



AHN Westfield Memorial
189 East Main Street
Westfield, NY 14787

Clinical Staffing Guidelines

June 26, 2024

- Schedules are developed using a self-scheduling model with a scheduling committee
- Expectations are put into place to balance weekends and off shifts
- Scheduling committee reviews the schedule and balances as needed
- Schedule then goes to the nurse manager for final review and balancing
- E.D. staffing expectations (7-bed unit)
 - Two RN's 24/7
 - One PCT 24/7
 - As patient volume and intensity increases, the total number of available registered professional nurses shall also be increased to meet patient care needs
- Med-Surg staffing expectations (4-bed unit)
 - One RN 24/7
 - One PCT or other licensed personnel (RN or LPN) 24/7
- O.R. staffing expectations
 - Three RN's on scheduled O.R. days
 - One LPN on scheduled O.R. days
 - One unit secretary on scheduled O.R. days
- Wound Clinic expectations
 - Three LPN on scheduled wound clinic days
- Leadership and staffing committee have the right to adjust staffing based on patient acuity and by patient volume by adding RN's, LPN's or PCT's as needed based on census and acuity for the E.D., OR, Wound Clinic and Med-Surg areas