

December 29, 2021

I, the undersigned with responsibility for UW Medical Center, attest that the attached staffing plan and matrix was developed for calendar year 2022 and includes all units covered under our hospital license.

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 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;
- 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.



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Signature

Cindy Hecker  
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Printed Name

December 30, 2021  
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# UW Medical Center Department of Health Staffing Plan Submission 2022

December 2021

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UW Medicine

## STAFFING PLAN PRINCIPLES\*

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

# UWMC Nurse Staffing Plan 2022

## UWMC Nurse Staffing Plan Purpose

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

\*These principles correspond to *The American Nursing Association Principles of Safe Staffing*.

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# Nurse Staffing Plan Policy

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- The Nurse Staffing Committee is responsible for the development and oversight of the nurse staffing plan to ensure the availability of qualified nursing staff to provide safe, reliable and effective care to our patients.
- The committee's work is guided by its charter.
- The committee meets once a month on a regular basis as determined by the committee's charter.
- The committee provided regular reports to the Nurse Executive Council, no less frequently than 2 times per year.

# Nurse Staffing Plan Policy - continued

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The committee's work is informed by information and data from individual patient care units. Appropriate staffing levels for a patient care unit reflect an analysis of:

- Individual and aggregate patient needs.
- Staffing guidelines developed for specialty area
- The skills and training of the nursing staff
- Nurse skill mix
- Resources and support for nurses
- Anticipated absences and need for nursing staff to take meal and rest breaks.
- Intensity of therapeutics
- Sufficient resources to enable staff to pursue activities designed to promote innovation and process improvement in the provision of care and delivery of services including but not limited to participation in committees including unit practice councils, local practice councils, the professional practice council and the staffing committee, continuing education and research.
- Staff turnover
- Hospital finances
- Benchmark data including NDNQI and ODB comparison data
- Hospital data and outcomes from relevant quality metrics including nurse sensitive quality indicators.

# Nurse Staffing Plan Policy - continued

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- \*The American Nurses Association does not recommend a specific staffing ratio, but rather to make care assignments based on acuity, patient needs and staff competencies.
- The analysis of the above information informs the UWMC nurse staffing plan. Individual unit nurse staffing plans are also guided by an analysis of the above information and the hospital nurse staffing plan.
- Staff continuously monitor individual and aggregate patient care needs and make adjustments to staffing per agreed upon policy and collective bargaining agreement (if applicable).
- UWMC is committed to ensuring staff are able to take meal and rest breaks as required by law, or the collective bargaining agreement. The Staffing Committee considers breaks and strategies to ensure breaks when developing the plan. A standardized approach to ensuring rest and meal breaks is used. Data regarding missed breaks will be reviewed by the Staffing Committee to help develop strategies to ensure nurses are able to take breaks.

# Nurse Staffing Plan Scope: Hospital Units (IP/OP)

The following areas of the hospital are covered by the nurse staffing plan, by campus:

Unit	Population
<b>Northwest Campus</b>	
ICU	Medicine/Surgical Critical Care
SCU	Medicine/Surgical Step Down
4 <sup>th</sup> Surgical	Surgical Orthopedics/Neurosurgery
5 <sup>th</sup> Floor Medicine	Medicine with Telemetry
CBC	Labor, Delivery, Recovery, Postpartum and Nursery
SCN	Neonatal Intensive Care
2 East	Surgical
MSE	Medical Surgical
OP Infusion	Outpatient Infusion Therapy
Psychiatry	Adult Psychiatry
Emergency Department	Emergency Medicine
<b>Montlake Campus</b>	
4NE	Medical Surgical
4SA NICU	Neonatal Intensive Care
4SE	Medical Surgical, Cardiology
5 East	Surgical Critical Care

Unit	Population
<b>Montlake Campus - continued</b>	
5NE	Cardiology, Heart and Lung Transplant, Cardiothoracic Surgery
MBU	Mother Baby Units
5SA	Cardiac Critical Care with surgical focus
5SE	Cardiac Critical Care with medical focus
6E6S	Labor and Delivery Antepartum
6NE	Medicine Cardiology
6SA	Medicine and Oncology Critical Care
6SE	Medicine Orthopedics
7NE	Oncology and BMT
7SA	Solid Organ Transplant, Dialysis, Medicine, Surgery
7SE	Oncology, Urology, Surgery
8N	Rehabilitation
8SA	Oncology
Emergency Department	Emergency Medicine

# Nurse Staffing Plan Scope: Surgical and Procedure Units

The following areas of the hospital are covered by the nurse staffing plan, by campus:

<b>Montlake Campus</b>
Operating Room
Post Anesthesia Recovery Unit
Cardiac Cath Lab
Interventional Cardiac Recovery Unit
Interventional Radiology
Digestive Health Procedure Area
<b>Northwest Campus</b>
Operating Room
Pre/Post Anesthesia Recovery Unit
Pre-Anesthesia & Medicine Consult Clinic
Outpatient Surgery Center
Cardiac Procedure Unit
Cardiac Cath Lab
Electrophysiology Lab
Interventional Radiology



# Nurse Staffing Plan Scope: Hospital-Based Ambulatory Clinics

The following areas of the hospital are covered by the nurse staffing plan, by campus:

UWMC based specialty clinics
Roosevelt clinics
Eastside clinics
Alderwood Clinics
Northwest Ambulatory Facility based Clinics

# Nurse Staff Matrices

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## Montlake Campus

The basic staffing grid for each unit are attached and are based on all of the factors listed above. In addition to the staffing grid, the charge nurse uses Workload Triggers (WLT) to make more informed staffing decisions based on the resources required to meet the patient care needs on each unit. Workload triggers reflect the time required by a patient that is beyond the typical amount of time spent with patients on a particular unit. The use of **Workload Triggers** allows the charge nurse to modify grid-based unit staffing when patient care needs that are either higher or lower than the unit's typical patient acuity and/or intensity of care. **Workload triggers** have been developed with input from the unit team and are assessed every 4 hours to identify unit workload and assist the unit charge nurse and the House Supervisor in determining how best to align staffing with patient intensity and acuity.

## Northwest Campus

Unit staffing grids determine the core staffing plan and serve as guidelines. The grids consider both the patient population most often treated on that unit as well as total nursing care hours provided. Daily staffing assignments are set based on projected census. Core staffing plans may vary by day due to projected census fluctuations that are based on history. Daily staffing adjustments may occur to align unit needs due to increases or decreases in patient intensity and acuity. The House Supervisor and unit charge nurse review staffing 4 times per day to review current and projected needs, as well as balance resources across the hospital.

# Attachments

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- Montlake Unit Staffing Plans
  - Inpatient
  - Critical Care grids
  - Acute Care Grids, including Rehab and psych
  - Oncology Grids
  - Mother Baby Grids
  - Emergency Dept Staffing
  - Procedural areas
  - Radiology
  - CV Procedures
  - Digestive Health
  - Surgical Services
- Northwest Unit Staffing Plans
  - Inpatient
  - Psychiatry
  - Childbirth Center
  - OP Infusion
  - Emergency Department Staffing
  - Surgical Services
  - Ambulatory Clinics
  - Procedural

# Montlake Campus Staffing Plans



# Unit Staffing Plans: 4NE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	9	10	10	10
29	1	9	10	10	10
28	1	8	9	9	9
27	1	8	9	9	9
26	1	8	9	9	8
25	1	7	8	8	8
24	1	7	8	8	8
23	1	7	7	7	7
22	1	6	7	7	7
21	1	6	7	7	7
20	1	6	7	7	6
19	1	5	6	6	5
18	1	5	6	6	5
17	1	5	5	5	5
16	1	4	5	5	4
15	1	4	5	5	4

# Unit Staffing Plans: 4NE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4	4	4	2
29	4	4	4	2
28	4	4	4	2
27	4	4	4	2
26	4	4	4	2
25	4	4	4	2
24	4	4	4	2
23	3	3	3	2
22	3	3	3	2
21	3	3	3	2
20	3	3	3	2
19	3	3	3	2
18	3	3	3	2
17	3	3	3	2
16	2	2	2	2
15	2	2	2	1

# Unit Staffing Plans: 4SA NICU

Census	Charge Nurse	Resource RN	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
21-22	1	1	11	11	11	11	11
23-24	1	1	12	12	12	12	12
25-26	1	1	13	13	13	13	13
27-28	1	1	14	14	14	14	14
29-30	1	1	15	15	15	15	15
31-32	1	1	16	16	16	16	16
33-34	1	1	17	17	17	17	17
35-36	1	1	18	18	18	18	18
37-38	1	1	19	19	19	19	19
39-40	1	1	20	20	20	20	20
41-42	1	1	21	21	21	21	21
43-44	1	1	22	22	22	22	22
45-46	1	1	23	23	23	23	23
47-48	1	1	24	24	24	24	24
49-50	1	1	24	24	24	24	24

# Unit Staffing Plans: 4SE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
28	1	10	11	10	7
27	1	9	10	10	7
26	1	9	10	10	7
25	1	9	10	9	7
24	1	8	9	9	6
23	1	8	9	9	6
22	1	8	9	8	6
21	1	7	8	8	6
20	1	7	8	7	5
19	1	7	8	7	5
18	1	6	7	6	5
17	1	6	7	6	5
16	1	6	7	6	4
15	1	5	6	5	4
14	1	5	6	5	4
13	1	5	6	5	4



# Unit Staffing Plans: 4SE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
28	3	3	3	3
27	3	3	3	3
26	3	3	3	3
25	3	3	3	3
24	3	3	3	3
23	3	3	3	3
22	3	3	3	3
21	3	3	3	3
20	2	2	3	3
19	2	2	3	3
18	2	2	3	3
17	2	2	3	3
16	2	2	3	3
15	2	2	3	3
14	2	2	3	3
13	2	2	3	3

# Staffing Plans: 5E RN, HA and PSS Guidelines

	All DAYS														
Zone	Day1			Day2			Eve1			Eve2			Night		
Census Range	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2	HA	PSS	RN2
0 - 6	1	1	4	1	1	4	1	1	4	1	1	4	1	0	4
6 - 7	1	1	5	1	1	5	1	1	5	1	1	5	1	0	5
7 - 9	1	1	6	1	1	6	1	1	6	1	1	6	1	0	6
9 - 10	1	1	7	1	1	7	1	1	7	1	1	7	1	0	7
10 - 11	1	1	8	1	1	8	1	1	8	1	1	8	1	0	8
11 - 13	1	1	9	1	1	9	1	1	9	1	1	9	1	0	9
13 - 14	1	1	10	1	1	10	1	1	10	1	1	10	1	0	10
15 - 16	1	1	11	1	1	11	1	1	11	1	1	11	1	0	11

# Unit Staffing Plans: 5NE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	10	8
28	1	10	10	10	7
27	1	9	9	9	7
26	1	9	9	9	7
25	1	9	9	9	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	8	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	7	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	6	4
15	1	5	5	5	4

# Unit Staffing Plans: 5NE Weekday PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4.5	4	2.625	2
29	4.5	4	2.625	2
28	4.5	4	2.625	2
27	4.5	4	2.625	2
26	4.5	4	2.625	2
25	3.5	3	2.625	2
24	3.5	3	2.625	2
23	3.5	3	2.625	2
22	3.5	3	2	2
21	3.5	3	2	2
20	3.5	3	2	1
19	3.5	3	2	1
18	2.5	2	2	1
17	2.5	2	2	1
16	2.5	2	2	1
15	2.5	2	2	1

# Unit Staffing Plans: 5NE Weekday PSS Guidelines

Proposed 06:30 to 19:30 from 06:30 to 21:30

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	1	1		
29	1	1		
28	1	1		
27	1	1		
26	1	1		
25	1	1		
24	1	1		
23	1	1		
22	1	1		
21	1	1		
20	1	1		
19	1	1		
18	1	1		
17	1	1		
16	1	1		
15	1	1		

# Unit Staffing Plans: 5S Mother/Baby RN Guidelines

## Days

Census	Charge Nurse	7A-11A	11A-3P	3P-7P**
1-6	1	1	1	1
7-12	1	2	2	1-2
13-18	1	3	3	2-3
19-24	1	4	4	3-4
25-30	1	5	5	4-5
31-36	1	6	6	5-6

## Nights

Census	Charge Nurse**	7P-11P	11P-7A
1-8	1	1	1
9-14	1	2	2
15-20	1	3	3
21-26	1	4	4
27-32	1	5	5
23-36	1	6	6

\* Staffing according to AWHONN guidelines, and assumes 1:6 ratio (no complications)

\*\* Charge nurses often take a patient assignment at 1500 and on nightshift

# Unit Staffing Plans: 5S Mother/Baby PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
1 - 3	1	1	1	1
4 - 6	1	1	1	1
7 - 8	2	2	2	1
9 - 13	2	2	2	1
14 - 18	2	2	2	1
19 - 22	2	2	2	1

# Unit Staffing Plans: 5SA RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
0 - 6	1	4	4	4	4
6 - 7	1	5	5	5	5
7 - 8	1	6	6	6	6
8 - 10	1	7	7	7	7
10 - 11	1	8	8	8	8
11 - 13	1	9	9	9	9
13 - 14	1	10	10	10	10
14 - 15	1	11	11	11	11
15 - 16	1	12	12	12	12
16 - 18	1	13	13	13	13
18 - 19	1	14	14	14	14
19 - 21	1	15	15	15	15
21 - 22	1	16	16	16	16
22 - 24	1	17	17	17	17



# Staffing Plans: 5SE RN & PCT Guidelines

Zone Census Range	All DAYS									
	Day1		Day2		Eve1		Eve2		Night	
	PCT	RN2	PCT	RN2	PCT	RN2	PCT	RN2	PCT u	RN2
0 - 6	1	4	1	4	1	4	1	4	0	4
6 - 7	1	5	1	5	1	5	1	5	0	5
7 - 8	1	6	1	6	1	6	1	6	0	6
8 - 10	1	7	1	7	1	7	1	7	0	7
10 - 11	1	8	1	8	1	8	1	8	0	8
11 - 13	1	9	1	9	1	9	1	9	0	9
13 - 14	1	10	1	10	1	10	1	10	0	10
14 - 15	1	11	1	11	1	11	1	11	0	11
15 - 16	1	12	1	12	1	12	1	12	0	12
16 - 18	1	13	1	13	1	13	1	13	0	13
18 - 19	1	14	1	14	1	14	1	14	0	14
19 - 20	1	15	1	15	1	15	1	15	0	15
20 - 22	1	16	1	16	1	16	1	16	0	16

# Unit Staffing Plans: 6E RN Guidelines

May have triage nurse, flex nurse and add for acuity

Census	Charge Nurse	7A-11A	11A-3P	3P-7P	7P-11P	11P-7A
1	1	3	3	3	3	3
2	1	4	4	4	4	4
3	1	5	5	5	5	5
4	1	6	6	6	6	6
5	1	6-7	6-7	6-7	6-7	6-7
6	1	7-8	7-8	7-8	7-8	7-8
7	1	8-9	8-9	8-9	8-9	8-9
8	1	8-10	8-10	8-10	8-10	8-10
9	1	9-11	9-11	9-11	9-11	9-11
10	1	10-12	10-12	10-12	10-12	10-12
11	1	10-12	10-12	10-12	10-12	10-12
12	1	10-12	10-12	10-12	10-12	10-12
13	1	10-13	10-13	10-13	10-13	10-13
14	1	11-13	11-13	11-13	11-13	11-13

# Unit Staffing Plans: 6NE RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	10	8
28	1	10	10	10	7
27	1	9	9	9	7
26	1	9	9	9	7
25	1	9	9	9	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	8	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	7	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	6	4
15	1	5	5	5	4

# Unit Staffing Plans: 6NE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4	4	3	3
29	4	4	3	3
28	4	4	3	3
27	3	3	2	2
26	3	3	2	2
25	3	3	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	1
21	2	2	2	1
20	2	2	2	1
19	2	2	2	1
18	2	2	2	1
17	2	2	2	1
16	1	1	1	0
15	1	1	1	0

# Unit Staffing Plans: 6NE PSS Weekend Guidelines

Census	11A-3P	3P-7P	7P-11P	11P-7A
30	1	1		
29	1	1		
28	1	1		
27	1	1		
26	1	1		
25	1	1		
24	1	1		
23	1	1		
22	1	1		
21	1	1		
20	1	1		
19	1	1		
18	1	1		
17	1	1		
16	1	1		
15	1	1		

# Unit Staffing Plans: 6SE RN Guidelines

These parameters indicate the total number of RN's we are budgeted to staff with per shift. ADT RNs are available **from 11-1930 Monday, Wednesday and Saturday and from 1000-2230 Tuesday, Thursday and Friday**. The guidelines represent staffing with ADT.

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	N/A				
29	N/A				
28	1	8.5	9	9	7
27	1	8.5	9	9	7
26	1	8.5	9	9	6
25	1	7.5	8	8	6
24	1	7.5	8	8	6
23	1	7.5	8	8	5
22	1	6.5	7	7	5
21	1	6.5	7	7	5
20	1	6.5	7	7	5
19	1	5.5	6	6	4
18	1	5.5	6	6	4
17	1	5.5	6	6	4
16	1	4.5	5	5	3
15	1	4.5	5	5	3

# Unit Staffing Plans: 6SE PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30				
29				
28	4	4	4	3
27	4	4	4	3
26	4	4	4	3
25	3	3	3	3
24	3	3	3	2
23	3	3	3	2
22	3	3	3	2
21	3	3	3	2
20	3	3	3	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

# Unit Staffing Plans: 6SA Medical Oncology ICU RN Guidelines

\*\*Charge Nurse included in numbers on grid for each shift

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
0 - 6	1	4	4	4	4
6 - 7	1	5	5	5	5
7 - 8	1	6	6	6	6
8 - 9	1	7	7	7	7
9 - 10	1	7	7	7	7
10 - 11	1	8	8	8	8
11 - 12	1	9	9	9	9
12 - 14	1	10	10	10	10
14 - 15	1	11	11	11	11
15 - 16	1	12	12	12	12
16 - 18	1	13	13	13	13
18 - 19	1	14	14	14	14
19 - 20	1	15	15	15	15
20 - 22	1	16	16	16	16
22 - 24	1	17	17	17	17



# Unit Staffing Plans: 6SA ICU PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
0 - 6	1	1	1	1
6 - 7	1	1	1	1
7 - 8	1	1	1	1
8 - 9	1	1	1	1
9 - 10	2	2	2	1
10 - 11	2	2	2	1
11 - 12	2	2	2	1
12 - 14	2	2	2	1
14 - 15	2	2	2	1
15 - 16	2	2	2	1
16 - 18	2	2	2	1
18 - 19	2	2	2	1
19 - 20	2	2	2	1
20 - 22	2	2	2	1
22 - 24	2	2	2	1

# Unit Staffing Plans: 7NE Medical Oncology RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	8
29	1	10	10	9	8
28	1	10	10	9	8
27	1	9	9	9	7
26	1	9	9	8	7
25	1	9	9	8	7
24	1	8	8	8	6
23	1	8	8	8	6
22	1	8	8	7	6
21	1	7	7	7	6
20	1	7	7	7	5
19	1	7	7	6	5
18	1	6	6	6	5
17	1	6	6	6	5
16	1	6	6	5	4
15	1	5	5	5	4

# Unit Staffing Plans: 7NE Medical Oncology PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	2	2	2	2
29	2	2	2	2
28	2	2	2	2
27	2	2	2	2
26	2	2	2	2
25	2	2	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	2
21	2	2	2	2
20	2	2	2	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

# Unit Staffing Plans: 7SA RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	10	7
29	1	10	10	10	7
28	1	9	9	9	7
27	1	9	9	9	7
26	1	8	8	8	6
25	1	8	8	8	6
24	1	7	7	7	6
23	1	7	7	7	6
22	1	7	7	7	5
21	1	6	6	6	5
20	1	6	6	6	5
19	1	6	6	6	4
18	1	6	6	6	4
17	1	5	5	5	4
16	1	5	5	5	4
15	1	5	5	5	4

# Unit Staffing Plans: 7SA PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	5	5	4	3
29	5	5	4	3
28	5	5	4	2
27	5	5	4	2
26	5	5	4	2
25	4	4	4	2
24	4	4	3	2
23	4	4	3	2
22	4	4	3	2
21	4	4	3	2
20	4	4	3	2
19	4	4	3	2
18	4	4	3	2
17	3	3	2	1
16	3	3	2	1
15	3	3	2	1

# Unit Staffing Plans: 7SE Oncology, Urology, Surgery RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
28	1	7	7	7	7
27	1	7	7	7	7
26	1	7	7	7	7
25	1	7	7	7	7
24	1	6	6	6	6
23	1	6	6	6	6
22	1	6	6	6	6
21	1	6	6	6	6
20	1	5	5	5	5
19	1	5	5	5	5
18	1	5	5	5	5
17	1	5	5	5	5
16	1	4	4	4	4
15	1	4	4	4	4

# Unit Staffing Plans: 7SE Oncology, Urology, Surgery PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
28	4	4	4	2
27	4	4	4	2
26	4	4	4	2
25	3	3	3	2
24	3	3	3	2
23	3	3	3	2
22	3	3	3	2
21	3	3	3	2
20	3	3	3	2
19	3	3	3	2
18	2	2	2	1
17	2	2	2	1
16	2	2	2	1
15	2	2	2	1

# Unit Staffing Plans: 8N RN Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
19	5	5	5	5
18	5	5	5	4
17	5	5	5	4
16	5	5	5	4
15	5	5	5	3
14	4	4	4	3
13	4	4	4	3
12	4	4	4	3
11	4	4	4	3
10	3	3	3	3
9	3	3	3	2
8	3	3	3	2
7	2	2	2	2
6	2	2	2	2



# Unit Staffing Plans: 8N PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	2	2	2	2
9	1	1	1	1
8	1	1	1	1
7	0	0	0	0
6	0	0	0	0

# Unit Staffing Plans: 8SA Oncology RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	10	10	8	8
29	1	10	10	8	8
28	1	10	10	7	7
27	1	9	9	7	7
26	1	9	9	7	7
25	1	9	9	7	7
24	1	8	8	6	6
23	1	8	8	6	6
22	1	8	8	6	6
21	1	7	7	6	6
20	1	7	7	5	5
19	1	7	7	5	5
18	1	6	6	5	5
17	1	6	6	5	5
16	1	6	6	4	4
15	1	6	6	4	4

# Unit Staffing Plans: 8SA Oncology PCT Guidelines

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	2	2	2	2
29	2	2	2	2
28	2	2	2	2
27	2	2	2	2
26	2	2	2	2
25	2	2	2	2
24	2	2	2	2
23	2	2	2	2
22	2	2	2	2
21	2	2	2	2
20	2	2	2	2
19	2	2	2	2
18	2	2	2	2
17	2	2	2	2
16	2	2	2	2
15	2	2	2	2

# Unit Staffing Plans: UWMC Montlake Emergency Department RN and Assistive Staff Guidelines

There is always a charge RN and a triage RN staffed in the department 24 hours a day/7 days a week.

Time of Day	RNs	Assistive Personnel MAs, PCTs, NTs	PSS
0700	7	3	1
1100	8	4	1
1200	10	4	1
1300	11	4	1
1500	13	5	1
1900	12	5	1
2300	11	4	1
0000	9	4	1
0100	8	4	1
0300	6	3	1

# Staffing Plans: Cath Lab

	Mon	Tues	Wed	Thurs	Fri
Procedure Rooms/day	5	5	5	5	5
RN and Tech Staff per roomeach case = 3.5	17.5	17.5	17.5	17.5	17.5
Charge Staff	1	1	1	1	1
Daily 'buffer' for illness,breaks, lunch, float	2.5	2.5	2.5	2.5	2.5
Total staff scheduled each day	21	21	21	21	21

# Staffing Plans: EP Lab

	Mon	Tues	Wed	Thurs	Fri
Procedure Rooms/day	2	3	2	3	2
RN and Tech Staff per room each case = 3	6	9	6	9	6
Charge Staff	1	1	1	1	1
Buffer daily for illness, breaks, lunch, float	1	1.5	1	1.5	1
Total staff scheduled each day	8	11.5	8	11.5	8

# Staffing Plans: ICRU

Shift Times	Staffing Plan(s)
Shift 1 = 0600-1630	Staff are in Pod B for patient prep 5 RNs for 8 beds until 0830 1 PCT
Shift 2 = 0830-1900	Staff Pod B for continued patient prep Post procedures start returning to recover in Pod A beginning at 0930 5 RNs added for 9 RNs and one charge for 14 beds
Shift 3 = 1030-2100	4 RNs added for 13 total for 19 beds 2 <sup>nd</sup> PCT arrives(PCT leaves at 1500) Lunch breaks begin 5 RNs leave at 1630 for total of 8 staff remaining All prep completed by 1500 and last TEE/cardioversion taking place. Pod B closes at approximately 1730 5 RNs leave at 1900. Three nurses remain until the 2100 closure of unit and patients to d/c or floor
Total Approved ICRU FTEs	RN3 = 1.0 RN2 = 17.0 PCT = 2.0 Per Diem RN = 3 positions

# Staffing Plans: Radiology

- First and Second call cover emergencies between the hours of 1800-0600 Monday-Friday and 1800-0600 Friday pm-Monday am. Holiday call is covered with First and Second Call.
- We have a RN3 who fulfills Charge Nurse duties and has some admin days per month to help with operational and educational needs for the staff RNs.
- Areas covered:
  - ✓ MRI
  - ✓ CT
  - ✓ Nuclear Medicine
  - ✓ Angio
  - ✓ Body
  - ✓ Fluro

Weekday Time Period	Nurses
06-1630	1 Angio Prep Charge 1 Angio Prep RN
07-1700	5 to 6 Procedure RNs
08-1800	Radiology charge RN
0830-1830	2 procedure nurses
09 to 1930	1 RN 09-1930 1 RN 10-2030
Saturday Time Period	Nurses
07-1730	(2) RN's 07-1730



# Staffing Plans: Radiology, continued

## Roles of the nurse in radiology:

- Procedural sedation cases in IR and Body per day: 15-32
- MRI and Fluoro procedural sedations
- Coronary CTA gatings
- Monitor pacemakers in MRI
- Assist with difficult IV placement, extravasations, contrast reactions
- Monitor patients in Nuclear Medicine and post IR procedures
- Assist in Anesthesia cases

Time	Number of RNs
0600-0700	3
0700-0800	8
0800-0900	14
0900-1630	14
1630-1730	11
1730-1830	3
1830-1930	2
1930-0600	On call

# Staffing Plans: 4 South Procedures

- 4 South serves all UWMC departments and clinics that refer primarily Non-Oncology Infusion, transfusion and Special Procedure patients to 4S. This includes Transplant, Digestive Disease, Neurology, Rheumatology, Dermatology, OB, Surgery, Medicine and Neighborhood Clinics.
- In addition, we do outpatient special procedures such as Sickle cell & Plasma exchange, drug desensitization, water deprivation, saline suppression, PICC line placement, phlebotomy, cortisol stimulation test.
- The Triage RN role on 4 South reviews all orders and scheduled patients for the following day to assure orders are current and determine patient special needs. The Charge & Triage RN is not included in the staffing matrix.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
R N's 0700-0900	8	8	8	8	8
RN's 1100	10	10	10	10	10
RN's 1500	9	9	9	9	9
RNs 1730	4	4	4	4	4
PCTs 0700-1530	1	1	1	1	1
PSSs	2	2	2	2	2

# Staffing Plans: 8 Southeast Infusion/Transfusion Services

- 8 Southeast serves UWMC, HMC and SCCA departments and clinics that refer primarily Oncology Infusion and transfusion services. This includes Gynecology Oncology, Urology, Alvord Brain Tumor Center, Harborview Hematology Oncology clinic and Seattle Cancer Care Alliance clinics.
- In addition, we have outpatients needing Methotrexate from OB, PICC lines that need to be placed in Oncology patients.

Shift	Monday	Tuesday	Wednesday	Thursday	Friday
RN's 0700	2	2	2	2	2
RN's 1100	8	8	8	8	8
RN's 1500	8	8	8	8	8
RNs 1900	3-4	4	4-5	4-5	4-5

# Staffing Plans: Digestive Health Procedure Areas Draft

	0630-1830
Anesthesia Rooms ( 1 RN/room)	3
Sedation Rooms (2 RN/room)	4
Admit RN	2
Discharge RN	2
COVID RN	.5
Charge Staff	1
Total staff scheduled each day	11.5

# Staffing Plans: Montlake Main OR/Surgery Pavilion Guidelines

UWMC Main/SP									
	Max Rooms	RN's (min)	Support (ST's, Fac min)	Total RN/ST	Chg RN	RN 3	HA's	Total*	
700	30	44	19	63	2	4	7	69	*Based on Number of OR's running
900	30	52	22	75	2	4	7	81	
1100	30	52	22	75	2	4	8	81	
1730	16	28	12	40	2	0	6	42	
1930	6	7	5	12	1	0	3	13	
2130	2	2	2	5	1	0	3	6	
2330	1	1	1	2	0	0	1	2	RN is the Charge Nurse
<b>Saturday</b>									
700	2	2	3	5	1	0	1	7	
1730	1	1	1	3	1	0	0	3	
1930	1	1	1	2	1	0	0	2	RN is the Charge Nurse
<b>Sunday</b>									
700	1	1	1	2	1	0	0	3	
1930	1	1	1	2	1	0	1	3	

# Staffing Plans: Montlake PACU

Start Times:	RN's Min Start	Charge RN's	RN 3	RNs/hour	Total RN's Scheduled	PCT	HA	PSS	Total Support Staff	Total	
Monday -Friday:											
500	8	2	1	9	9		3	1	0	4	13
530	7	2	1	16	16		3	0	1	4	20
600	1	2	1	17	17		3	0	1	4	21
800	4	5	3	23	23		3	0	2	5	28
830	3	5	3	26	26		3	0	2	5	28
900	3	5	3	29	29		4	3	2	9	38
930	3	5	3	32	32		4	3	2	9	41
1000	7	5	3	39	39		4	3	2	9	48
1100	3	5	3	42	42		4	3	2	9	51
1200	4	5	3	46	46		4	3	2	9	55
1400	0	4	2	40	40		3	4	2	9	49
1600	0	4	2	29	29		3	3	2	8	37
1800	0	3	2	26	26		2	2	1	5	31
1900	1	2	1	20	20		2	2	1	5	25
2000	0	1	1	16	16		2	2	1	5	21
2100	0	1	1	10	10		2	2	1	5	15
2200	0	1	1	9	9		1	0	1	2	11
2300	0	1	0	4	4		1	0	0	1	5
2400	0	1	0	2	2		1	0	0	1	3
0100-0500	0	1	0	1	1		0	0	0	0	1
Saturday and Sunday:											
600-1900	2	1	0	3	2		1			1	3
800-1830	1	1	0	3	3		1			1	4
900-1930	1	1	0	4	4		1			1	5

# Staffing Plans: Pre-Anesthesia Clinic

Start Times	RN's Min	RN Charge	RN 3	Total RN	MA	PSS	Total RN/Support Staff	Total
0700		1	1	1	1	2	3	4
0800	6	1	1	7	1	2	3	10
0900	2	1	1	9	1	3	4	11
1000	1	1	1	10	1	3	4	14
1200		1	1	10	1	3	4	14
1400		1	1	10	1	3	4	14
1600		1	1	9	1	1	2	11
1800		1	1	7	1	1	2	9
Staffing Plan				10 RN/Day	1 MA/Day	3 PSS /Day		

# Ambulatory Care Staffing Guidelines

2022 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit

UNIT	Average Daily RN Minimum Staffing	NOTES
8 South	4	Rehab, Neuro, Trans. Care clinic
8SE-Oncology/Infusion Ctr	4	
Alvord Brain Tumor Center	5	
Ambulatory Float Team	7	Float coverage for clinics
Arlington MFM	1	
Bone & Joint Center	7	
Cardiology	23	
Dermatology Center	4	
Derm Surgery	1	
Diabetes	4	
Digestive Health	12	Bronchoscopy
Employee Health	2	Provides services to ~ 10,000 employees



# Ambulatory Care Staffing Guidelines, continued

2022 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing	NOTES
Endocrine	1	
Eastside Specialty Center (ESC)	5	Echo, PT, Infusion, Audiology, specialties
ESC GI_Endoscopy	7	
General Internal Med Clinic	4	
Headache	1	
Infusion at NWH	1	
Medical Specialties	6	Vol incl med spec, transplant, allergy but case mgrs not included in RN count
Men's Health	3	
Maternal Infant Care Center	4	
Multiple Sclerosis Clinic	3	
Neurosurgery	4	
Otolaryngology	4	Oto, Head & Neck Surg

# Ambulatory Care Staffing Guidelines, continued

2022 UWMC Ambulatory Nursing Staffing Grid: RN Baseline by Unit		
UNIT	Average Daily RN Minimum Staffing	NOTES
Pain	4	
Pediatrics	3	
Plastic Surgery	3	
Radiation Oncology	7	
Regional Heart Center-Edmonds	2	
Stadium Sports Medicine	3	Ortho, Sports Medicine
Surgical Specialties	6	
University Reproductive Center	2	
Urology	10	
Weight Loss	2	
Women's Health Care Center	6	

# Northwest Campus Staffing Plan



# FY21 Inpatient Labor Productivity Targets

Department	FY22 Total HPPD
5 Med/Surg	14.15
4 Med/Surg	14.03
ICU	28.29
SCU	16.98
2 East	15.57
MSE	15.01

- Total HPPD reflects all productive and nonproductive time for fixed and variable staff.

# Department Staffing Plans: 2 East RN Guidelines

1 ADT RN is budgeted above the grid and scheduled 12 hours Tuesday-Thursday

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
22	1	5	5	4	4
21	1	5	5	4	4
20	1	5	5	4	4
19	1	4	4	4	4
18	1	4	4	4	4
17	1	4	4	4	4
16	1	4	4	3	3
15	1	4	4	3	3
14	1	4	4	3	3
13	1	3	3	3	3
12	1	3	3	2	2
11	1	3	3	2	2
10	1	2	2	2	2

# Department Staffing Plans: 2 East CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
22	3	3	3	3
21	3	3	3	3
20	3	3	3	3
19	3	3	3	3
18	3	3	3	3
17	3	3	3	3
16	2	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	2	2	2	2

# Department Staffing Plans: 4 Med/Surg RN Guidelines

1 ADT RN is budgeted above the grid and scheduled 12 hours Monday - Friday

Census	Charge Nurse 24/7	7A-3P	3P-7P	7P-11P	11P-7A
36	1	9	9	8	8
35	1	9	9	7	7
34	1	9	9	7	7
33	1	9	9	7	7
32	1	8	8	7	7
31	1	8	8	7	7
30	1	8	8	6	6
29	1	8	8	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	7	7	6	6
25	1	7	7	5	5
24	1	6	6	5	5
23	1	6	6	5	5
22	1	6	6	5	5
21	1	6	6	5	5

# Department Staffing Plans: 4 Med/Surg CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
36	6	6	5	5
35	6	6	5	5
34	6	6	5	5
33	6	6	5	5
32	5	5	5	5
31	4	4	4	4
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	4	4
26	4	4	3	3
25	4	4	3	3
24	4	4	3	3
23	3	3	3	3
22	3	3	3	3
21	3	3	3	3



# Department Staffing Plans: 5 Med/Surg RN Guidelines

Census	Charge Nurse 24/7	7A-3P	3P-7P	7P-11P	11P-7A
36	1	9	9	8	8
35	1	9	9	8	8
34	1	9	9	8	8
33	1	8	8	8	8
32	1	8	8	7	7
31	1	8	8	7	7
30	1	7	7	7	7
29	1	7	7	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	6	6	5	5

# Department Staffing Plans: 5 Med/Surg CNA Guidelines

Additional staffing is provided if SPM needs

Census	7A-3P	3P-7P	7P-11P	11P-7A
36	5	5	5	5
35	5	5	5	5
34	5	5	5	5
33	5	5	5	5
32	4	4	4	4
31	4	4	4	4
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	3	3
26	4	4	3	3

# Department Staffing Plans: ICU RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
15	1	9	9	9	9
14	1	8	8	8	8
13	1	8	8	7	7
12	1	7	7	7	7
11	1	7	7	7	7
10	1	6	6	6	6
9	1	5	5	5	5
8	1	5	5	5	5
7	1	4	4	4	4

# Department Staffing Plans: ICU CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	1	1	1	1
9	1	1	1	1
8	1	1	1	1
7	1	1	1	1

# Department Staffing Plans: SCU RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
17	1	5	5	5	5
16	1	5	5	4	4
15	1	5	5	4	4
14	1	5	5	4	4
13	1	4	4	4	4
12	1	4	4	3	3
11	1	4	4	3	3
10	1	3	3	3	3
9	1	3	3	3	3

# Department Staffing Plans: SCU CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
17	3	2	2	2
16	3	2	2	2
15	2	2	2	2
14	2	2	2	2
13	2	2	2	2
12	2	2	2	2
11	2	2	2	2
10	1	1	1	1
9	1	1	1	1

# Department Staffing Plans: MSE RN Guidelines

Additional staffing is provided if IP chemo needs arise

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
30	1	7	7	6	6
29	1	7	7	6	6
28	1	7	7	6	6
27	1	7	7	6	6
26	1	7	7	6	6
25	1	6	6	5	5
24	1	6	6	5	5
23	1	6	6	5	5
22	1	5	5	5	5
21	1	5	5	5	5
20	1	5	5	4	4
19	1	5	5	4	4
18	1	5	5	4	4
17	1	4	4	4	4
16	1	4	4	3	3

# Department Staffing Plans: MSE CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
30	4	4	4	4
29	4	4	4	4
28	4	4	4	4
27	4	4	4	4
26	4	4	4	4
25	4	4	4	4
24	4	4	4	4
23	4	4	3	3
22	3	3	3	3
21	3	3	3	3
20	3	3	3	3
19	3	3	3	3
18	3	3	3	3
17	3	3	3	3
16	3	3	3	3



# Unit Staffing Plans: Psychiatry East RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
15	0.5	3	3	3	1
14	0.5	3	3	3	1
13	0.5	3	3	3	1
12	0.5	3	3	3	1
11	0.5	3	3	3	1
10	0.5	2	2	2	1
9	0.5	2	2	2	1
8	0.5	2	2	2	1
7	0.5	2	2	2	1

# Unit Staffing Plans: Psychiatry East CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
15	3	3	3	3
14	3	3	3	3
13	3	3	3	3
12	3	3	3	3
11	3	3	3	3
10	3	3	3	3
9	3	3	3	3
8	2	2	2	2
7	2	2	2	2

# Unit Staffing Plans: Psychiatry West RN Guidelines

Census	Charge Nurse	7A-3P	3P-7P	7P-11P	11P-7A
12	0.5	2	2	2	1
11	0.5	2	2	2	1
10	0.5	2	2	2	1
9	0.5	2	2	2	1
8	0.5	2	2	2	1
7	0.5	2	2	2	1
6	0.5	1	1	1	1
5	0.5	1	1	1	1
4	0.5	1	1	1	1

# Unit Staffing Plans: Psychiatry West CNA Guidelines

Additional staffing is provided if SPM needs arise

Census	7A-3P	3P-7P	7P-11P	11P-7A
12	2	2	2	2
11	2	2	2	2
10	2	2	2	2
9	2	2	2	2
8	2	2	2	2
7	1	1	1	1
6	1	1	1	1
5	1	1	1	1
4	1	1	1	1

# Unit Staffing Plans: Childbirth Center

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## Core RN Staffing Plan:

- 1 Charge Nurse
- 1 ED Triage RN
- 2 Resource/Flex RNs
- 9 RNs Day/Eve 12 hours
  - 2 Special Care Nursery Trained
  - 4-5 Labor & Delivery Trained
    - Max 1 Post Partum in this mix
- 9 RNs Eve/Night 12 hours
  - 2 Special Care Nursery Trained
  - 3-4 Labor & Delivery Trained
    - Max 1 Post Partum in this mix
- 1 Unit Secretary Day/Eve 8 hours, coverage 24 hours/day
- 1 OR Tech 24/7
- Dedicated Lactation Nurse 8 hours/7 days

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# Unit Staffing Plans: OP Infusion

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- 3 RNs scheduled Monday – Friday
- 2 RNs scheduled Saturday
- 1 CNA scheduled Monday – Friday
- 1 Unit Secretary Monday – Saturday

# Unit Staffing Plans: Emergency Department

Time of Day	RNs	Assistive Personnel MAs	Unit Secretary
0700	6	3	1
1100	9	5	1
1300	10	5	1
1500	11	6	1
1900	11	6	1
2300	8	4	1
0100	7	4	1
0300	6	3	1

# Unit Staffing Plans: Surgical Services Summary

Department	Hours of Operation
Main Operating Room (OR)	<p>Monday – Friday:</p> <ul style="list-style-type: none"> <li>• 12 rooms: 0700 – 1500</li> <li>• 9 rooms: 1500 – 1700</li> <li>• 4 rooms: 1700 – 1900</li> <li>• 2 rooms: 1900 – 2100</li> <li>• 1 room: 2100-2300</li> </ul> <p>Saturday:</p> <ul style="list-style-type: none"> <li>• 1 room 0700 – 1530 (elective)</li> <li>• 1 urgent/emergent room 0700 – 1930</li> </ul> <p>Sunday</p> <ul style="list-style-type: none"> <li>• 1 urgent/emergent room 0700 – 1930</li> </ul> <p>On call coverage for weeknights, Saturday, Sunday and Holidays</p>
Pre/Post Anesthesia Recovery Unit (PSA/PACU)	<ul style="list-style-type: none"> <li>• Surgical admits (PSA): 0530-1930</li> <li>• ECT begins 0600</li> <li>• Phase I &amp; II: 0700 – 2230</li> <li>• Saturday PSA (1RN) 0600 – 1430, Phase 1 (2RNs) 0730-1600 PACU and Phase II (1RN) 0730-1600. CNA 0600-1630</li> <li>• Weeknights On call coverage</li> <li>• On call coverage for Saturday from 1600 – 0700</li> <li>• Sunday and Holidays 24-hour call coverage</li> </ul>
Outpatient Surgery Center (OSC)	<ul style="list-style-type: none"> <li>• Monday – Friday 0600 – 1830</li> <li>• 4 ORs: 0730 – 1500</li> <li>• 2 ORs: 1500 – 1700</li> <li>• Minor Procedure Room: 0730 – 1500</li> </ul>
Pre-Anesthesia Clinic (PAC)	<p>Monday – Friday:</p> <ul style="list-style-type: none"> <li>• 08:00 – 18:30</li> </ul>



## Unit Staffing Plans: Main OR

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- 1 Associate Director, Operating Room (vacant)
- 1 Manager, Surgical Techs and Anesthesia Techs
- 2 RN3s (1 vacant)
- 1 Charge RN 0600 – 2130
- 1 Unit Secretary 0600 – 1830
- 6 OR assistants 0700 – 2130
- 1 RN and 1 Surgical Tech per room or 2 RNs per room
- 4 team leaders - 24-hour coverage (assist with setting up and turning over rooms)

# Unit Staffing Plans: PSA/PACU

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- 1 RN Manager
- 2 Charge RN (1 in PSA and 1 for Phase I and Phase II)
- Surgery admits (PSA): Overall Staffing 7 RNs
  - 1 RN to 2 patients (12 admissions with six nurses and a charge nurse)
  - 1 CNA 0530-1800 M-F, 1 CNA 0900-1930 M-TH
  - 1 RN to 2 patients (admit and phase I)
- Phase I: Overall staffing between Phase I and II 10-12 RNs depending on volume
  - 1 RN to up to 2 patients 0700 – 2230, Following ASPAN (American Society of PeriAnesthesia Nurses) guideline
  - Unit secretary 0600 – 1830 M-F
  - CNA 1200 – 2030 M-F
- Phase II:
  - 1 RN to 2 – 3 patients
  - CNA 0600-1430 M-F and 1400 – 2230 M-F

# Unit Staffing Plans: OSC

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- 1 RN Manager
- OSC Charge Nurse 0630 – 1500
- Resource Coordinator 0600 – 1430
- 2 Instrument Techs (FTEs from CP)
- 1 RN and 1 Surgical Tech or 2 RNs per OR, 2 RNs for MPR
- 1 Team Leader to assist with turnovers and case set up
- 1 OR Assistant/CNA 0800 – 1630
- 1 RN to 2 patients for admissions
- 1 RN to 2 patients for Phase I (second patient after a protected airway)
- 1 RN to 2 – 3 patients for Phase II
- 2 CNAs 0600 – 1430 and 1 CNA 0800-1630
- 1 Administrative Assistant

# Unit Staffing Plans: Pre-Anesthesia Medicine Consult Clinic

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- 6 RNs:
  - Per workday
  - Shifts scheduled between 07:00 – 18:30
- 1 PSS – 8 hours per workday
- 1 MA – 8 hours per workday

# Unit Staffing Plans: Cath/EP Labs

Role	Monday	Tuesday	Wednesday	Thursday	Friday
Procedure Rooms/day (includes 1 Cath & 1 EP lab)	2	2	2	2	2
RN/Tech Staff per room each case = (3.5 times the # of rooms)	7	7	7	7	7
Daily 'buffer' for illness, breaks, lunch relief, float	1	2	1	2	1
Total staff scheduled each day	8	9	8	9	8

- Scheduler (RN3) to determine the RN/Tech-mix for each day on the posted staffing schedule based on filling the required 'roles' that ensure safe and efficient procedure rooms operations.
- Defined 'roles' include:

Cath Lab	EP Lab
1. Scrub Tech	1. Mapping/pacing-stims/monitor – RN or Tech
2. Sedation – RN only	2. Circulator – RN or Tech
3. Monitor – Tech or trained RN	3. Scrub Tech
4. Circulator – RN or Tech	

# Unit Staffing Plans: Cath/EP Labs - continued

Other staffing considerations/rationale:

- Leadership 'Admin' time for RN3 = 1-2 day/week and is reflected on the posted staffing schedule. 'Admin' days on the schedule must always be based on the clinical coverage and unit staffing needs having been met for patient care.
- Taking 'On-Call' shifts is required for the Cath Lab staff on nights, weekend, and holiday coverage of emergent procedures. This coverage is mandatory and pre-scheduled by the RN3 and 'team.'
- The staffing 'Buffer' is due to the need to close procedure rooms if safe staffing levels are not attained each day. In addition, there are no available float resources at UWMC to assist with low staffing in the Cath/EP Labs. This is due to the highly specialized skills required.
- Open, unfilled, and approved staff positions may be filled with agency/traveler personnel.
- The Cath/EP Labs do not have additional ancillary support, such as care techs or housekeeping staff during the day. The staff are responsible for room cleaning, turning rooms, patient transports, etc. There is a terminal clean each night (or following any droplet, airborne or contact precautions procedure) by UWMC EVS/housekeeping personnel.

# Unit Staffing Plans – Ambulatory Facility Based Clinics

Clinic	RN Count	Nurse Scheduled Shifts	If you only have 1 RN in clinic, do you have a backup plan in clinic when your RNs call out sick?
Wound Care & Hyperbaric Clinic*	3 Full Time 1 Part Time 2 Per Diem	Two RNS at 7:30AM-4:00PM One RN at 8:30AM -5:00PM per diems as needed	N/A
Vascular Center	2	6:00AM -4:30PM Mon-TH	N/A
Anticoagulation Clinic	1	8:30AM-5:00PM Mon -Fri	Covered by pharmacists who work in clinic.
Cardiac Imaging	1	8:00AM - 4:30 M-F	Additional support provided by the NW Heart Institute clinic
Cardiac Rehabilitation	2	One RN, 7:00AM - 5:30PM M, TH and 6:00 AM to 4:30PM T, W Second RN 8:00AM - 4:30PM Tu, W, F	N/A

\*Wound Care Clinic is a third-party vendor.

\*\*Ambulatory includes one Physical, Occupational, and Speech Therapy Clinic which is staffed by therapists. No nurses are staffed at that clinic.

## Unit Staffing Plans – Ambulatory Facility Based Clinics (*continued*)

Clinic	RN Count	Nurse Scheduled Shifts	If you only have 1 RN in clinic, do you have a backup plan in clinic when your RNs call out sick?
Digestive Health Clinic	1	8:00AM - 4:30PM Mon-Fri	MA with support of RNs in Endoscopy or Montlake DHC if needed
MS Center & Infusion	4.8	Week 1: M-F 0730-1600; Week 2 M-Th 0700-1730 M-F 0800-1630 M,T,Th,F 0700-1730 T,Th, F 0800-1630 and W 0830-1700 1 open position	Doctor of the day for urgent calls & triage
Endoscopy	5	0700 – 1730 M-F On call weeknights/weekends	Request RN from NW Resource Team
Gynecologic Oncology	0.9 RN 0.6 RN	Mon 8-1600, Tues 8-1630, Wed 8-1400, Thurs 8-1600, Fri 8-1600 Tues-Thurs, 8-1630	N/A
Urology/Kidney Stone/Pelvic Health	6.0 RN	M,T,Th,F 0700-1730 M,T,W,F 0700-1730 M-F 0730-1600 M-F 0800-1630 M-F 0900-1730	N/A