

INPATIENT STAFFING MATRIX

DAY SHIFT: 7:30 a - 8 p

Census	0 - 6	*7- 12	13 - 20**	21 - 25**
	1 RN	2 RN or	2 RN +	3 RN
	1 PCT	1 RN/1LPN*	1 RN/LPN	1 LPN
		2 PCT *	2 PCT	2 PCT
	Charge RN	Charge RN	Charge RN**	Charge RN**
		Cancel 1 staff member if census <10	Cancel 1 staff member if census <14	

EVENING SHIFT: 9:30 a - 10 p

Census	0 - 16	17 - 25
	0 PCT/Clerk	1 PCT/Clerk - M-F 3pm - 11pm Sat/Sun - 9:30am - 10pm

NIGHT SHIFT: 7:30 p – 8 a

Census	*0 - 12	13 -16	17 - 20	21 – 25***
	2 RN or	2 RN or	2 RN	2 RN
	1 RN/LPN*	1RN / 1 LPN	1 LPN	1 RN/LPN
	*1 PCT	2 PCTs	2 PCT	2 PCT/1PCT (10p-8a)***

* Float- or Cancellation when census < ‘

**Charge RN assume a light assignment as needed to accommodate acuity needs

*** Night census 25 Consider adding PCT if high acuity

Nursing Supervisors, please consider CENSUS and ACUITY of the patients and consider the following when adjusting staffing:

- ♦ Devices/Drips/Telemetry, L.V.A.D. PATIENTS, Cardizem Drip: 1.25 patients
- ♦ COVID – Isolation 1.25 Patients
- ♦ Delirium, Severe Agitation: 1.25
- ♦ Safety: sitter 1:1 (Additional PCT, Security or ancillary staff member)
- ♦ Consult with Nurse Managers and or Charge RN regarding potential admissions and / or discharges.
- ♦ The Lead RN / Charge RN counts as staff, when utilized to cover an assignment.
- ♦ Lead RN Charge RN – ED Manager to assist Covering meal breaks for staff
- ♦ **Inpatient and ED Manager will assist as needed with procedures during periods of high acuity or high census.**
- ♦ Utilize On-Call Nurse as LAST resort - NOT first call when additional staff needed.
- ♦ *When census Peaks consider adding a PCT /clerk. As Per Manager’s discretion Charge and Lead RN to take assignments
- ♦ The staffing Matrix is a guide for Nurse Managers and Nursing Supervisors.

This Staffing Matrix is a guide to help with staffing decisions. It is subject to change as per the Managers' discretion

Revised May 2022

EMERGENCY DEPT. STAFFING MATRIX

<u>DAY SHIFT:</u>	2 RNs PCT	7:30am-8pm 7am-7:30pm
<u>EVENING SHIFT:</u>	Clerk/Tech RN	9:30am-10pm 12pm-12am (Memorial Day to Labor Day)
<u>NIGHT SHIFT:</u>	2 RN LPN or PCT	7:30pm-8am 7:30pm-8am (Memorial Day to Labor Day)

12pm to 12am Summer ED RN becomes Lead RN during off-season

Nursing Supervisors, please consider the following regarding ED staffing:

- **Lead RN** should be counted as staff when they are needed to take an assignment.
LEAD RN schedule: 12 pm to 12 am
- Consider and offer the following **when there is an ED Call-out:**
Floating cross-trained staff from another department. Swapping shifts with staff scheduled for another day. Ask staff members to split shifts if they are not able to cover an entire twelve hours.
- The **Inpatient Charge RN and ED Manager(s)** are expected to assist as needed during high acuity and increased census M - F 7:30am-4pm (check the supervisor's book to determine if they are scheduled and alert them ASAP).
- On-Call Nurse should be utilized as **LAST** resort - NOT first call when additional staff are needed. Occasionally, we may not have staff to cover based on above matrix. It is our goal but not always possible - based on staffing availability and increases/ decreases in census and/or acuity.
- Meal Breaks are assigned for all staff members

AMBULATORY SURGERY STAFFING MATRIX

Orthopedics:

Pre Op	1 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

Pain Management:

Pre Op	1 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

Neurology & Gastroenterology: (fast paced)

Pre Op	2 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

- OR Coordinator acts as the Circulator RN as needed.
- Manager of Ancillary Services is available for assistance as required.