

# COVER PAGE

The following is the comprehensive hospital staffing  
plan for \_\_\_\_\_ submitted to  
the Washington State Department of Health in  
accordance with [Revised Code of Washington](#)  
[70.41.420](#) for the year \_\_\_\_\_ .

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# Hospital Staffing Form

## Attestation

Date:

I, the undersigned with responsibility for attest that the attached hospital staffing plan and matrix are in accordance with RCW 70.41.420 for , and includes all units covered under our hospital license under RCW 70.41.

As approved by:

## Hospital Information

Name of Hospital:		
Hospital License #:		
Hospital Street Address:		
City/Town:	State:	Zip code:
Is this hospital license affiliated with more than one location?		Yes      No
If "Yes" was selected, please provide the location name and address		
Review Type:	Annual	Review Date:
	Update	Next Review Date:
Effective Date:		
Date Approved:		

**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:


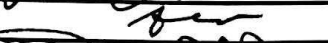

Hospital finances and resources

Description:

Other

Description:

## Signature

CEO & Co-chairs Name:	Signature:	Date:
Will Callicot		7/1/2025
Anthony Pansoy		7/1/25
Shanon Watkins		7/1/25

Total Votes	
# of Approvals	# of Denials
14	0

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:		Medical / Surgical / Telemetry (10003-1421)									
Unit/ Clinic Type:		Inpatient Services									
Unit/ Clinic Address:		3900 Capital Mall Drive SW, Olympia, WA 98502									
Average Daily Census:		26				Maximum # of Beds:				40	
Effective as of:		1-Jul-25									
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 PL Care HPUS (hours per unit of service)
1	Day	12	2	0	0	0	24.00	0.00	0.00	0.00	48.00
	Night	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
	Night	12	2	0	0	0	12.00	0.00	0.00	0.00	
3	Day	12	2	0	0	0	8.00	0.00	0.00	0.00	16.00
	Night	12	2	0	0	0	8.00	0.00	0.00	0.00	
4	Day	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Night	12	2	0	0	0	6.00	0.00	0.00	0.00	
5	Day	12	2	0	1	0	4.80	0.00	2.40	0.00	14.40
	Night	12	2	0	1	0	4.80	0.00	2.40	0.00	
6	Day	12	2	0	1	0	4.00	0.00	2.00	0.00	12.00
	Night	12	2	0	1	0	4.00	0.00	2.00	0.00	
7	Day	12	2	0	1	0	3.43	0.00	1.71	0.00	10.29
	Night	12	2	0	1	0	3.43	0.00	1.71	0.00	
8	Day	12	2	0	1	0	3.00	0.00	1.50	0.00	9.00
	Night	12	2	0	1	0	3.00	0.00	1.50	0.00	
9	Day	12	2	0	1	0	2.67	0.00	1.33	0.00	8.00
	Night	12	2	0	1	0	2.67	0.00	1.33	0.00	
	Day	12	3	0	1	1	3.60	0.00	1.20	1.20	
10	Night	12	2	0	1	0	2.40	0.00	1.20	0.00	10.00
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.40	
11	Day	12	3	0	2	1	3.27	0.00	2.18	1.09	11.27
	Night	12	2	0	2	0	2.18	0.00	2.18	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.36	
12	Day	12	3	0	2	1	3.00	0.00	2.00	1.00	10.33
	Night	12	2	0	2	0	2.00	0.00	2.00	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.33	
13	Day	12	3	0	2	1	2.77	0.00	1.85	0.92	10.46
	Night	12	3	0	2	0	2.77	0.00	1.85	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.31	
14	Day	12	3	0	2	1	2.57	0.00	1.71	0.86	9.71
	Night	12	3	0	2	0	2.57	0.00	1.71	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.29	
15	Day	12	3	0	2	1	2.40	0.00	1.60	0.80	9.07
	Night	12	3	0	2	0	2.40	0.00	1.60	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.27	
16	Day	12	4	0	2	1	3.00	0.00	1.50	0.75	9.25
	Night	12	3	0	2	0	2.25	0.00	1.50	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.25	
17	Day	12	4	0	2	1	2.82	0.00	1.41	0.71	8.71
	Night	12	3	0	2	0	2.12	0.00	1.41	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.24	
18	Day	12	4	0	2	1	2.67	0.00	1.33	0.67	8.22
	Night	12	3	0	2	0	2.00	0.00	1.33	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.22	
19	Day	12	4	0	2	1	2.53	0.00	1.26	0.63	8.42
	Night	12	4	0	2	0	2.53	0.00	1.26	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.21	
20	Day	12	4	0	2	1	2.40	0.00	1.20	0.60	8.00
	Night	12	4	0	2	0	2.40	0.00	1.20	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.20	
21	Day	12	5	0	3	1	2.86	0.00	1.71	0.57	9.33
	Night	12	4	0	3	0	2.29	0.00	1.71	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.19	
22	Day	12	5	0	3	1	2.73	0.00	1.64	0.55	8.91
	Night	12	4	0	3	0	2.18	0.00	1.64	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.18	
23	Day	12	5	0	3	1	2.61	0.00	1.57	0.52	8.52
	Night	12	4	0	3	0	2.09	0.00	1.57	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.17	
24	Day	12	5	0	3	1	2.50	0.00	1.50	0.50	8.17
	Night	12	4	0	3	0	2.00	0.00	1.50	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.17	
24	Day	12	3	2	3	1	1.50	1.00	1.50	0.50	8.67
	Night	12	3	2	3	0	1.50	1.00	1.50	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.17	
24	Day	12	3	3	2	1	1.50	1.50	1.00	0.50	8.67
	Night	12	3	3	2	0	1.50	1.50	1.00	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.17	
25	Day	12	5	0	3	1	2.40	0.00	1.44	0.48	8.32
	Night	12	5	0	3	0	2.40	0.00	1.44	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.16	
25	Day	12	3	2	3	1	1.44	0.96	1.44	0.48	8.32
	Night	12	3	2	3	0	1.44	0.96	1.44	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.16	
25	Day	12	3	3	2	1	1.44	1.44	0.96	0.48	8.32
	Night	12	3	3	2	0	1.44	1.44	0.96	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.16	
26	Day	12	6	0	3	1	2.77	0.00	1.38	0.46	8.46
	Night	12	5	0	3	0	2.31	0.00	1.38	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	
26	Day	12	4	2	3	1	1.85	0.92	1.38	0.46	8.46
	Night	12	3	2	3	0	1.38	0.92	1.38	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	
26	Day	12	4	3	2	1	1.85	1.38	0.92	0.46	8.46
	Night	12	3	3	2	0	1.38	1.38	0.92	0.00	
	Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	

A	27	Day	12	6	0	3	1	2.67	0.00	1.33	0.44	8.15
		Night	12	5	0	3	0	2.22	0.00	1.33	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	
B	27	Day	12	4	2	3	1	1.78	0.89	1.33	0.44	8.15
		Night	12	3	2	3	0	1.33	0.89	1.33	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	
C	27	Day	12	4	3	2	1	1.78	1.33	0.89	0.44	8.15
		Night	12	3	3	2	0	1.33	1.33	0.89	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.15	
A	28	Day	12	6	0	3	1	2.57	0.00	1.29	0.43	7.86
		Night	12	5	0	3	0	2.14	0.00	1.29	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
B	28	Day	12	4	2	3	1	1.71	0.86	1.29	0.43	7.86
		Night	12	3	2	3	0	1.29	0.86	1.29	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
C	28	Day	12	4	3	2	1	1.71	1.29	0.86	0.43	7.86
		Night	12	3	3	2	0	1.29	1.29	0.86	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
A	29	Day	12	6	0	3	1	2.48	0.00	1.24	0.41	7.59
		Night	12	5	0	3	0	2.07	0.00	1.24	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
B	29	Day	12	4	2	3	1	1.66	0.83	1.24	0.41	7.59
		Night	12	3	2	3	0	1.24	0.83	1.24	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
C	29	Day	12	4	3	2	1	1.66	1.24	0.83	0.41	7.59
		Night	12	3	3	2	0	1.24	1.24	0.83	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.14	
A	30	Day	12	6	0	3	1	2.40	0.00	1.20	0.40	7.33
		Night	12	5	0	3	0	2.00	0.00	1.20	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
B	30	Day	12	4	2	3	1	1.60	0.80	1.20	0.40	7.33
		Night	12	3	2	3	0	1.20	0.80	1.20	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
C	30	Day	12	4	3	2	1	1.60	1.20	0.80	0.40	7.33
		Night	12	3	3	2	0	1.20	1.20	0.80	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
A	31	Day	12	7	0	3	1	2.71	0.00	1.16	0.39	7.87
		Night	12	6	0	3	0	2.32	0.00	1.16	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
B	31	Day	12	5	2	3	1	1.94	0.77	1.16	0.39	7.87
		Night	12	4	2	3	0	1.55	0.77	1.16	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
C	31	Day	12	5	3	2	1	1.94	1.16	0.77	0.39	7.87
		Night	12	4	3	2	0	1.55	1.16	0.77	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
D	31	Day	12	4	4	2	1	1.55	1.55	0.77	0.39	7.87
		Night	12	4	3	2	0	1.55	1.16	0.77	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
A	32	Day	12	7	0	4	1	2.63	0.00	1.50	0.38	8.38
		Night	12	6	0	4	0	2.25	0.00	1.50	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
B	32	Day	12	5	2	4	1	1.88	0.75	1.50	0.38	8.38
		Night	12	4	2	4	0	1.50	0.75	1.50	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
C	32	Day	12	5	3	3	1	1.88	1.13	1.13	0.38	8.38
		Night	12	4	3	3	0	1.50	1.13	1.13	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
D	32	Day	12	4	4	3	1	1.50	1.50	1.13	0.38	8.38
		Night	12	4	3	3	0	1.50	1.13	1.13	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.13	
A	33	Day	12	7	0	4	1	2.55	0.00	1.45	0.36	8.12
		Night	12	6	0	4	0	2.18	0.00	1.45	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
B	33	Day	12	5	2	4	1	1.82	0.73	1.45	0.36	8.12
		Night	12	4	2	4	0	1.45	0.73	1.45	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
C	33	Day	12	5	3	3	1	1.82	1.09	1.09	0.36	8.12
		Night	12	4	3	3	0	1.45	1.09	1.09	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
D	33	Day	12	4	4	3	1	1.45	1.45	1.09	0.36	8.12
		Night	12	4	3	3	0	1.45	1.09	1.09	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
A	34	Day	12	7	0	4	1	2.47	0.00	1.41	0.35	7.88
		Night	12	6	0	4	0	2.12	0.00	1.41	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
B	34	Day	12	5	2	4	1	1.76	0.71	1.41	0.35	7.88
		Night	12	4	2	4	0	1.41	0.71	1.41	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
C	34	Day	12	5	3	3	1	1.76	1.06	1.06	0.35	7.88
		Night	12	4	3	3	0	1.41	1.06	1.06	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
D	34	Day	12	4	4	3	1	1.41	1.41	1.06	0.35	7.88
		Night	12	4	3	3	0	1.41	1.06	1.06	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.12	
A	35	Day	12	7	0	4	1	2.40	0.00	1.37	0.34	7.66
		Night	12	6	0	4	0	2.06	0.00	1.37	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
B	35	Day	12	5	2	4	1	1.71	0.69	1.37	0.34	7.66
		Night	12	4	2	4	0	1.37	0.69	1.37	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
C	35	Day	12	5	3	3	1	1.71	1.03	1.03	0.34	7.66
		Night	12	4	3	3	0	1.37	1.03	1.03	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
D	35	Day	12	4	4	3	1	1.37	1.37	1.03	0.34	7.66
		Night	12	4	3	3	0	1.37	1.03	1.03	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
A	36	Day	12	8	0	4	1	2.67	0.00	1.33	0.33	7.78
		Night	12	6	0	4	0	2.00	0.00	1.33	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
B	36	Day	12	6	2	4	1	2.00	0.67	1.33	0.33	7.78
		Night	12	4	2	4	0	1.33	0.67	1.33	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
C	36	Day	12	4	4	4	1	1.33	1.33	1.33	0.33	7.78
		Night	12	4	2	4	0	1.33	0.67	1.33	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	

D	36	Day	12	5	4	3	1	1.67	1.33	1.00	0.33	7.78
		Night	12	4	3	3	0	1.33	1.00	1.00	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
A	37	Day	12	8	0	4	1	2.59	0.00	1.30	0.32	7.89
		Night	12	7	0	4	0	2.27	0.00	1.30	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
B	37	Day	12	5	3	4	1	1.62	0.97	1.30	0.32	7.89
		Night	12	4	3	4	0	1.30	0.97	1.30	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
C	37	Day	12	5	4	3	1	1.62	1.30	0.97	0.32	7.89
		Night	12	4	4	3	0	1.30	1.30	0.97	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
D	37	Day	12	5	3	4	1	1.62	0.97	1.30	0.32	7.89
		Night	12	5	2	4	0	1.62	0.65	1.30	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
A	38	Day	12	8	0	4	1	2.53	0.00	1.26	0.32	7.68
		Night	12	7	0	4	0	2.21	0.00	1.26	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
B	38	Day	12	5	3	4	1	1.58	0.95	1.26	0.32	7.68
		Night	12	4	3	4	0	1.26	0.95	1.26	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
C	38	Day	12	5	4	3	1	1.58	1.26	0.95	0.32	7.68
		Night	12	4	4	3	0	1.26	1.26	0.95	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
D	38	Day	12	5	3	4	1	1.58	0.95	1.26	0.32	7.68
		Night	12	5	2	4	0	1.58	0.63	1.26	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.11	
A	39	Day	12	8	0	4	1	2.46	0.00	1.23	0.31	7.49
		Night	12	7	0	4	0	2.15	0.00	1.23	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
B	39	Day	12	5	3	4	1	1.54	0.92	1.23	0.31	7.49
		Night	12	4	3	4	0	1.23	0.92	1.23	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
C	39	Day	12	5	4	3	1	1.54	1.23	0.92	0.31	7.49
		Night	12	4	4	3	0	1.23	1.23	0.92	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
D	39	Day	12	5	3	4	1	1.54	0.92	1.23	0.31	7.49
		Night	12	5	2	4	0	1.54	0.62	1.23	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
A	40	Day	12	8	0	4	1	2.40	0.00	1.20	0.30	7.30
		Night	12	7	0	4	0	2.10	0.00	1.20	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
B	40	Day	12	5	3	4	1	1.50	0.90	1.20	0.30	7.30
		Night	12	4	3	4	0	1.20	0.90	1.20	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
C	40	Day	12	5	4	3	1	1.50	1.20	0.90	0.30	7.30
		Night	12	4	4	3	0	1.20	1.20	0.90	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	
D	40	Day	12	5	3	4	1	1.50	0.90	1.20	0.30	7.30
		Night	12	5	2	4	0	1.50	0.60	1.20	0.00	
		Evening	4	0	0	0	1	0.00	0.00	0.00	0.10	

#### Unit Information

#### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Charge RN/Nurse Leader	24/7	24/7	24/7	24/7
HUC (UAP)	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

This unit experiences a high daily CHURN rate of admissions, discharges, and transfers.

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

Description:

This unit specializes in post-surgical care, orthopedic care, medical telemetry, and medical management of complex and high acuity medical patients. This unit has the capability for 12 remote telemetry monitoring.

Telemetry is an essential aspect of a patients care need when monitoring a patient's cardiac rhythms remotely is essential to the care that they may require. The Tele unit can provide cardiac intervention or other medical care should patient's vital signs change, worsen, or otherwise become unstable. RN:PT Ratios, 1:4-6 with every (4-8) hour interventions and requiring greater than 4 hours of direct nursing care in a 24-hour period.

☒ Skill mix

Description:

Varied additional certifications held by staff including ACLS, Chemo, CMSRN, ONC, CWON



☒ Level of experience of nursing and patient care staff

Description:

Varied experience levels balanced on both day and night shift.

☐ 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:

This unit supports 40 adult care beds located on the third floor.

☒ Other

Description:

1:1 behavioral and medical sitter needs



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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:	Central Telemetry Monitoring (10003-1106)					
Unit/ Clinic Type:	Inpatient Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
Hours of the day						
Hour of the day	Shift Type	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
24/7	Day	12	0	0	0	1
	Night	12	0	0	0	1

#### Unit Information

##### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
	Monitor Tech (UAP)	1- 24/7 Coverage	1- 24/7 Coverage	1- 24/7 Coverage

##### 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:

24/7 remote telemetry monitoring capability

☐ 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:

--

## 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 / Progressive Care Unit (10003-1422)									
Unit/ Clinic Type:		Inpatient Services									
Unit/ Clinic Address:		3900 Capital Mall Drive SW, Olympia, WA 98502									
Average Daily Census:		19					Maximum # of Beds:			26	
Effective as of:		1-Jul-25									
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
	Night	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
	Night	12	2	0	0	0	12.00	0.00	0.00	0.00	
3	Day	12	2	0	0	0	8.00	0.00	0.00	0.00	16.00
	Night	12	2	0	0	0	8.00	0.00	0.00	0.00	
4	Day	12	2	0	0	0	6.00	0.00	0.00	0.00	12.00
	Night	12	2	0	0	0	6.00	0.00	0.00	0.00	
5	Day	12	2	0	1	0	4.80	0.00	2.40	0.00	14.40
	Night	12	2	0	1	0	4.80	0.00	2.40	0.00	
6	Day	12	2	0	1	0	4.00	0.00	2.00	0.00	12.00
	Night	12	2	0	1	0	4.00	0.00	2.00	0.00	
7	Day	12	3	0	1	0	5.14	0.00	1.71	0.00	13.71
	Night	12	3	0	1	0	5.14	0.00	1.71	0.00	
8	Day	12	3	0	1	0	4.50	0.00	1.50	0.00	12.00
	Night	12	3	0	1	0	4.50	0.00	1.50	0.00	
9	Day	12	4	0	1	0	5.33	0.00	1.33	0.00	13.33
	Night	12	4	0	1	0	5.33	0.00	1.33	0.00	
10	Day	12	4	0	1	1	4.80	0.00	1.20	1.20	13.20
	Night	12	4	0	1	0	4.80	0.00	1.20	0.00	
11	Day	12	4	0	1	1	4.36	0.00	1.09	1.09	12.00
	Night	12	4	0	1	0	4.36	0.00	1.09	0.00	
12	Day	12	4	0	2	1	4.00	0.00	2.00	1.00	13.00
	Night	12	4	0	2	0	4.00	0.00	2.00	0.00	
13	Day	12	5	0	2	1	4.62	0.00	1.85	0.92	13.85
	Night	12	5	0	2	0	4.62	0.00	1.85	0.00	
14	Day	12	5	0	2	1	4.29	0.00	1.71	0.86	12.86
	Night	12	5	0	2	0	4.29	0.00	1.71	0.00	
15	Day	12	5	0	2	1	4.00	0.00	1.60	0.80	12.00
	Night	12	5	0	2	0	4.00	0.00	1.60	0.00	
16	Day	12	5	0	2	1	3.75	0.00	1.50	0.75	11.25
	Night	12	5	0	2	0	3.75	0.00	1.50	0.00	
17	Day	12	6	0	2	1	4.24	0.00	1.41	0.71	12.00
	Night	12	6	0	2	0	4.24	0.00	1.41	0.00	
18	Day	12	6	0	2	1	4.00	0.00	1.33	0.67	11.33
	Night	12	6	0	2	0	4.00	0.00	1.33	0.00	
19	Day	12	6	0	2	1	3.79	0.00	1.26	0.63	10.74
	Night	12	6	0	2	0	3.79	0.00	1.26	0.00	
20	Day	12	6	0	2	1	3.60	0.00	1.20	0.60	10.20
	Night	12	6	0	2	0	3.60	0.00	1.20	0.00	
21	Day	12	7	0	3	1	4.00	0.00	1.71	0.57	12.00
	Night	12	7	0	3	0	4.00	0.00	1.71	0.00	
22	Day	12	7	0	3	1	3.82	0.00	1.64	0.55	11.45
	Night	12	7	0	3	0	3.82	0.00	1.64	0.00	
23	Day	12	7	0	3	1	3.65	0.00	1.57	0.52	10.96
	Night	12	7	0	3	0	3.65	0.00	1.57	0.00	
24	Day	12	7	0	3	1	3.50	0.00	1.50	0.50	10.50
	Night	12	7	0	3	0	3.50	0.00	1.50	0.00	
25	Day	12	8	0	3	1	3.84	0.00	1.44	0.48	11.04
	Night	12	8	0	3	0	3.84	0.00	1.44	0.00	
26	Day	12	8	0	3	1	3.69	0.00	1.38	0.46	10.62
	Night	12	8	0	3	0	3.69	0.00	1.38	0.00	

### Unit Information

#### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Charge RN/Nurse Leader	24/7	24/7	24/7	24/7
HUC (UAP)	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

This unit experiences a high daily CHURN rate of admissions, discharges, and transfers.

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

Description:

This unit supports the following: 10-bed Intensive Care unit, 16-bed Progressive Care unit located on the second floor. ICU/PCU providing care 24/7/365, specializing in medical management of complex and high acuity medical patients, patients at increased risk of their condition becoming unstable or experiencing a life-threatening event.

☒ Skill mix

Description:

ICU provides intensive, technical and/or highly skilled care to all patients whose conditions, in the opinion of the attending/consulting physician, is such that marked changes may occur so quickly or complications may arise so suddenly that his/her life and/or well-being depends upon the specialized assessment skills of the ICU nurse and/or technical/monitoring equipment located at the bedside. RN:PT Ratios will be flexed up or down as patient needs change. They could range from 1:1, 1:2 and requiring hourly interventions

PCU patients have a higher need and may require frequent monitoring / interventions but do not require invasive monitoring. The PCU may still have patients at a higher level of care and lower nurse to patient ratio r/t to the patient's needs. But are less likely to need immediately life/limb saving interventions. They could range from 1:3, 1:4 with every (2-4) hour interventions and requiring greater than 6 hours of direct nursing care in a 24-hour period.

☐ Level of experience of nursing and patient care staff

Description:

☐ Need for specialized or intensive equipment

Description:

☐

Description:

☐

Other

Description:



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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:	Birth Center, ADC 6 (10003-1435)					
Unit/ Clinic Type:	Women's Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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- Sunday	Day (0700-1930)	12	3	0	0	1
	Night (1900-0730)	12	3	0	0	1

#### Unit Information

##### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
ORTECH (UAP)	1 required at all times, will vary with census and surgery schedule, included in staffing plan as UAP	1 required at all times, will vary with census and surgery schedule, included in staffing plan as UAP	1 required at all times, will vary with census and surgery schedule, included in staffing plan as UAP	1 required at all times, will vary with census and surgery schedule, included in staffing plan as UAP
Charge RN/Nurse Leader	24/7 (included in plan)	24/7 (included in plan)	24/7 (included in plan)	24/7 (included in plan)

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

Activity such as patient admissions, discharges, and transfers

##### Description:

Fixed Staffing is 3-4 RNs and 1 OR Tech 24/7. Staffing will have variances with census, scheduled surgeries, active labor with pitocin, magnesium sulfate administration, inductions, boarder babies, readmitted postpartum patients, and post-operative clean gynecological patients and will adjust accordingly.

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

Description: Women's Services aka Birth Center is an 11-bed unit providing care 24/7/365 days a year. The unit is comprised of OB triage, labor and delivery, Mother Baby postpartum, and GYN patients. The unit provides care for the following groups: Pregnant women, Postpartum Mothers and their Newborns, Post-operative Gynecological patients, and those meeting criteria for a mother-baby unit. This unit cares for obstetric patients at 35 weeks gestation and above. Obstetric patients under 35 weeks gestation will be stabilized and transferred to a higher level of care if unstable. If immediate delivery is in the best interest of mother and infant, then delivery and stabilization will occur prior to transport to a higher level of care. Newborns at 35 weeks and greater that meet Washington DOH Level I metrics. Staffing according to AVHONN guidelines. Adult gynecological post op surgical patients with infection or rule out of infection symptoms. Patient nurse ratio varies according to condition and labor requirements. (Includes 1:1, 1:2, up to 1:6- which is three mother/baby couplets).

Skill mix

Description: Interventions performed on this unit can include doppler or electronic fetal monitoring of the pregnant patient, sterile vaginal exams, glucose monitoring via POCT, non-stress tests, serial blood pressure monitoring in the antepartum, external version, cervical ripening, induction of labor, spontaneous and operative vaginal deliveries as well as cesarean deliveries, care of the immediate post-partum patient, and stabilization of the newborn. Care of the post-operative female for low risk surgeries without signs of infection. ( Cardiac monitoring is not available). Treatments include but not limited to medication administration, intravenous therapy, blood and blood product administration, labor and induction care with positioning and techniques, and pre and post- surgical care. Lactation evaluation, assessment and support. Limited respiratory support of the neonate, intravenous therapy, medication management, and bilirubin treatment. Post op surgical gynecological patients are monitored for pain, infection, and bleeding in addition to return of gastric motility and bladder function.

Level of experience of nursing and patient care staff

Description: Registered Nurse Washington License, or equivalent. Must have completed nurse residency program or Fellowship program without prior Labor and Delivery experience. Labor and Delivery experience over one year otherwise. Certified in NRP, BLS and EFM a plus.

Need for specialized or intensive equipment

Description: Spinning Baby or equivalent class is preferred for peanut use in labor. Breastfeeding class required without experience for using breast pumps. Hospital orientation on all specialized or intensive equipment during orientation.

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

Description: Rooms 402-412 are LDRP rooms used for all laboring or triage patients. Rooms 406 and 408 are used for triage rooms with a gurney instead of a labor bed that can easily be changed out. Rooms 415, 416, 418, and 419 are used for readmits, antepartum, gynecological patients, boarder babies and their families. There are two OR's: OR1 and OR2. The nursing station is in the middle of the entire floor with the stabilizing nursing attached, along with supply room and med room. Equipment is stored in the patient rooms in locked closets or in the supply rooms in the middle of the floor. The medication room is off of the nurses station and is locked with a pyxis and pyxis refrigerator, along with the breastmilk refrigerator, and prep area for medications and breastmilk along with supplies needed.

Other

Description: The directors office is in room 421. The educator (NPD) and Clinical Assistant Nurse Manager share room 420 as their office. The Lactation Consultant's room is beside Room 407 and is used for both in-patient and out-patients. There are sleep rooms for CNMs it is off of the nutrition room, anesthesia has a sleep room in room 417, and the providers sleep room is beside the NNP sleep room by the locked doors that go to the physicians pavilion (between 417 and 418). There are female and male locker rooms with showers and toilets in both rooms. They are located by the back elevators and the two ORs. The nutrition room for families is by the staff lounge by the nurses station. We have a waiting room beside the main entrance of the unit. To get into the unit one must call on the phone outside the door by the main elevators.



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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:	Emergency Department, ADC 78 (10003-1192)					
Unit/ Clinic Type:	Emergency Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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- Sunday	Day (0700-1930)	12	4	0	0	1
	Mid (0900-2130)	12	1	0	0	0
	Mid (1000-2330)	12	1	0	0	0
	Mid (1100-2330)	12	2	0	0	1
	Mid (1500-0330)	12	0	0	0	1
	Night (1900-0730)	12	4	0	0	1

#### Unit Information

##### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
EDTECH (UAP)	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP	Varied, included in staffing plan as UAP

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

This unit provides a full range of emergency services, including resuscitation, stabilization, treatment, and disposition, to patients of all ages, regardless of financial status. A medical screening exam is completed on each patient by a credentialed Physician or Allied Health Provider. Average daily census and admission/transfer rates monitored and staffed accordingly.

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

Description:

12-bed unit serving Thurston County and surrounding communities. Located in Olympia, WA the unit serves as the gateway for several medically underserved areas to the east, south, and west, who are seeking services along the more populated interstate 5 corridor between Olympia and Seattle.

☒ Skill mix

Description:

EDTECH (UAP) are utilized to assist with procedures, phlebotomy, apply casts and splints, and other duties within their scope of practice, as well as non-direct patient care activities such as care coordination and communication.

Each patient presenting to the Emergency Department seeking medical care will be provided an appropriate medical screening examination to determine the nature and urgency of the health care problem, and the location where treatment can best be rendered. The department offers complete medical treatment and stabilization, evaluation, and disposition to anyone requesting it.

☐ 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:



### 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:		Off Campus Emergency Department: ADC 85, 244.8 H/UOS (20103-1192)				
Unit/ Clinic Type:		Emergency Services				
Unit/ Clinic Address:		4312 Pacific Ave SE, Lacey, WA 98503				
Effective as of:		1-Jul-25				
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-Sunday	Day (0700-1930)	12	2	0	0	1
	Mid (0900-2130)	12	2	0	0	0
	Mid (1000-2230)	12	1	0	0	0
	Mid (1100-2330)	12	1	0	0	0
	Mid (1200-0030)	12	2	0	0	0
	Mid (1500-0330)	12	1	0	0	0
	Night (1900-0730)	12	2	0	0	1

### Unit Information

#### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
EDTECH (UAP)	1- 0700-1930 - 7 days a week (included in staffing plan as UAP)		1- 1900-0730 - 7 days a week (included in staffing plan as UAP)	
PAU/REG (UAP)	2- 0700-1930 - 7 days a week (included in staffing plan as UAP)		2- 1900-0730 - 7 days a week (included in staffing plan as UAP)	

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

☐ Activity such as patient admissions, discharges, and transfers

Description: Currently Lacey has 6.5% admission/transfer rate for Q2.

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

Description:

14-bed unit serving Thurston County and surrounding communities. Located in Olympia, WA the unit serves as the gateway for several medically underserved areas to the east, south, and west, who are seeking services along the more populated Interstate 5 corridor between Olympia and Seattle.

Lacey Off Campus ED (OCED) provides a full range of emergency services, including resuscitation, stabilization, treatment, and disposition, to patients of all ages, regardless of financial status. A medical screening exam is completed on each patient by a credentialed Physician or Allied Health Provider.

☒ Skill mix

Description:

Each patient presenting to the Emergency Department seeking medical care will be provided an appropriate medical screening examination to determine the nature and urgency of the health care problem, and the location where treatment can best be rendered. The department offers complete medical treatment and stabilization, evaluation, and disposition to anyone requesting it.

☐ Level of experience of nursing and patient care staff

Description: Varied levels of experience in both nursing and ED experience ranging from 2 years to 25 years.

☐ 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:

10 beds/rooms, 4 hallway beds.

☐ Other

Description:

### 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:	Operating Room, <b>ADC: 25, 7 Beds</b> (10003-1498)					
Unit/ Clinic Type:	Surgical Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0645-1515	8	5	0	0	5
	0645-1715	10	5	0	0	5
	0645-1915	12	2	0	0	2

### Unit Information

#### Additional Care Team Members

Occupation	Shift Coverage		
	Week Day 0645-1715	Week Night 2300-0700	Weekend
Charge RN	1	0	0
Night Surgical Tech		1	0
Turnover RN	2	0	0
Turnover UAP	2	0	0
Turnover Tech	2	0	0
Anesthesia Tech	1	0	0
Resource Coordinator	1	0	0

#### 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:

Specialties include ENT, general surgery, gynecology, oral, orthopedics, plastics, podiatry, urology, vascular, and robotics.

☐ 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: This unit includes 8 OR rooms, 1 Cysto room. This staffing plan is minimum staffing to cover the 8 OR rooms, 1 Cysto room. Staffing would be decreased based on operational OR rooms for the day along with total surgeries scheduled.



#### Other

Description: Surgical services are available 24 hours a day by a surgical team who is on-site or on-call. Each operating room is staffed with a minimum of two staff members; one to perform scrub duties and the other as a circulator. The circulator is an RN. The care provided at CMC Surgery Department is based on hospital policy and procedures, and professional standards of care established by the Department of Nursing, AORN, and the American Society of Anesthesiologists (ASA). Patient care is based on age, sex, physical and mental limitations, past medical history, and the procedure to be performed.

Days of week, staffing level based on shift time variable based on patient census and acuity. start and end time of shifts may also vary based on census and acuity needs.

**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:	Ambulatory Department, <b>ADC 35, 14 Beds (20104-1498)</b>					
Unit/ Clinic Type:	Surgical Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0500-1330	8	8	0	2	0
	0500-1530	10				
	0500-1730	12				
	0700-1930	12	2	0	0	0
	0830-1700	10	0	0	0	1
	0900-2130	12	1	0	0	0
	1100-2130	10	1	0	0	0
	1130-2000	8	0	0	1	0

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Charge RN	1	1		
HUC (UAP)	1			

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

Inpatients and outpatient surgery admission and preparation for surgery or procedure. Average daily census monitored and staffed accordingly.

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

Description:

Unit responsible for admission, pre-operative preparation, and phase II recovery of surgical outpatients. Patients consist of OR, Cath Lab, IR, Endo, CT, Radiology, Blood transfusions and infusions, and Cardioversions. Interventions consist of outpatient care is provided for patients who will be discharged after their procedure is completed, cardiac catheterization and other cardiac procedures requiring close monitoring, radiological procedures, endoscopy procedures, anesthesia consultation, laboratory procedures requiring a nurse to draw blood from a saline-lock or central lines, IV infusions & blood transfusions, Phase II recovery for outpatients, and individualized discharge instructions.

☐ 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:

This unit includes 14 bays/rooms.

☐ Other

Description:

Days of week, staffing level based on shift time variable based on patient census and acuity. start and end time of shifts may also vary based on census and acuity needs.



### 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:	Post Anesthesia Care Unit (PACU), ADC 35, 12 Beds (10003-1575)					
Unit/ Clinic Type:	Surgical Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0630-1500	8	1	0	0	0
	0700-1930	12	1	0	0	0
	0730-1600	10	1	0	0	0
	0800-1830	12	2	0	0	0
	0900-1930	10	1	0	0	0
	0900-2130	12	2	0	0	0
	1100-2330	12	1	0	0	0

### Unit Information

#### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
None				

#### 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:

Procedures include placement of arterial lines and central line monitoring, and regional anesthetic block and pain block management. Patients consist of OR, Cath Lab, IR, Endo, CT, Radiology, Blood transfusions and infusions, and Cardioversions. Follow ASPAN's Practice Recommendation 1 on "Patient Classification/Staffing Recommendations" to make acuity based assignments in all Phases of Care (Preop, PACU Phase I and Phase II).

☐ 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:

This unit includes 11 bays/rooms on the 1st floor within the Surgical Suite, including 1 isolation space.

☐ Other

Description:

Days of week, staffing level based on shift time variable based on patient census and acuity. start and end time of shifts may also vary based on census and acuity needs.

**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:	GI/Special Procedures (10003-1256)					
Unit/ Clinic Type:	Outpatient Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0500-1330	8	1	0	0	0
	0600-1430	8	0	0	0	1

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Endo Tech (UAP)	1			

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

Transfer patients to Ambulatory Care Unit or inpatient bed, as appropriate, for recovery and/or discharge

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

Description:

Endoscopic procedures of the gastrointestinal tract. Interventions performed on this unit can include procedural assessment and monitoring, procedural sedation by qualified registered nurses, anesthesia assessment or sedation on request, phase 1 recovery (comprehensive care is based on age, sex, physical and mental limitations, past medical history, the procedure performed, ASA score, and the patient's response to anesthesia), airway management, pain management and support until the effects or possible complications of anesthesia or surgery have been controlled, emergency care airway obstruction, and prevention of aspiration, treatment of hypovolemia, shock, cardiac dysrhythmia, respiratory arrest, and cardiac arrest.

☐ 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:

24/7 call team



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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:	Pre-Admission Clinic (10003-1502)					
Unit/ Clinic Type:	Outpatient Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0800-1830	10	2	0	0	0
	0900-1730	8	0	0	1	0

#### Unit Information

##### Additional Care Team Members

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
None				

##### 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:

The PAC nurse(s) provide oversight of patient care in the pre-anesthesia clinic. The goal is every pre-scheduled surgery patient, and GI/SPU outpatients requiring an Anesthesiology for their procedure are scheduled for a Pre-Anesthesia appointment as either a clinic visit or telephone interview.

☐ 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:





**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:		Post Cardiac Catheter Recovery Unit, ADC 3 (10003-1627)				
Unit/ Clinic Type:		Outpatient Services				
Unit/ Clinic Address:		3900 Capital Mall Drive SW, Olympia, WA 98502				
Effective as of:		1-Jul-25				
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
	Day (0600-1830)	12	1	0	0	0
	Day (1100-2130)	10	1	0	0	0

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
None				

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

CVAR is responsible for admission and recovery of a variety of outpatient CCL and IR patients.

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

Description:

Recovery patients range in acuity between Phase II and Recovery Phase.

☐ 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:

Three double occupancy rooms. Unit is imbedded in PCU with shared med room, supply rooms etc.

☐ Other

Description:

Staffing would be decreased based on operational CVAR rooms for the day along with total procedures scheduled.

**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 Cath Lab / Interventional Radiology (10003-1616)					
Unit/ Clinic Type:	Outpatient Services					
Unit/ Clinic Address:	3900 Capital Mall Drive SW, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	Day (0630-1700)	10	3	0	0	0

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
	CVT TECH	4-6 Techs per Day (M-F)		

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

☒ Activity such as patient admissions, discharges, and transfers

Description:

CCL/IR is a procedural unit functioning in 3-4 procedural rooms at any given time. Procedure lengths vary from 30 minutes to multiple hours depending on complexity with an average length of 60 minutes. Patients are recieved from and returned to CVAR, Peri-op and inpatient units as directed by ordering physician.

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

Description:

Patient requiring procedural sedation are cared for at a 1:1 ratio by nursing staff in accordance with policy.

☐ Skill mix

Description:

☒ Level of experience of nursing and patient care staff

Description:

RN's are trained in Procedural Sedation. All staff are ACLS trained.

☐ 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:

Staffing would be decreased based on operational cath lab/IR rooms for the day along with total procedures scheduled.

Call team available 24/7

**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:	Advanced Wound Care (10003-1795)					
Unit/ Clinic Type:	Outpatient Services					
Unit/ Clinic Address:	601 McPhee Rd SW Building 2, Olympia, WA 98502					
Effective as of:	1-Jul-25					
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-Friday	0800-1630	8	1	0	0	1

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
UAP- Hyperbaric technician when HBO patients are present	1	0	0	0

**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:

4 treatment rooms, outpatient services only

Outpatients with active acute or chronic wounds

Advanced wound care, may include multilayer compression, total contact casting, debridement, hyperbaric oxygen therapy and advanced wound care dressings

Skill mix

Description:

Provider run with physician and ARNP coverage. Currently staffed with all RNs, but 50/50 RN/LPN model supported. Additional staff include front desk receptionist and Hyperbaric Tech.

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:

Dependent on scheduled volumes, maximum of 10 patients per nurse per 8-hour 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:		Capital Radiation Therapy (10003-1659)				
Unit/ Clinic Type:		Outpatient Services				
Unit/ Clinic Address:		3920 Capital Mall Drive SW Ste 100B Olympia, WA 98502				
Effective as of:		1-Jul-25				
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-Friday	Day	0800-1630	0	0	0	1

**Unit Information****Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Support Staff/Tech	1			

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

Activity such as patient admissions, discharges, and transfers

Description: RN does not need to be present for daily radiation treatments. RN's will see OTV's, triage patients and provide clinical support for the MD. Staffing variable based on patient schedule and treatment needs.

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

Description:

Radiation Therapy Department assists referring physicians by providing clinical assessment and recommendations for radiation therapy treatments as part of the ongoing management of the cancer patient. The clinic offers services primarily to patients with oncologic diagnoses, although occasionally, benign conditions may also receive radiotherapy, as well as acute, life- threatening manifestations or malformations.

Common procedures include simulation and treatment planning, external beam radiation including various modalities such as intensity modulated radiation therapy (IMRT), image guided radiation therapy (IGRT), surface guided radiation therapy (SGRT), high dose radiation (HDR) brachytherapy, stereotactic body radiosurgery (SBRT), and robotic stereotactic radiosurgery (SRS). General support activities include pain and side effect management and follow up care. Nutrition and social work services are available.

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:

