

## Oneida Health Acute Care Facility Clinical Staffing Plan - 2024

### Staffing Grids

The following grids are based off of each unit’s standard of care practices and are subject to vary depending on current and estimated patient census. Staffing gets reviewed daily by nursing administration as a group, and constantly by the nursing supervisor. Many RNs are cross-trained in different units to give fluidity in regards to staffing assignments.

#### Emergency Dept.

Shift	Charge RN	Staff RN	LPN	Tech	Ward Clerk
07-0930	1	3	1	0	1
0930-11	1	4	1	0	1
11-2130	1	5	1	1	1
2130-23	1	4	0	1	1
23-03	1	3	0	1	1
03-07	1	2	0	1	1

Staffing is based off of an average daily Emergency Dept. census of 65.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

#### Intensive Care Unit

Shift	Charge RN	Staff RN	Monitor Tech
07-1930	1	1-2	1
19-0730	1	1-2	1

Staffing is based off of an average daily ICU patient census of 5. In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

**Reference:** Clinical Staffing Committees and Disclosure of Nursing Quality Indicators (2021). Retrieved from: [NYSenate.gov/legislation/laws/PBH/28-5-T](https://www.nysenate.gov/legislation/laws/PBH/28-5-T)

**OB/GYN/Pediatrics/ Nursery**

Shift	Charge RN	Staff RN	Ward Clerk
07-1930	1	2-4	1
19-0730	1	2-3	0

Staffing is based off of an average daily census of 5.5 inpatients. Patient types are as follows; Antepartum/Intrapartum, Couplets, and medical surgical patients. Newborn deliveries are expected to be just under 500 for 2024.

Obstetrics staffing guidelines are based off of AWHONN Standards:

- 1 RN: 1 Active labor (7cm) or when running Pitocin drip or initiating Magnesium drip
- 1 RN: 2 patient on Maintenance Magnesium Drip or one additional couplet
- 1 RN: 1 Active Second stage labor patient (pushing) thru birth and up to 2 hours post-delivery
- 2 RN: Birth: 1 RN responsible for Mother (above), 1 RN responsible for newborn
- 1 RN: PACU x 2 hours; the first hour 1:1 at bedside (newborn can be in PACU, however RN responsible for newborn in delivery continues responsibility for care/charting etc.)
- 1 RN: 3 Antepartum Triages (after initial assessment & stable)
- 1 RN: 2 Early labor patients before active labor stage (7cm)
- 1 RN: Epidural: during placement up to 30 min post
- 1 RN: 2 Intermediate newborns
- 1 RN: 6 Medical Surgical patients or mix couplets and Med-Surg patients to a total of 6 patients i.e.: 2 couplets (4 patients) & 2 Med-Surg patients or 2 Antepartum patients and 4 Med-Surg patients. (AWHONN, 2022)

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Respiratory therapists, security, phlebotomy, and patient transport if available and as needed. Extra RNs and per diem RNs are offered overtime as needed.

**References**

AWHONN. (2022, June 20). *Standards of Professional Registered Nurse Staffing for Perinatal Units*. Retrieved from jognn.org: <https://doi.org/10.1016/j.jojn.2022.02.003>

**Medical-Surgical Unit**

Shift	Charge RN	Staff RN	LPN	CNA/PCT	Ward Clerk
07-1930	1	5-6	1-3	3-4	1
19-0730	1	4-5	1-3	3-4	1

Staffing is based off an average daily Medical-Surgical patient census of 25.7 patients. Maximum RN: Patient on days 5:1 for RN/CNA team and 6:1 for RN/LPN team. Maximum RN: Patient on nights is 6:1 and 7:1 for RN/LPN team.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, nursing administration, and charge RN to take a smaller 1-3 patient assignment. Respiratory therapists, security, phlebotomy, and patient transport available as needed. Extra RNs and per diem RNs are offered overtime as needed.

**Operating Room**

**Average Daily Census: 14.7**

Shift	Charge RN	Staff RN	Surg Tech	Ward Clerk	Anes Tech/LPN
0700-1500	1	5	4	1	1
0900-1700	0	1	1	0	0
1100-1900	0	1	1	0	0
1900-0700	0	1 Call	1 Call	0	0
2300-0700	0	1	1	0	0

RN: Patient= 1:1

Scrub Tech: Patient= 1:1

Staffing is based off an average daily Operating Room patient census of 14.7. One RN and one scrub tech is on call 24/7 to meet needs of cases during hours outside of Monday-Friday 0700-1900. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

## **PACU**

**Average Daily Census: 11.7**

<b>Shift</b>	<b>Staff RN</b>
0700-1900	3
1900-0700	1 Call

RN: Patient= 1:1-2

Staffing is based off an average daily PACU patient census of 11.7. One RN is on call 24/7 to meet needs of cases during hours outside of Monday-Friday 0700-1900.

Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, Intensive Care Unit cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

## **Respiratory Therapy**

<b>Shift</b>	<b>Respiratory Therapists</b>
0700 - 1900	2
1900 - 0700	2

The respiratory therapy department is staffed with 4 RTs within a twenty four hour period, seven days a week. This represents a core staffing model that ensures access to critical emergency and intensive care services, response to neonatal emergencies and high risk deliveries, and compliance with the Oneida ECF ventilator transfer agreement.

This staffing model may be modified for periods of high volume, or to accommodate certain outpatient procedures or tests.

The respiratory supervisor may assist in covering unforeseen events such as multiple absences or to assist with outpatient tests and procedures.

Requirement for ventilator transfer agreement:

<https://regs.health.ny.gov/content/section-41538-long-term-ventilator-dependent-residents>

AARC Staffing best practices:

[http://www.aarc.org/wp-content/uploads/2018/07/guidance\\_Best\\_Practices\\_Productivity\\_Staffing.pdf](http://www.aarc.org/wp-content/uploads/2018/07/guidance_Best_Practices_Productivity_Staffing.pdf)

**Physical Therapy**

Physical Therapy Avg. # of patients seen daily	Avg # of new evals	# of staff	# of hours scheduled
13	5	1.8 -2.6	15-21 per day

In times of high patient volumes/ unexpected staff call ins, the director of physical therapy will bring in therapists from outpatient areas as needed. There is one PT aide scheduled per diem (depending on volume and staffing) with the PT. Staffing is higher on days of planned orthopedic surgeries.

**Endoscopy**

**Average Daily Census: 19.8**

Shift	Charge RN	Staff RN	Endo Tech	Ward Clerk
0630-1630	1	2	1	0
0530-1330	0	0	0	1
0600-1800	0	2	1	0
0700-1700	0	5	2	0
1800-0600	0	0	0	0
(Unit Closed)				

Staffing is based off an average daily Endoscopy patient census of 19.8. Unit is closed during hours outside of Monday-Friday 0600-1800. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, PACU and OR cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

### **Ambulatory Surgery Unit**

**Average Daily Census: 12.7**

<b>Shift</b>	<b>Charge RN</b>	<b>Staff RN</b>	<b>Ward Clerk</b>
0600-1600	1	4	0
0500-1300	0	0	1
0600-1800	0	2	0
1800-0600 (Unit Closed)	0	0	0

Staffing is based off an average daily ASU patient census of 12.7. Unit is closed during hours outside of Monday-Friday 0600-1800. Schedules are created and flexed to work with actual cases scheduled. In times of high patient volumes, resources are utilized from nursing float pool, Endoscopy cross-trained nurses, nurse educators and nursing administration. Extra RN's and per diem RN's are offered overtime as needed.

### **Care Transitions**

<b>Shift</b>	<b>RN</b>	<b>ED Navigator/LPN</b>	<b>Administrative Assistant</b>
7-4pm	3	1	2

Care Transition Services (CTS) is responsible for utilization management, discharge planning and follow up services for patients and family members who have medical, psychosocial or environmental needs which impact their admission, diagnosis, treatment and discharge. Staffing in the department is consistent and not census dependent.

**Wound Care Center**

Shift	RN	Hyperbaric Tech	Front Desk Coordinator
M-F 08-1630	2 (1 is a program director)	1	1

Average daily census for the Wound Care Center is 23 patients. The population served includes outpatients and inpatient consults done by the RNs.

**Cardiac Testing**

Shift	RN	Assistant (MOA)
M-F 0800-1600	1	1

The Cardiology clinic sees an average of 15-19 outpatients in the office every day with an average of 4-6 patients in cardiac testing on scheduled days. Staffing for the department is consistent and not census dependent. Nursing float pool and the practice manager are cross trained to the Cardiac Testing Dept. in order to fill in during times of need if the RN is sick or on vacation.

**PAT**

**Average Daily Census: 14.5**

Shift	Staff RN	Lab Tech
0800-1600	2	0
0600-1600	0	1
1600-0600 (Unit Closed)	0	0

Staffing is based off an average daily PAT patient census of 14.5. Unit is closed during hours outside of Monday-Friday 0600-1600. Schedules are created and flexed to work with actual cases scheduled.

In times of high patient volumes, resources are utilized from nursing float pool, other surgical department cross-trained RNs, nurse educators, and nursing administration. Extra RNs and per diem RNs are offered overtime as needed.

**Radiology**

<b><u>STAFF</u></b>	<b><u>730-1530</u></b>	<b><u>1530-2330</u></b>	<b><u>2330-0730</u></b>
<b>RN</b>	3		
<b>CT</b>	2	0.5	1
<b>XRAY</b>	4	0.5	1
<b>US</b>	3	1	0
<b>NM/PET</b>	2	0	0
<b>MRI</b>	2	1	

Radiology is staffed based on outpatient volume per modality. We are staffed within a 24 hour period, seven days a week for X-ray and CT. US will take call on overnights and weekends to provide services. Three clerical staff support clinical staff on the 0730-1530 shift; One clerical staff 1600-1900. Average number of AM procedures per day for RNs is 7. Average number of exams per day, including off-site MRI = 70.

**Ambulatory Procedure Department**

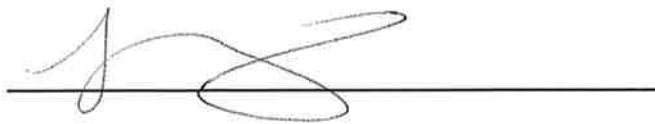
	<b><u>RN</u></b>	<b><u>Patient Care Tech</u></b>
<b>M-F 07-1700</b>	1-2	0-1

The ambulatory Procedures department is open for IV infusion administration and outpatient procedures Monday through Friday from 07-1700. The unit is staffed with at least one RN per day and depending on amount and acuity of patients, either a second RN, an LPN, or a Patient Care Tech is provided to assist with patients. The 2023 year to date average daily census is 8.7 patients.

Staffing is reviewed daily by the AP RN, Nursing Supervisor, and Nurse Manager to determine needs for the next day’s case load. Additional support is provided by nursing float pool, hospital transport, the nurse manager, and additional cross-trained staff.



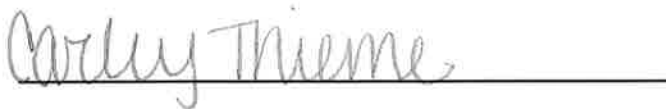
The following signatures represent that this document has been created, reviewed, and approved by the Oneida Health Staffing Committee.



Felissa Koernig, Oneida Health President



Date



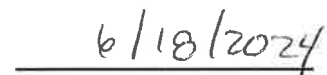
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