

COVER PAGE

The following is the comprehensive hospital staffing
plan for WhidbeyHealth Medical Center 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: 12/27/24

I, the undersigned with responsibility for WhidbeyHealth Medical Center 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: CEO Nathan Staggs

Hospital Information

Name of Hospital: WHIDBEYHEALTH MEDICAL CENTER		
Hospital License #: HAC.FS.00000156		
Hospital Street Address: 101 NORTH MAIN STREET		
City/Town: COUPEVILLE	State: WA	Zip code: 98239
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: 1/1/26 ²⁵
	<input type="checkbox"/> Update	Next Review Date: 1/1/27 ²⁶
Effective Date: 1/1/26 ²⁵		
Date Approved: 12/18/24		

Hospital Information Continued (Optional)

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:

The ENA, TNCC and ACEP standards are references used in the formulation and review of policies, procedures, and standards of practice in the emergency department.

- ☒ Terms of applicable collective bargaining agreement

Description:

WSNA Collective Bargaining Agreement (April 1, 2022 - March 31, 2025)

- ☒ Relevant state and federal laws and rules including those regarding meal and rest breaks and use of overtime and on-call shifts

Description:

WhidbeyHealth ensures staff are able to take meal and rest breaks as required by RCW 49.12.480.

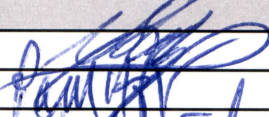
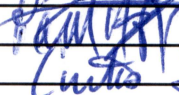
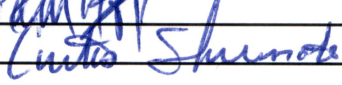
- ☐ Hospital finances and resources

Description:

- ☐ Other

Description:

Signature

CEO & Co-chairs Name:	Signature:	Date:
Nathan Staggs Chief Executive Officer		12/23/24
Paul Rogers - Chief Financial Officer		12/23/24
Curtis Shumate - Executive Director of Nursing		12/18/24

Total Votes	
# of Approvals	# of Denials
6	0

Access unit staffing matrices here.

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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Nursing Administration					
Unit/ Clinic Address:	101 North Main Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Hours of the day						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday thru Sunday House Supervisor STAT RN - 3 nights/week variable cover vacancies						
	Night - 1900-0730	12.00	1.00	0.00	0.00	0.00
	Night - 1900-0730	12.00	1.00	0.00	0.00	0.00

X

☒ Skill mix

Nursing administration House Supervisors and STAT Nurse provide hands on support to patient care areas as scope of practice permits. In addition provide the opportunity and coverage to ensure all nursing and support staff receive meal and rest breaks per RCW 49.12.480. House Supervisors and STAT Nurse collaborate with department charge nurses to guide and provide assistance with clinical, procedural and staff support as needed.

☐ Level of experience of nursing and patient care staff

☐ Need for specialized or intensive equipment



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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:		WhidbeyHealth Medical Center									
Unit/ Clinic Type:		Medical Surgical Unit									
Unit/ Clinic Address:		101 North Main Street Coupeville, WA 98239									
Average Daily Census:		12				Maximum # of Beds:			25		
Effective as of:		1/1/2025									
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)
17	Day (0700-1530)	8.00	5.00	0.00	2.00	0.00	2.35	0.00	0.94	0.00	8.94
	Eve (1500-2330	8.00	4.00	0.00	2.00	0.00	1.88	0.00	0.94	0.00	
	Nights (2300-0730)	8.00	4.00	0.00	2.00	0.00	1.88	0.00	0.94	0.00	
16	Day (0700-1530)	8.00	5.00	0.00	2.00	0.00	2.50	0.00	1.00	0.00	9.50
	Eve (1500-2330	8.00	4.00	0.00	2.00	0.00	2.00	0.00	1.00	0.00	

	Nights (2300-0730)	8.00	4.00	0.00	2.00	0.00	2.00	0.00	1.00	0.00	
15	Day (0700-1530)	8.00	5.00	0.00	2.00	0.00	2.67	0.00	1.07	0.00	10.13
	Eve (1500-2330)	8.00	4.00	0.00	2.00	0.00	2.13	0.00	1.07	0.00	
	Nights (2300-0730)	8.00	4.00	0.00	2.00	0.00	2.13	0.00	1.07	0.00	
14	Day (0700-1530)	8.00	5.00	0.00	2.00	0.00	2.86	0.00	1.14	0.00	10.86
	Eve (1500-2330)	8.00	4.00	0.00	2.00	0.00	2.29	0.00	1.14	0.00	
	Nights (2300-0730)	8.00	4.00	0.00	2.00	0.00	2.29	0.00	1.14	0.00	
13	Day (0700-1530)	8.00	5.00	0.00	2.00	0.00	3.08	0.00	1.23	0.00	11.69
	Eve (1500-2330)	8.00	4.00	0.00	2.00	0.00	2.46	0.00	1.23	0.00	
	Nights (2300-0730)	8.00	4.00	0.00	2.00	0.00	2.46	0.00	1.23	0.00	
12	Day (0700-1530)	8.00	4.00	0.00	2.00	0.00	2.67	0.00	1.33	0.00	10.67
	Eve (1500-2330)	8.00	3.00	0.00	2.00	0.00	2.00	0.00	1.33	0.00	
	Nights (2300-0730)	8.00	3.00	0.00	2.00	0.00	2.00	0.00	1.33	0.00	
11	Day (0700-1530)	8.00	4.00	0.00	2.00	0.00	2.91	0.00	1.45	0.00	11.64
	Eve (1500-2330)	8.00	3.00	0.00	2.00	0.00	2.18	0.00	1.45	0.00	
	Nights (2300-0730)	8.00	3.00	0.00	2.00	0.00	2.18	0.00	1.45	0.00	
10 or Less MINIMAL STAFFING LEVEL	Day (0700-1530)	8.00	3.00	0.00	1.00	0.00	2.40	0.00	1.60	0.00	12.00
	Eve (1500-2330)	8.00	3.00	0.00	1.00	0.00	2.40	0.00	1.60	0.00	
	Nights (2300-0730)	8.00	3.00	0.00	1.00	0.00	2.40	0.00	1.60	0.00	



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Medical Surgical Unit

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
House Supervisor (1900-0730)		X	X	X
STAT Nurse (new position 3x's wk)		X	X	Every other week
Pharmacy onsite (0700-1900) M-F	X	X		X (0700-1700) S-Su
Pharmacy afthrs (1900-0700) M-F		X	X	X (1700-0700) S-Su
Administrator on-call (24/7)	X	X	X	X
HUC (24/7)	X	X	X	X
Respiratory Therapy onsite (24/7)	X	X	X	X
Physical Therapy onsite	X			X
OR Team onsite/oncall (24/7)	X	X	X	X
Anesthesia onsite/oncall (24/7)	X	X	X	X
Hospitalist In-house (0700-1900)	X	X		X
Tele Hospitalist afthrs (1900-0700)		X	X	X
Lab onsite (24/7)	X	X	X	X
Care Management (0700-1530)	X			X
Medical Social Work (0730-1830)	X			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

As a critical access hospital we strive to maintain the average length of stay to 96 or less hours. This increases the intensity of the care to prepare patients for a solid discharge and plan for best outcomes. In addition we offer care to a wide range of patient variability within the same patient populations, this makes nursing care needs difficult at times to determine. Due to the turn over of patients, we average daily 3-5 discharges and conversely the same for admissions. As a critical access hospital, we have the occasional long term patient that is difficult to find placement or transfer assignment requiring services that we do not offer.

- Nursing care required by individual patient needs, taking into account the turnover rate of patients, admissions, discharges, and transfers.
- Predetermined core staffing, establishing the minimal number of patient care staff that are needed (RNs and CNAs). These staffing models fluctuate with the patient census and level of care needed for each patients. The number of nursing staff on duty shall be sufficient to ensure the care needs of each patient are met.

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

The evaluation for care needs must consider patient variable such as: patient complexity, length of stay, functional status, activities of daily living, need for transport, and age, in addition to the hard to discharge patients and the limited availability of beds for transfer of care to higher level of service.

☒ Skill mix

The staffing mix includes an RN designated as a Charge nurse. For example in the matrix when listed on day shift for 16 patients and 5 RN's scheduled there are 4 RN's with a 4:1 patient assignment and 1 RN to serve as the charge nurse. The charge nurse can have 1-2 patients if necessary, however, the ideal staffing is to limit patient assignment if possible so the charge nurse is flexible to assist others in patient care and rest and meal breaks. The care team mix is comprised of Registered Nurses and Certified Nursing Assistants. We support the hiring of newly graduated nurses, which impacts staffing levels during their preceptorship but supports the new nurse as they advance along the pathway from novice to expert in their career. The nursing wings do not have a centralized nursing station making the preceptor with the new graduate imperative to support the successful onboarding of new nurses. Maintaining the proper staffing mix and levels has served our patients well as we have strong outcomes with

☐ Level of experience of nursing and patient care staff

☐ Need for specialized or intensive equipment

<input checked="" type="checkbox"/>	Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment
<p>Due to the demographics of the acute care nursing unit and no centralized nursing station, the minimum staffing needed, regardless of census to provide coverage is 3 registered nurses and 1 nursing assistant each shift; to adequately cover the floors, back up for emergencies, and allow for meals and break periods. As detailed in the Patient Volume-based Matrix - staffing is assigned for a census of 17 and flexed down for low census. Patient nurse ratios are also kept at 4:1 days and 5:1 evenings and nights and we do not exceed this ratio to protect both patients and our staff and to protect and ensure quality outcomes.</p>	
<input checked="" type="checkbox"/>	Other
<p>Our organization is a destination employer, due to the requirement of either taking a ferry or a bridge to get to the island if not already an island resident. Unfortunately the demand for housing is higher than supply in part due to the expansion of the naval air station and commands. This in turn has driven the cost of homes high on the island with an average home price in excess of \$400,000 making it difficult for first time home buyers. In addition childcare is very limited and also comes at a premium.</p>	



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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:		WhidbeyHealth Medical Center									
Unit/ Clinic Type:		Intensive Care Unit									
Unit/ Clinic Address:		101 North Main Street Coupeville, WA 98239									
Average Daily Census:		2				Maximum # of Beds: 4					
Effective as of:		1/1/2025									
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)
4	0700-1930	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	18.00
	1900-0730	12.00	2.00	0.00	1.00	0.00	6.00	0.00	3.00	0.00	
3	0700-1930	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	24.00
	1900-0730	12.00	2.00	0.00	1.00	0.00	8.00	0.00	4.00	0.00	
2	0700-1930	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	36.00
	1900-0730	12.00	2.00	0.00	1.00	0.00	12.00	0.00	6.00	0.00	

1 or Less	0700-1930	12.00	1.00	0.00	1.00	0.00	12.00	0.00	12.00	0.00	48.00
	1900-0730	12.00	1.00	0.00	1.00	0.00	12.00	0.00	12.00	0.00	



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Intensive Care Unit

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
House Supervisor (1900-0730)		X	X	X
STAT Nurse (new 3x's wk) 1900-0730		X	X	Every other weekend
Pharmacy onsite (0700-1900) M-F	X	X		X (0700-1700) S-Su
Pharmacy afthrs (1900-0700) M-F		X	X	X (1700-0700) S-Su
Administrator on Call (24/7)	X	X	X	X
HUC (24/7)	X	X	X	X
Respiratory Therapy onsite (24/7)	X	X	X	X
Physical Therapy onsite	X			X
OR Team onsite/oncall (24/7)	X	X	X	X
Anesthesia onsite/oncall (24/7)	X	X	X	X
Hospitalist In-house (0700-1900)	X	X		X
Tele Hospitalist afthrs (1900-0700)		X	X	X
Lab onsite (24/7)	X	X	X	X
Care Management (0700-1530)	X			X
Medical Social Work (0730-1830)	X			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 ICU is a closed unit and will always maintain ICU RN's should a need arise. During periods of low census the ICU RN may float and assist in Medical Surgical unit and take an assignment if census permits. With the demographics of the building it is imperative that at minimum of 2 RN's are available for ICU or 1 RN and 1CNA should there be an admit. Staff floated to other units will be available to return to the ICU with 30 minutes notice. If there are no patients in the ICU may call off 1RN or CNA for low census.

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

ICU nurses work closely with Respiratory Therapist in care of ventilated patients.

☐ Skill mix

☐ Level of experience of nursing and patient care staff

☒ Need for specialized or intensive equipment

Intensive Care is a closed unit and typically will not call off ICU RN for low census. ICU RN will float to other departments to assist based on their orientation and skillset in other locations. ICU RN are to be available to take patients in the ICU in 30 minutes or less should admit be forthcoming. Dueto the physical location of our ICU, we have determined we need a minimum of 2 clinicians, 2 RNs, or 1 RN and 1 CNA if census becomes 2 or less. On the rare occasion there are no patients in the ICU, we will consider calling off an ICU RN if there is at a minimum of 1 RN and 1 CNA available in case of a new admission.



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Whidbey Family Birth Place					
Unit/ Clinic Address:	101 North Main Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Hours of the day						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Sunday thru Monday	Day - 0700-1930	12.00	3.00	0.00	1.00	0.00
	Night - 1930-0700	12.00	3.00	0.00	1.00	0.00



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Whidbey Family Birth Place

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
House Supervisor		X	X	X
STAT Nurse (new position 3x's wk)		X	X	Every other weekend
Pharmacy onsite (0700-1900) M-F	X	X		X (0700-1700) S-Su
Pharmacy afthrs (1900-0700) M-F		X	X	X (1700-0700) S-Su
Administrator on-call (24/7)	X	X	X	X
HUC (24/7)	X	X	X	X
Respiratory Therapy onsite (24/7)	X	X	X	X
OR Team onsite/oncall (24/7)	X	X	X	X
Anesthesia onsite/oncall (24/7)	X	X	X	X
OB GYN coverage (24/7)	X	X	X	X
Pediatrician on call (24/7)	X	X	X	X
Cert. Nurse Midwife/1st asst (24/7)	X	X	X	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

Staff according to ASHONN's 2022 Standards for Professional Register Nurse Staffing for Perinatal Units recommended staffing guidelines. Special consideration of dayshift outpatients activities and night shift support of the circulator and scrub technologist roles for cesarean sections is taken into account. 2025 is expected to be a year of continued growth for this service line currently supporting 3 full-time OB/GYN's, 2CNM/ARNP's, and the community home delivery midwifery service.

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

Services provided at our Birth Center include: Medical screening exams for OB labor Assessment, Perinatal comorbidity management of hypertension, gestational diabetes, etc, Laboring patient care, C/section patient care, Newborn stabilization and transport, Special Care Nursery newborn care, Newborn delivery and transitional care, Hyperbilirubinemia phototherapy of the newborn , New mom/baby teaching and care, Lactation and feeding consultation, Well baby follow-up hearing rescreens and TcB rechecks, External Cephalic Version (ECV) with epidural analgesia, Epidural Blood Patch (EBP), Childbirth Education, ED Obstetrical patient co-management, NST (non-stress testing).

☒ Skill mix

This is a specialty nursing skillset that has been challenging to fill. The organization has and continues to utilize traveler nurses for staffing support to maintain proper staffing mix and support. The average deliveries per month are increasing which supports training of new nursing staff, however, even with these numbers the exposure to active labor is still limited and the orientation and preparation of a new OB RN is in excess of just over a year, prior to acquiring the skillset to work independently which support available if needed. In addition we have realized a reduction in our more experienced workforce as retirements have begun to occur.

☐ Level of experience of nursing and patient care staff

☐ Need for specialized or intensive equipment



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Fixed Staffing Matrix

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Unit/ Clinic Name:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Transitions of Care					
Unit/ Clinic Address:	101 North Main Street Coupeville WA 98239					
Effective as of:	1/1/2025					
Hours of the day						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday thru Friday	Day 0700-1530	8.00	2.00	0.00	0.00	0.00
Saturday and Sunday	Day 0700-1530	8.00	1.00	0.00	0.00	0.00

X



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Emergency Department					
Unit/ Clinic Address:	101 North Main Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Hours of the day						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday thru Sunday	Day - 0700-1930	12.00	3.00	0.00	0.00	0.00
	Day - 0600-1830	12.00	0.00	0.00	1.00	0.00
	Mid - 1100-2330	12.00	1.00	0.00	0.00	0.00
	Mid - 1200-0030	12.00	1.00	0.00	0.00	0.00
	Mid -1100-2330	12.00	0.00	0.00	1.00	0.00

	Nights - 1900-0730	12.00	3.00	0.00	0.00	0.00
	Nights - 1800-0630	12.00	0.00	0.00	1.00	0.00



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Emergency Department

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Unit Information

Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
House Supervisor (1900-0730)		X	X	X
STAT Nurse (new position 3x's wk)		X	X	Every other weekend
Pharmacy onsite (0700-1900) M-F	X	X		X (0700-1700) S-Su
Pharmacy afthrs (1900-0700) M-F		X	X	X (1700-0700) S-Su
Administrator on-call (24/7)	X	X	X	X
HUC (24/7) ED ONLY	X	X	X	X
Respiratory Therapy onsite (24/7)	X	X	X	X
Physical Therapy onsite	X			X
OR Team onsite/oncall (24/7)	X	X	X	X
Anesthesia onsite/oncall (24/7)	X	X	X	X
Hospitalist In-house (0700-1900)	X	X		
ED MD In-house (24/7)	X	X	X	X
Tele Hospitalist afthrs (1900-0700)		X	X	X
Medical Social Worker (0730-1830)	X	X		X
Lab onsite (24/7)	X	X	X	X



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Surgery					
Unit/ Clinic Address:	101 North Main Street					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Day (06:45-15:15)	8.00	5.00	0.00	0.00	0.00
	Call (15:15-06:45)		1.00	0.00	0.00	0.00
Tuesday	Day (06:45-15:15)	8.00	5.00	0.00	0.00	0.00
	Call (15:15-06:45)		1.00	0.00	0.00	0.00

Wednesday	Day (06:45-15:15)	8.00	5.00	0.00	0.00	0.00
	Call (15:15-06:45)		1.00	0.00	0.00	0.00
Thursday	Day (06:45-15:15)	8.00	5.00	0.00	0.00	0.00
	Call (15:15-06:45)		1.00	0.00	0.00	0.00
Friday	Day (06:45-15:15)	8.00	5.00	0.00	0.00	0.00
	Call (15:15-06:45)		1.00	0.00	0.00	0.00
Saturday	Call (06:45-06:45)		1.00	0.00	0.00	0.00
Sunday	Call (06:45-06:45)		1.00	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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	PACU					
Unit/ Clinic Address:	101 North Main Street					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	06:00-14:30	10.00	4.00	0.00	0.00	0.00
	07:00-17:30	10.00	2.00	0.00	0.00	0.00
Tuesday	06:00-14:30	10.00	4.00	0.00	0.00	0.00
	07:00-17:30	10.00	2.00	0.00	0.00	0.00

Wednesday	06:00-14:30	10.00	4.00	0.00	0.00	0.00
	07:00-17:30	10.00	2.00	0.00	0.00	0.00
Thursday	06:00-14:30	10.00	4.00	0.00	0.00	0.00
	07:00-17:30	10.00	2.00	0.00	0.00	0.00
Friday	06:00-14:30	10.00	4.00	0.00	0.00	0.00
	07:00-17:30	10.00	2.00	0.00	0.00	0.00
Saturday	Call 24 Hrs	24.00	1.00			
Sunday	Call 24 Hrs	24.00	1.00			

Every other weekend



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Medical Ambulatory Clinic (MAC)					
Unit/ Clinic Address:	101 North Main Street Coupeville WA 98239					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday	Day	8.00	6.00	0.00	1.00	0.00
Tuesday	Day	8.00	6.00	0.00	1.00	0.00
Wednesday	Day	8.00	6.00	0.00	2.00	0.00

Thursday	Day	8.00	6.00	0.00	2.00	0.00
Friday	Day	8.00	6.00	0.00	2.00	0.00

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Medical Ambulatory Clinic (MAC)

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Unit Information

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

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

RN staffing is adjusted daily based on volume and acuity (13-16 acuities for each RN). An additional RN is added for each day of a holiday week due to increased volumes with shortened week in the infusion area.

☒ Skill mix

The daily mix of staffing is as follows: RN Supervisor, RN Charge Nurse, Triage RN, RN infusion nurses (refer to Fixed Staffing Matrix) and 1-2 Medical Assistants (see fixed staffing matrix) In addition there is a Navigator/Survivorship and Care Coordination RN that works Monday thru Thursday each week.

☒ Level of experience of nursing and patient care staff

Nursing staff are required to become certified in administration of chemo therapy modalities.

☐ Need for specialized or intensive equipment



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Wound Care Clinic					
Unit/ Clinic Address:	101 North Main Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday		8.00	2.00	0.00	1.00	0.00
Tuesday		8.00	2.00	0.00	1.00	0.00
Wednesday		8.00	2.00	0.00	1.00	0.00

Thursday		8.00	2.00	0.00	1.00	0.00
Friday		8.00	2.00	0.00	1.00	0.00



Wound Care Clinic

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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

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

RN staffing is evaluated and adjusted daily based on volume.



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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:	WhidbeyHealth Medical Center					
Unit/ Clinic Type:	Pulmonary / Cardiac Rehab					
Unit/ Clinic Address:	101 North Maint Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Day of the week						
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
Monday - Cardiac	Days	8.00	2.00	0.00	0.00	0.00
Tuesday Pulmonary Rehab	Days	8.00	1.00	0.00	0.00	0.00
Wednesday - Cardiac	Days	8.00	2.00	0.00	0.00	0.00

Thursday - Pulmonary	Days	8.00	1.00	0.00	0.00	0.00
Friday - Cardiac	Days	8.00	2.00	0.00	0.00	0.00

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

Standards from the American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR) are used as guideline for staffing development and planning. Each Rehab class can have up to 10 participants maximum. Staff/Patient ratio is 1:5 and can vary depending on acuity.

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



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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:	WhidbeyHealth					
Unit/ Clinic Type:	Hospice					
Unit/ Clinic Address:	101 Birch Street Coupeville, WA 98239					
Effective as of:	1/1/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday thru Friday	Day 0800-1630	8.00	5.00	0.00	2.00	0.00
	Night 1530-0000	8.00	1.00	0.00	0.00	0.00
	Standby 0000-0800	8.00	1.00	0.00	0.00	0.00



Unit Information

Shift Coverage

[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

Daily RN census formula: $\text{Census}/10 = \text{RNCM} + 1 \text{ Admit RN} + 1 \text{ Charge RN}$ 24 hour medical provider availability.

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



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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:	WhidbeyHealth					
Unit/ Clinic Type:	Palliative Care					
Unit/ Clinic Address:	101 North Birch Street Coupeville, WA 98239					
Effective as of:	1/25/2025					
Day of the week						
Day of the week	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
Monday		8.00	2.00	0.00	0.00	0.00
Tuesday		8.00	2.00	0.00	0.00	0.00
Wednesday		8.00	2.00	0.00	0.00	0.00

Thursday		8.00	2.00	0.00	0.00	0.00
Friday		8.00	2.00	0.00	0.00	0.00



Washington State Department of

Palliative Care

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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

The palliative care staffing plan includes 2 Advanced Practice Nurses and 2 RNs that manage and process referrals, triage calls, obtain insurance verification, pre-authorizations for medications and process orders for Durable Medical Equipment. In addition to the clinical staff, there is also an Operations Supervisor to manage the clerical needs of the unit. The Palliative Care providers process WhidbeyHealth inpatient consultations, and they see patients in their home setting (private residences, SNF, ALFs, and Adult Family Homes), some patients are seen in the Medical Ambulatory Care Clinic (MAC) and may also be seen in the Hospice and Palliative Care office as clinic visits. The Palliative Care Program is a consultation service. In addition to the already described staff, palliative care also provides social work and spiritual care support as needed.

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

The palliative care program supports many patients with chronic and serious health conditions improving their quality of life until they are appropriate for transition to hospice. As such the palliative care program is a frequent referral source for our hospice program.