonatal safety alarm system, Neonatal Atom warmers and isolettes.

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

Description:

The unit has a locked entrance with doorbell for access into the unit. The FBC consists of 8 labor rooms, 2 triage rooms and 9 postpartum rooms. In addition, the unit has a 6 bed space level two Special Care Nursery.

Other

Description:



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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:		St. Francis Hospital									
Unit/ Clinic Type:		SFH PeriAnesthesia/ Procedure Preparation and Recovery									
Unit/ Clinic Address:		34515 Ninth Avenue South, Federal Way, WA, 98003									
Average Daily Census:		20				Maximum # of Beds:			26 Rotating Bays		
Effective as of:		July 1, 2024									
# of Procedures											
# of Procedures	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)
30	0500-1330	8	2	0	0	1	0.53	0.00	0.00	0.27	6.80
	0500-1730	12	1	0	0	0	0.40	0.00	0.00	0.00	
	0530-1400	8	2	0	1	0	0.53	0.00	0.27	0.00	
	0530-1800	12	2	0	0	0	0.80	0.00	0.00	0.00	
	0730-1600	8	2	0	0	0	0.53	0.00	0.00	0.00	
	0730-1800	10	2	0	0	0	0.67	0.00	0.00	0.00	
	0730-2000	12	3	0	0	0	1.20	0.00	0.00	0.00	
	1000-2230	12	2	0	0	0	0.80	0.00	0.00	0.00	
	1200-2030	8	1	0	2	0	0.27	0.00	0.53	0.00	
	0	0	0	0	0	0.00	0.00	0.00	0.00		
25	0500-1330	8	2	0	0	1	0.64	0.00	0.00	0.32	8.16
	0500-1730	12	1	0	0	0	0.48	0.00	0.00	0.00	
	0530-1400	8	2	0	1	0	0.64	0.00	0.32	0.00	
	0530-1800	12	2	0	0	0	0.96	0.00	0.00	0.00	
	0730-1600	8	2	0	0	0	0.64	0.00	0.00	0.00	
	0730-1800	10	2	0	0	0	0.80	0.00	0.00	0.00	
	0730-2000	12	3	0	0	0	1.44	0.00	0.00	0.00	
	1000-2230	12	2	0	0	0	0.96	0.00	0.00	0.00	
	1200-2030	8	1	0	2	0	0.32	0.00	0.64	0.00	
	0	0	0	0	0	0.00	0.00	0.00	0.00		
20	0500-1330	8	2	0	0	1	0.80	0.00	0.00	0.40	9.60
	0500-1730	12	1	0	0	0	0.60	0.00	0.00	0.00	
	0530-1400	8	2	0	1	0	0.80	0.00	0.40	0.00	
	0530-1800	12	2	0	0	0	1.20	0.00	0.00	0.00	
	0730-1600	8	2	0	0	0	0.80	0.00	0.00	0.00	
	0730-1800	10	2	0	0	0	1.00	0.00	0.00	0.00	
	0730-2000	12	2	0	0	0	1.20	0.00	0.00	0.00	
	1000-2230	12	2	0	0	0	1.20	0.00	0.00	0.00	
	1200-2030	8	1	0	2	0	0.40	0.00	0.80	0.00	
	0	0	0	0	0	0.00	0.00	0.00	0.00		
15	0500-1330	8	1	0	0	1	0.53	0.00	0.00	0.53	10.80
	0500-1730	12	1	0	0	0	0.80	0.00	0.00	0.00	
	0530-1400	8	1	0	1	0	0.53	0.00	0.53	0.00	
	0530-1800	12	1.5	0	0	0	1.20	0.00	0.00	0.00	
	0730-1600	8	1	0	0	0	0.53	0.00	0.00	0.00	
	0730-1800	10	2	0	0	0	1.33	0.00	0.00	0.00	
	0730-2000	12	2	0	0	0	1.60	0.00	0.00	0.00	
	1000-2230	12	2	0	0	0	1.60	0.00	0.00	0.00	
	1200-2030	8	1	0	2	0	0.53	0.00	1.07	0.00	
	0	0	0	0	0	0.00	0.00	0.00	0.00		
10	0500-1330	8	1	0	0	1	0.80	0.00	0.00	0.80	11.30
	0500-1730	12	0	0	0	0	0.00	0.00	0.00	0.00	
	0530-1400	8	1	0	1	0	0.80	0.00	0.80	0.00	
	0530-1800	12	1	0	0	0	1.20	0.00	0.00	0.00	
	0730-1600	8	1	0	0	0	0.80	0.00	0.00	0.00	
	0730-1800	10	1.5	0	0	0	1.50	0.00	0.00	0.00	
	0730-2000	12	1	0	0	0	1.20	0.00	0.00	0.00	
	1000-2230	12	1.5	0	0	0	1.80	0.00	0.00	0.00	
	1200-2030	8	1	0	1	0	0.80	0.00	0.80	0.00	
	0	0	0	0	0	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
Manager	x	x	on-call	on-call
Director	x	x	on-call	on-call
Unit Based Educator	x			
Pharmacy	x	x	x	x
Dietary	x			
Materials Management	x			
Environmental Services	x	x		
House Supervisor	x	x	x	x
Registration	x			
Radiology	x	x		
Respiratory Therapy	x	x		
Lab	x	x	x	x
Facilities	x			
Physical Therapy	x			
SWAT RN	x	x		
OR	x	x		
Pre-Admit	x			
Hospital Transport	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

Types of surgeries performed but not limited to: Bariatric, General, Urology, Gynecology, ENT, Orthopedics, Spinal, Vascular, Podiatry, Plastic and Robotic Procedures
Types of procedures Support: GI, Interventional radiology

SADU hours of operation 0500-2030. PACU is open 0730-2230, and has a call team available after hours, holidays and weekends for urgent/emergent cases. The unit serves adult and pediatric patients age 6 months and older. Exclusion criteria for pediatrics include:

- None less than 1 yr who requires airway instrumentation
- No tonsillectomy cases or OSA under age 4 due to risk of post-op respiratory complications
- No history of respiratory or cardiac disease
- No genetic disorder or RSV infection within 8 weeks of surgery

All patients are admitted through pre-op unit SADU unless they are already inpatient.

Patients go to surgery and later come to PACU for recovery.

After recovery patients go back to SADU to discharge home or they are admitted as inpatient depending on their needs. Children younger than 15 can't be admitted to the hospital and would require transfer.

Unit staffing determined using ASPAN's Classification/Recommended Staffing Guidelines

Phase 1 Care:

1 RN to 2 patients, 1 RN to 1 patient, 2 RNs to 1 patient, depending on acuity

2 RNs will be in the same room as a patient receiving Phase 1 post anesthesia level of care at all times, one of whom is a Phase 1 competent RN

Phase 2 Care:

1 RN to 1, 2, or 3 patients, depending on acuity

2 personnel, one of whom is a Phase 2 postanesthesia competent RN will be in the same room where a patient is receiving Phase 2 level care

Extended Stay:

1 RN to 3, 4, or 5 patients, depending on acuity

2 personnel, one of whom is a RN med surg level trained will be in same room where a patient is receiving Extended Stay level care

Skill mix

RN skill: ADN and BSN RN
RN years of experience range from 3 years-25+ years.
All patient care provided by RN and CNA.
RNs maintain BLS, ACLS and PALS certifications
CNAs maintain BLS certifications
Certification is encouraged but not required: CPAN, CAPA

Level of experience of nursing and patient care staff

RN level of experience:
Prior Critical care-ICU, medical-surgical, and Emergency Room nursing.
New nursing graduate, upon completion of the PACU residency program.
All staff participate in required education and annual organization competency validations.

Need for specialized or intensive equipment

The following equipments are utilized in the department:
Bed scale, blood pressure monitor, pulse oximeter, glucometer
Electrocardiogram monitor/machine
Adult and Pediatric Crash cart with Emergency airway equipment, bag valve masks, suction, and portable defibrillator.
Remote cardiac interrogation equipment
Bedside oxygen, portable oxygen, wall suction, portable suction
Venous thromboembolism prophylaxis equipment SCDs
Patient warming devices, bladder scanner.
Pyxis machines
Safe patient handling devices and moving equipment
Intravenous supplies, infusion pumps, PCA pumps, syringe pumps
Malignant hyperthermia supplies, Lipid toxicity supplies

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

The perianesthesia department is located on the second floor of the main hospital. There two Post Anesthesia Care Unit (PACU) units with 6 bays each. One recovery is located on the northside and the other on the southside of the second floor. All recovery area are adjacent to the operating and procedural rooms. The Post Anesthesia Care Unit (PACU) located on the northside is next to Surgical Admit/Discharge Unit (SADU). All PACU bays are separated by curtains.

The Surgical Admit/Discharge Unit (SADU) has 14 rooms. Nursing stations on each unit. Pyxis medication machines are available within both PACUs, and in SADU. All SADU rooms are walled with a curtain door.

There are 2 patient restrooms located in SADU and 1 patient restrooms located in the southside PACU. The southside PACU has a room that is utilized for isolation.

There is a GI procedure room next to SADU.

Other:

Staffing variation depends on case volume. Charge nurses will review the surgery schedule and flex staff as appropriate. When staffing shortages are anticipated, such as planned FMLA or PTO, shift opportunities will be posted for staff to sign up. Agency staff may be utilized in order to cover long term vacancies.

Meals and breaks are covered by the mid-shift RN's or cross covered between staff. If staff aren't able to take meals or breaks timely, they will report to the charge nurse and chain of command escalation as appropriate. Missed or late meals or breaks will be paid according to policy and WA state law.



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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:		St. Francis Hospital									
Unit/ Clinic Type:		PRE ADMIT CLINIC/ OUTPATIENT									
Unit/ Clinic Address:		34515 Ninth Avenue South, Federal Way, WA, 98003									
Average Daily Census:		12 Visits					Maximum # of Beds:		0		
Effective as of:		July 1, 2024									
# 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)
15	0800-1830	10	3	0	0	1	2.00	0.00	0.00	0.67	2.67
		0	0	0	0	0	0.00	0.00	0.00	0.00	
9	0800-1830	10	2	0	0	1	2.22	0.00	0.00	1.11	3.33
		0	0	0	0	0	0.00	0.00	0.00	0.00	
6	0800-1830	10	1	0	0	1	1.67	0.00	0.00	1.67	3.33
		0	0	0	0	0	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
Manager	x	x	on-call	on-call
Director	x	x	on-call	on-call
Unit Based Educator	x			
EVS	x			
Facilities	x			
Materials Management	x			
SADU	x			
OR	x			
Anesthesia	x			
Surgeon offices	x			
Cardiologists	x			
Periop Surgical Home	x			
Lab	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

PAT pre-screens patients for surgery via phone.

Daily average phone screens are from 9-15 patients via phone. Avg. length of appointment is 15 mins to 2 hours based on acuity and co-morbidities. RN's contact surgeon's offices for pre-op documentation, follow up on medical and cardiac clearances as well as consult with anesthesia for medical concerns and patient instructions.

Hours of operation for the department are 0800-1830. Acuity ranges from healthy patients to those with significant comorbidities.

The unit serves adult and pediatric patients age 6 months and older. Exclusion criteria for pediatrics include:

- None less than 1 yr who requires airway instrumentation
- No tonsillectomy cases or OSA under age 4 due to risk of post-op respiratory complications
- No history of respiratory or cardiac disease,
- No genetic disorder or RSV infection within 8 weeks of surgery

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

Typical ratio is 1:1 for each phone screen to align with ASPAN guidelines. SADU staff that are cross trained, float to PAT to back fill for sick calls or when core staff is on PTO.

Types of surgeries screened but not limited to: Bariatric, General, Urology, Gynecology, ENT, Orthopedics, Spinal, Vascular, Podiatry, Plastic and Robotic Procedures

Skill mix

RN skill: ADN and BSN RN

All patient call are done by RNs

Years of experience for RN's range from 15 years to 25+years

Anesthesia is consulted as appropriate

Level of experience of nursing and patient care staff

RN level of experience:

Prior Procedural care-IR/Cath lab, medical-surgical, and Emergency Room nursing.

All staff participate in required education and annual organization competency validations.

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

Staffing variation based on patient appointment volume. Staff may flex based on sick calls.



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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:		St. Francis Hospital									
Unit/ Clinic Type:		Operating Room									
Unit/ Clinic Address:		34515 9th Ave, S. Federal Way, WA 98003									
Average Daily Census:		20				Maximum # of Beds:			8 ORs		
Effective as of:		7/1/24									
# of Rooms											
# 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)
7	0630-1500	8	4	0	0	0	4.57	0.00	0.00	0.00	13.14
	0630-1700	10	5	0	0	0	7.14	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	1.43	0.00	0.00	0.00	
6	0630-1500	8	4	0	0	0	5.33	0.00	0.00	0.00	13.67
	0630-1700	10	4	0	0	0	6.67	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	1.67	0.00	0.00	0.00	
5	0630-1500	8	4	0	0	0	6.40	0.00	0.00	0.00	14.40
	0630-1700	10	3	0	0	0	6.00	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	2.00	0.00	0.00	0.00	
4	0630-1500	8	4	0	0	0	8.00	0.00	0.00	0.00	18.00
	0630-1700	10	3	0	0	0	7.50	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	2.50	0.00	0.00	0.00	
3	0630-1500	8	3	0	0	0	8.00	0.00	0.00	0.00	18.00
	0630-1700	10	2	0	0	0	6.67	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	3.33	0.00	0.00	0.00	
2	0630-1500	8	2	0	0	0	8.00	0.00	0.00	0.00	23.00
	0630-1700	10	2	0	0	0	10.00	0.00	0.00	0.00	
	0900-1930	10	1	0	0	0	5.00	0.00	0.00	0.00	
1	0630-1900	12	1	0	0	0	12.00	0.00	0.00	0.00	24.00
	1900-0630	12	1	0	0	0	12.00	0.00	0.00	0.00	
	0900-1930	10	0	0	0	0	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
Surgical Tech	x	x	on-call	on-call
Manager	x	x	on-call	on-call
Director	x	x	on-call	on-call
PST	x	x		on-call
AST	x	x		
Center Core	x	x		
Equipment Coordinator	x	x	x	x
Tissue Procurement	x	x	on-call	on-call
Radiology	x	x		
Materials Management	x			
Environmental Services	x	x		
Hospital Supervisor	x	x	x	x
Lab/Pathology	x	x	x	x
Sterile Processing	x	x	x	x
Pharmacy	x	x	x	x
PACU	x	x	on-call	on-call
Unit Based Educator	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

Staffing in the OR is determined using AORN standards of 2.5 FTEs per OR:

Avg. daily census ranges from 10-25 patients in 7 operating room suites.

Hours of operation are 0600-1700 with staff available for after hours and weekends for urgent/emergent cases. Daily staffing support 6-7 rooms until 1500 and 3-4 rooms until 1630. Anything after 1630 would be considered add-on emergent or urgent. Surgery cases range from 30 minutes to 6+ hours. Acuity of patients ranges from healthy to critically ill.

Types of surgeries performed but not limited to: Bariatric, General, Urology, Gynecology, ENT, Orthopedics, Spinal, Vascular, Podiatry, Plastic and Robotic Procedures

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

Level of patient acuity: Varies

Day Shift: Scheduled elective Inpatient & Outpatient surgeries & Urgent/Emergent add-ons

Night Shift: Urgent/Emergent add-on surgeries staffed by On-Call Nurse Circulator and Surgical Technician

Acuity of patients and potential considerations that may impact staffing variation:

- | | | | |
|---|---------------------------------|-----------------------------|-----------------------------|
| -Pressure ulcer rate/prevalence | -Staff hours per 100 OR minutes | -Medication errors | -Staff Turnover/orientation |
| -Patient Satisfaction (OCAHPS & HCAHPS) | -Overtime cost | -Employee Engagement Scores | -On time Starts |
| -Turnover Times | -Surgical Site Infections | -PSI Events | -Never Events |
| -Specimen Errors | -PCA Survey results | | |

Skill mix

Personnel:

- Each OR consists of at least one surgeon, one anesthesiologist, one registered nurse, and one surgical technologist or one scrub nurse.
- Robotic GYN surgeries require an additional surgical technologist or one scrub registered nurse to perform the role as "Manipulator".
- Staffing will be adjusted for more involved cases that require more support.
- In addition to the room staff, the OR has additional support staff available (charge RN, facilitator, resource RN, center core)

Level of experience of nursing and patient care staff**Level of Staff Experience:**

- Experience of RNs varies with majority of nurses having greater than 4 years and multiple having more than 20 years of experience. All RNs are required to complete the PeriOp 101 OR Residency program and many are CNOR certified.
- Surgical Technicians similarly have a wide range of years of experience. We have Surgical Technicians who are proficient in all specialties, including use of agency when needed.
- All Periop staff participate in weekly inservices for ongoing education as well as completion of regulatory mandatory annual education.

Need for specialized or intensive equipment**Specialized or Intensive Equipment needs:**

- Multiple specialized equipment in various specialties (specialty beds, microscopes, navigation system, multiple other specialty equipment & consumables).
- PPE depending on type of isolation.
- 3 DaVinci Xi Robots
- 1 Globus Spine Robot
- Stryker Integration video/audio system
- Laser
- Belmont

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

Located on second floor of St Francis Hospital. Consists of 8 OR suites, with 4 OR's in the Main Hospital building and 4 OR's in the Outpatient building. Each side has a center core, housing sterile consumable products, instrumentation sets, and Pyxis medication machines. Additionally, outside of the operating room suites, there are equipment storage rooms and clean storage rooms; housing sterile supplies, instruments and equipment,.

Other

OR staffing varies daily and is dependent on patient volume as well as availability of support staff. Situations where additional staff may be needed are:

- Patient acuity; pediatrics and critical care
- Patient volume
- Add-on of emergent/urgent cases
- Assisting L&D with emergent c-sections
- Dual surgeon cases, which require two RN's and two ST's
- Uterine Manipulators in Robotic GYN, requiring additional ST
- Cases that require nerve block or additional line placement
- Cases with difficult positioning
- Adjusting to staff sick calls



DOH 346-154

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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:		Progressive Care Unit									
Unit/ Clinic Type:		Inpatient Acute Care									
Unit/ Clinic Address:		34515 9th Ave S, Federal Way, WA 98003									
Average Daily Census:		23				Maximum # of Beds:			24		
Effective as of:		January 1, 2025									
# of Rooms											
# 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	12	1	0	0	0	12.00	0.00	0.00	0.00	24.00
	Noc	12	1	0	0	0	12.00	0.00	0.00	0.00	
2	Day	12	1	0	0	0	6.00	0.00	0.00	0.00	12.00
	Noc	12	1	0	0	0	6.00	0.00	0.00	0.00	
3	Day	12	1	0	0	0	4.00	0.00	0.00	0.00	8.00
	Noc	12	1	0	0	0	4.00	0.00	0.00	0.00	
4	Day	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Noc	12	2	0	0	0	6.00	0.00	0.00	0.00	
5	Day	12	2	0	0	0	4.80	0.00	0.00	0.00	9.60
	Noc	12	2	0	0	0	4.80	0.00	0.00	0.00	
6	Day	12	3	0	0	0	6.00	0.00	0.00	0.00	12.00
	Noc	12	3	0	0	0	6.00	0.00	0.00	0.00	
7	Day	12	3	0	0	0	5.14	0.00	0.00	0.00	10.29
	Noc	12	3	0	0	0	5.14	0.00	0.00	0.00	
8	Day	12	4	0	0	0	6.00	0.00	0.00	0.00	12.00
	Noc	12	4	0	0	0	6.00	0.00	0.00	0.00	
9	Day	12	4	0	1	0	5.33	0.00	1.33	0.00	13.33
	Noc	12	4	0	1	0	5.33	0.00	1.33	0.00	
10	Day	12	4	0	1	0	4.80	0.00	1.20	0.00	12.00
	Noc	12	4	0	1	0	4.80	0.00	1.20	0.00	
11	Day	12	5	0	1	0	5.45	0.00	1.09	0.00	13.09
	Noc	12	5	0	1	0	5.45	0.00	1.09	0.00	
12	Day	12	5	0	1	0	5.00	0.00	1.00	0.00	12.00
	Noc	12	5	0	1	0	5.00	0.00	1.00	0.00	
13	Day	12	6	0	1	0	5.54	0.00	0.92	0.00	12.92
	Noc	12	6	0	1	0	5.54	0.00	0.92	0.00	
14	Day	12	6	0	1	0	5.14	0.00	0.86	0.00	12.00
	Noc	12	6	0	1	0	5.14	0.00	0.86	0.00	
15	Day	12	7	0	1	0	5.60	0.00	0.80	0.00	12.80
	Noc	12	7	0	1	0	5.60	0.00	0.80	0.00	
16	Day	12	7	0	1	0	5.25	0.00	0.75	0.00	12.00
	Noc	12	7	0	1	0	5.25	0.00	0.75	0.00	
17	Day	12	7	0	2	0	4.94	0.00	1.41	0.00	12.00
	Noc	12	7	0	1	0	4.94	0.00	0.71	0.00	
18	Day	12	7	0	2	0	4.67	0.00	1.33	0.00	11.33
	Noc	12	7	0	1	0	4.67	0.00	0.67	0.00	
19	Day	12	7	0	2	0	4.42	0.00	1.26	0.00	11.37
	Noc	12	7	0	2	0	4.42	0.00	1.26	0.00	
20	Day	12	8	0	2	0	4.80	0.00	1.20	0.00	11.40
	Noc	12	8	0	1	0	4.80	0.00	0.60	0.00	
21	Day	12	8	0	2	0	4.57	0.00	1.14	0.00	11.43
	Noc	12	8	0	2	0	4.57	0.00	1.14	0.00	
22	Day	12	8	0	2	0	4.36	0.00	1.09	0.00	10.91
	Noc	12	8	0	2	0	4.36	0.00	1.09	0.00	

23	Day	12	9	0	2	0	4.70	0.00	1.04	0.00	11.48
	Noc	12	9	0	2	0	4.70	0.00	1.04	0.00	
24	Day	12	9	0	2	0	4.50	0.00	1.00	0.00	11.00
	Noc	12	9	0	2	0	4.50	0.00	1.00	0.00	



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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Clinical Manager	X			
Clinical Supervisor	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

The PCU receives admissions from the Emergency Department, ED Transition and direct admissions.
We have patients transfer from ICU, 3rd Medical or 1st Surgical.

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

The PCU cares for patients with many different health conditions including: cardiac patients post Cath Lab, patients with cardiac drips and CHF exacerbation. Respiratory patients that require bipap or high flow oxygen and include pneumonia, COPD and respiratory distress.
We also care for CVA, ETOH, end stage renal disease and sepsis.

Skill mix

The RN's have a 1:3-4 patient ratio.
The CNA's have a 1:10 patient ratio
A 1:1 Sitter will be used for suicidal or detained patients.

For safety and bipap patients, the staff will rotate on the first 1:1 if there are multiple 1:1 sitters, then they will need to have additional CNA's. There may be exceptions to this based on acuity of the unit and staffing.
If there are not enough RN's to meet our staffing grid. We may use a CNA in place of that RN.

Level of experience of nursing and patient care staff

Nurses working for 1 -2 years=12, 3 -5 years =4, 6- 10 years =4, 11 - 15 years =4, 16 - 20 years = 7 and 21 - 25 years = 1.

Need for specialized or intensive equipment

All 24 rooms have a ceiling lift with 2 bariatric lifts with a weight maximum of 1000lbs in rooms PCU 3 and PCU 11.
We have the capability to provide hemodialysis in rooms 1,2,7,8,9,10 and 11.

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

Other

Description



DOH 346-154

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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:		Intensive Care Unit (ICU)									
Unit/ Clinic Type:		Inpatient Unit									
Unit/ Clinic Address:		34515 9th Ave S., Federal Way, WA 98003, Floor Three									
Average Daily Census:		14				Maximum # of Beds:		16 (Two beds reserved for ICU overflow dependent on unit)			
Effective as of:		January 1, 2025									
Census											
Census	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	12	2	0	0	0	24.00	0.00	0.00	0.00	48.00
	Noc	12	2	0	0	0	24.00	0.00	0.00	0.00	
2	Day	12	2	0	0	0	12.00	0.00	0.00	0.00	24.00
	Noc	12	2	0	0	0	12.00	0.00	0.00	0.00	
3	Day	12	3	0	0	0	12.00	0.00	0.00	0.00	24.00
	Noc	12	3	0	0	0	12.00	0.00	0.00	0.00	
4	Day	12	3	0	0	0	9.00	0.00	0.00	0.00	18.00
	Noc	12	3	0	0	0	9.00	0.00	0.00	0.00	
5	Day	12	4	0	0	0	9.60	0.00	0.00	0.00	19.20
	Noc	12	4	0	0	0	9.60	0.00	0.00	0.00	
6	Day	12	4	0	0	0	8.00	0.00	0.00	0.00	16.00
	Noc	12	4	0	0	0	8.00	0.00	0.00	0.00	
7	Day	12	4	0	0	0	6.86	0.00	0.00	0.00	13.71
	Noc	12	4	0	0	0	6.86	0.00	0.00	0.00	
8	Day	12	5	0	0	0	7.50	0.00	0.00	0.00	15.00
	Noc	12	5	0	0	0	7.50	0.00	0.00	0.00	
9	Day	12	5	0	0	0	6.67	0.00	0.00	0.00	13.33
	Noc	12	5	0	0	0	6.67	0.00	0.00	0.00	
10	Day	12	6	0	0	0	7.20	0.00	0.00	0.00	14.40
	Noc	12	6	0	0	0	7.20	0.00	0.00	0.00	
11	Day	12	7	0	0	0	7.64	0.00	0.00	0.00	15.27
	Noc	12	7	0	0	0	7.64	0.00	0.00	0.00	
12	Day	12	8	0	0	0	8.00	0.00	0.00	0.00	16.00
	Noc	12	8	0	0	0	8.00	0.00	0.00	0.00	
13	Day	12	8	0	0	0	7.38	0.00	0.00	0.00	14.77
	Noc	12	8	0	0	0	7.38	0.00	0.00	0.00	
14	Day	12	8	0	0	0	6.86	0.00	0.00	0.00	13.71
	Noc	12	8	0	0	0	6.86	0.00	0.00	0.00	
15	Day	12	9	0	0	0	7.20	0.00	0.00	0.00	14.40
	Noc	12	9	0	0	0	7.20	0.00	0.00	0.00	
16	Day	12	9	0	0	0	6.75	0.00	0.00	0.00	13.50
	Noc	12	9	0	0	0	6.75	0.00	0.00	0.00	

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Unit Information

[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

Description:

Fluctuating volume and acuity with admissions, transfers, and discharges expected each shift.

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

Description:

Most patients will be in a 2:1 nurse ratio.

1:1 nurse ratio may be required for the following situations:

- Rotopone or manually prone
- Direct OR to ICU admit while under phase 1 post anaesthesia care
- Intra-Aortic Balloon Pump (IABP) monitoring
- Post-stroke patients who have received systemic intravenous thrombolytic
- Continuous renal replacement therapy (CRRT) management
- Gastroesophageal tamponade device management
- Procedural sedation

Skill mix

Description:

RN to patient ratio 1:1 or 1:2 for ICU level care; 1:3 for PCU level care; and 1:4 for medical level care and assume primary care of their patients. Unit supported by charge RN and a Resource RN. Charge RN is the ICU responder for any RRT or Code Blue defined in our scope of service. Resource RN serves as patient care assistant for any 1:4 assignments and may be delegated to emergency response as needed by the Charge RN. Unit also supported by 24/7 monitor tech coverage.

Level of experience of nursing and patient care staff

Description:

Resident nurses and fellows are trained under the National Nurse Residency Program before transitioning to independent practice. Current skill mix ranges from novice to proficient.

Need for specialized or intensive equipment

Description:

Hemodynamic monitoring system
CRRT console
IABP console
Arctic Sun
Bladder Scanner
Interpretive Services cart
Glidescope
Ultrasound

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

[illegible]



Unit Information

[illegible]

Unit Information

(Check all that apply):

Inpatients/ outpatients requiring cardiac services (left heart catheterization with or without intervention; right heart catheterization; temporary or permanent pacemaker; loop recorder implant; TEE; cardioversion; pericardiocentesis), vascular services (aortogram; lower extremity angiogram with or without intervention; thrombolytic therapy/ infusion catheter; fistula repair), or interventional radiology services (central line placement; tube/drain placement such as gastrostomy, nephrostomy, suprapubic catheter; IVC filter; embolization; vertebroplasty; imaging guided biopsies such as lung, liver, bone).

Care provided is nursing care as well as "technologist" care with Cardiovascular techs certified as RCIS (Registered Cardiovascular Invasive Specialists)

Skill mix is critical care trained RN's, requiring 2 years experience of Emergency Department or Intensive care unit. Cardiovascular techs are licensed through WA state and have accreditation from a Registered cardiovascular invasive specialist school (RCIS). Providers are MD's and/or PA/NP.

Level of experience of nursing and patient care staff

Description:

Typical experience is seasoned RN's and thoroughly trained interventional cardiologists/interventional radiologists. Staff go through several months of precepting with designated preceptor. Then progress through "buddy call" to assure they are competent on their own as a cath lab staff member before being solo with stemi call.

Need for specialized or intensive equipment

Description: Multiple machines/equipment inservices are given regularly to all staff including physicians. Equipment is maintained by biomed or vendors. Representatives for various items/equipment are on-site for difficulty procedures, typically at physician request.

Annual modules include knowledge checks of our equipment.

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

Description:

Two patient care procedural rooms that have ability to service all types of procedure regardless of which room. Each procedural room has a nurses station and "control room" where a monitor person sits and observes/monitors the patient. Four prep-recovery bays that provide service for outpatients as well.

All rooms have a pyxis stations and procedural rooms have crash carts and emergency equipment.

Other

Description:

On call specifications:

After normal business hours which are 0700-1730 Monday thru Friday, a designated call team assumes care for emergent cath or IR cases that arise after hours.

On call team is available to work 1730-0700 weekdays, and 24 hours weekends and holidays.

On call team is paged in when needed, responds promptly, and is required to be at work ready in 30 min from page time.

On call team consists of 1 RN and 2 Cardiovascular Techs, or 2 RN's and 1 Cardiovascular tech in addition to the physician performing the procedure.



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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:	Cardiac Rehab					
Unit/ Clinic Type:						
Unit/ Clinic Address:	Medical Office Building, Suite 208					
Effective as of:	January 1, 2025					
Day of the week						
Day of the week	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Monday	10	1			
Tuesday	Tuesday	5	1			
	Wednesday	10	1			

[illegible]

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Unit Information

[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

Description:

--

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

Description:

--

Skill mix

Description:

Level of experience of nursing and patient care staff

Description:

Need for specialized or intensive equipment

Description:

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

Description:

Other

Description:

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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:	Radiation Oncology										
Unit/ Clinic Type:	Radiation Oncology										
Unit/ Clinic Address:	34515 9th Ave S, Federal Way, WA 98003										
Average Daily Census:	15-30					Maximum # of Beds:			NA		
Effective as of:	January 1, 2025										
Census											
Census	Shift Type	Shift Length in Hours	Min # of RN's	Min # of RTT's	Min # of CNA's	Min # of UAP's	Min # of RN HPUS	Min # of RTT HPUS	Min # of CNA HPUS	Min # of UAP HPUS	Total Minimum Direct Pt. Care HPUS (hours per unit of service)
1	Day	8	1	2	0	1	8.00	16.00	0.00	8.00	32.00
16	Day	8	2	3	0	2	1.00	1.50	0.00	1.00	3.50
30	Day	8	2	4	0	2	0.53	1.07	0.00	0.53	2.13



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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Manager	2 - 8hr days/week (time split w/ Infusion Center)			
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				

Unit Information

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

Activity such as patient admissions, discharges, and transfers

Description:

Clinic Hours: 0800-1630 Monday-Friday; closed weekends/holidays

Average Daily Census: 15-30 patients/day

Included services: New Consults, First view visit (FV), daily ERT treatment, on-treatment (OTV), CT Scans, Simulations, RN assessment and education, follow-ups and discharges, Provider visit w/ procedure, scopes, and exams.

New Services Provided: same day IV hydration & lab draws as needed per RN/Provider assessment.

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

Description:

Treatments/Acuity varies daily. Staffing is assessed throughout the day and adjusted accordingly.

Situations that lead to staffing variations: Emergent Consult/Treatments/CT Sims, Number of CT Sims scheduled in addition to scheduled treatments, and multiple new consults.

Skill mix

Description:

Providers: 2 + covering as needed

Providers: 2 + covering as needed

RNs: 2

Radiation Therapists: 2 FT, 1 open FT & PT, 3 PRN

Dosimetrist: 1

Physicists: 2

UAPs: 2

Level of experience of nursing and patient care staff

Description:

SEE ABOVE

Need for specialized or intensive equipment

Description:

CT machine for scans and SIMS: 1

Linear Accelerator for Radiation Therapy: 1

Alaris pump for IV Hydration: 1

Code Cart: 1

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

Description:

Other

Description:



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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:		Oncology									
Unit/ Clinic Type:		Outpatient Infusion Center									
Unit/ Clinic Address:		34509 9th Ave South Suite 301									
Average Daily Census:		18				Maximum # of Beds:			9		
Effective as of:		January 1, 2025									
Census											
Census	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	8	2	0	2	0	16.00	0.00	16.00	0.00	32.00
15	Day	8	3	0	2	0	1.60	0.00	1.07	0.00	2.67
25	Day	8	4	0	2	0	1.28	0.00	0.64	0.00	1.92



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Unit Information

Additional Care Team Members				
Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Manager	3 - 8hr days/week (time split with Radiation/Oncology)			
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				
NA				

Unit Information

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

Activity such as patient admissions, discharges, and transfers

CNA/HUCs:

One primarily works the front desk answering phones, checking patients in, all the scheduling, gathering appropriate documents, ensuring prior auths are completed, and assisting elsewhere as needed.

Second primarily works rooming patients (obtains weight, VS, gets the patient settled in), runs labs to main building as well as running back and forth to pick up medications from pharmacy and any blood products as needed. Cleans rooms once patient is discharged, stocks carts, performs regulatory checks daily, and helps to answer phones and check patients in as needed.

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

Acuity varies daily - Types of high risk therapy administered:
 Chemotherapy (requires minimum of 2 RNs)
 Hematology infusions (Iron, Blood products, etc)
 Biologics (GI, Rheum, Neuro, etc)
 Central line care (dressing changes, flushes, Alteplase PRN, etc)
 Lab draws (via peripheral or central line)
 Injections

Skill mix

Level of experience of nursing and patient care staff

Description:

Other than normal state requirements for their roles:

RNs are Chemo certified

CNA/HUCs are trained on how to handle medications and blood products during transporting from main hospital to MOB.

Need for specialized or intensive equipment

Description:

IV pumps and Code Cart

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

8 total chairs & 1 stretcher/bed: 3 in curtained off spaces within view of the nurses station, 3 private in front of nurses station, and 3 private rooms a short distance from the nurses station. All behind a locked/closed door from the waiting area. 1 large desk with room for 2 workstations for the two CNA/HUCS and 1 office for Manager. Clean utility room, Dirty utility room, Nutrition Room, Supply closet.

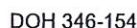
Other



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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

[illegible]



Unit Information

Unit Information

Ambulatory patients in this facility receive monitored anesthesia care (MAC) sedation for their procedures. Patients are under the care of anesthesia staff during procedure and meet Phase 2 recovery status before transision of care to the recovery RN occurs.

Skill mix

Description:

Staffing is determined on the number of procedure rooms in operation:

- Each procedure room requires an admit nurse (LPN/RN), procedure nurse (RN), procedure assistant (CNA/MA/LPN/RN), recovery nurse (RN)
- A scope tech (max of 2) performs cleaning and high-level disinfection of endoscopes
- A float nurse is scheduled for break coverage
- A charge nurse is scheduled when two or more procedure rooms are operating
- The clinical manager for this endoscopy center oversees staff performance and competency

Level of experience of nursing and patient care staff

Description:

- All endoscopy center staff maintain BLS certification.
- All RNs, anesthesia providers, and gastroenterologists are required to maintain ACLS certification.

Need for specialized or intensive equipment

Description:

- This facility maintains a code cart with an AED and emergency medications to sustain a patient until 911 support arrives on site.

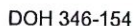
Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description:

- Patients are admitted and recovered in one of the twelve curtained bays.
- Each procedure room is adjacent to the four admit/recovery bays dedicated to that room.
- A centralized nursing station provides line of sight to the curtained recovery bays.
- A medication Pyxis and code cart with AED is located in the admit/recovery space.
- All procedure rooms and patient admit/recovery bay is equipped with a nurse call system.

Other

Description:



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

[illegible]

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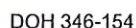
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[illegible]

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

Activity such as patient admissions, discharges, and transfers

Description:

Franciscan Endoscopy Center - Gig Harbor is an outpatient department of St Francis Hospital that provides outpatient Gastroenterology (GI) procedure for patient in the South Puget Sound area.

The facility has one (1) procedure room and six (6) admit/recovery bays. The gastroenterologists perform both diagnostic and therapeutic colonoscopy and esophagoagastroduodenoscopy (EGD) at this facility.

- Average number of admits/discharges: Procedures are scheduled for 30 minutes. Each procedure room can accommodate up to 22 patients per day.
- Average length of stay: 2 hours from check-in to discharge.
- Hours of operation: Monday-Friday, 0600-1800

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

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