

## UHS Delaware Valley Hospital Clinical Staffing Plan

2025

### **Purpose**

UHS Delaware Valley Hospital (DVH) has developed the Clinical Staffing Plan (CSP) to ensure patient safety and quality through appropriate staffing levels on the Medical Unit, Emergency Department, and Ambulatory/Endoscopy Department. The CSP is developed by the Clinical Staffing Committee (CSC) and is implemented annually on January 1<sup>st</sup>. The CSP is reviewed semi-annually by the CSC to evaluate patient needs and known evidence-based staffing information, including nursing sensitive quality indicators. The CSP is used as the primary component of the hospital's staffing budget.

### **Guidelines**

The Clinical Staffing Plan with minimum staffing guidelines specific for each unit is developed to identify staffing needs based on the following criteria:

1. Average patient population
2. Average Daily Census
3. Workload acuity
4. Skill mix
5. Physical environment and available technology
6. Nationally recognized evidence-based standards of nursing practice
7. Nursing sensitive quality indicators
8. Average daily activity of the unit (ADT)

### **Staff Qualifications**

- Nursing staff are comprised of both licensed and unlicensed personnel. RNs and LPNs must maintain a valid NYS license.
- Specialty Clinics located within the hospital are staffed with LPNs as the Specialist Physician/APP are present.
- There shall be at least one RN will be on duty for each occupied inpatient care area and outpatient care area (outpatient examples are Ambulatory Services, ED Walk-In) in the hospital.
- RNs assigned to work in the ED must have at least one year of clinical experience,
- All nursing personnel must maintain Basic Life Support (BLS) course completion.
- All RNs must have ACLS course completion within 6 months of hire.
- RNs must meet the basic requirements listed here:

#### Medical Unit

1. Successfully completed a comprehensive orientation program, including working with an RN experienced in care provided to patients in this unit for a **minimum** of 40 hours.

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2. Demonstrates and completes appropriate competency – if an experienced Med/Surg RN, this may be completed during orientation and probation period.
3. Successfully complete a Rhythm Interpretation Exam and IV Therapy Competency.
4. Demonstrates the ability to coordinate care of patients with different medical diagnoses and needs.

### Emergency Department

1. Successfully completed a comprehensive orientation program, including working with an RN experienced in care provided to patients in this unit for a **minimum** of 40 hours.
2. Demonstrates and completes appropriate competency – if an experienced ED RN, this may be completed during orientation and probation period.
3. Successfully complete a Rhythm Interpretation Exam and IV Therapy Competency.
4. Must have successfully completed BLS, ACLS and Pediatric Advanced Life Support (PALS) prior to completing orientation and maintain successful completion of courses.
5. Trauma Nurse Core Course (TNCC) and Emergency Nursing Pediatric Course (ENPC) are preferred.
6. Complete basic Decon Course and maintain yearly competence.

### Ambulatory/Endoscopy

1. Completed at least one year of clinical experience.
2. Successfully completed a comprehensive orientation program, including working with an RN experienced in care provided to patients in this unit for a **minimum** of 40 hours.
3. Demonstrates and completes appropriate competency – if experienced in Ambulatory patient care, this may be completed during orientation and probation period.
4. Demonstrates the ability to care for patient in perioperative environment.
5. Successfully complete a Rhythm Interpretation Exam and IV Therapy Competency. Demonstrates the ability to access various implanted IV devices.
6. Successful completion of RN credentialing for conscious procedural sedation administration.
7. Must have successfully completed ACLS prior to completing orientation and maintain current successful completion of the course.

### Walk-In

1. Completed at least one year of clinical experience.
2. Successfully completed a comprehensive orientation program, including working with an RN experienced in care provided to patients in this unit for a **minimum** of 40 hours.
3. Demonstrates and completes appropriate competency – if experienced in Ambulatory patient care, this may be completed during orientation and probation period.

### **Minimum Staffing Coverage**

A Department Matrix is included for each department. These outline the minimum staffing requirements based on the guidelines noted above. The minimum staffing levels may be adjusted up or

down based on workload assessment, which may include patient acuity, staff skill level and patient care activities.

**Staffing Assessment/Alternatives**

Patient care workload and activities can fluctuate due to variations in census and volumes. Staffing levels are assessed continuously by the Supervisor/Nursing Director.

When additional staff are required to care for patients based on volumes/census or workload acuity adjustments to staffing levels are made to the master staffing plan by re-assigning staff from one department, if that department's volume is less than the minimum staffing levels; assign the float RN; the use of per diem, or on-call staff when appropriate; contact unscheduled staff for availability to cover a shift; or adjust hours of current staff working.

If these alternatives do not meet the staffing needs for the unit, the RN should contact the Nursing Director for their department for assistance in meeting the guidelines.

During busy periods or in cases of emergency, mandatory overtime may be utilized in accordance with applicable Federal and New York State law.

Meal breaks are covered by staff working on the units. The Supervisor may be requested to assist in covering meal breaks as well.

If the department's volume and acuity fall below the minimum staffing levels staff will be put on call with the expectation that if the census, acuity, or activity should increase, they will be called in to work. The on call for low census process will rotate among staff to assure impartiality.

**Reporting Variations to the Adopted Clinical Staffing Plan**

An RN, LPN, or ancillary member (Unit Secretary, CNA, NA) of the frontline team may report to the Clinical Staffing Committee any variations where the personnel assignment in a patient care unit is not in accordance with the adopted staffing plan. The staff member would complete a "Protest of Assignment" form and submit it to the Nursing Administration office. The Clinical Staffing Committee will review the complaint and determine it resolved or dismissed. All complaints will be kept confidential and tracked for trending.

**Posting Staffing Plan**

Each patient care unit will post in a publicly conspicuous area, the clinical staffing plan for that unit and the actual daily staffing for that shift on that unit as well as the relevant clinical staffing.

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Minimum Nurse Staffing Guidelines  
Medical Unit

The Medical Unit at DVH cares for acute, Swing Bed and Observation patients. June 2023 through May 2024 the average daily census (acute and Swing Bed) on Medical was 11.3. Observation patients averaged 22 per month.

<b>Census</b>	<b>Shift</b>	<b>Staff Nurse (RN or LPN)</b>	<b>Unit Secretary</b>	<b>CNA/NA</b>
1-3	7-3	1	1	1
	3-11	1	0	1
	11-7	1	0	0
4-6	7-3	2	1	1
	3-11	2	0	1
	11-7	2	0	1
7-12	7-3	2-3	1	2
	3-11	2-3	0	2
	11-7	2-3	0	2
13-15	7-3	3	1	2
	3-11	3	0	2
	11-7	3	0	2
16-19	7-3	3-4	1	2
	3-11	3-4	0	2
	11-7	3-4	0	2

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Minimum Nurse Staffing Guidelines  
Emergency Department

For the period June 2023 through May 2024 the Emergency Department averages 486 patients per month. Most of the volume of patient arrivals are historically between 0800 and 2100 hours. The Nursing Supervisor or ED Nursing Director plans for additional resources. The Charge RN will reassign patients as needed based on acuity.

<b>Shift</b>	<b>Triage RN</b>	<b>Charge RN</b>	<b>PSR</b>
7-3	1	1	1
3-11	1	1	1
11-7	0	1	1

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Minimum Nurse Staffing Guidelines  
Ambulatory/ Endoscopy Services Department

The Ambulatory Services Department is staffed 4 8-hour days per week with one RN. On days where Ambulatory patients are scheduled, but the department is not staffed, the patients are accommodated by one of the Emergency Department RNs or the Nursing Director.

Endoscopy procedures are scheduled on two days per month. The following outlines staffing for Endoscopy procedure days:

	<b>Charge RN</b>	<b>Staff RN</b>	<b>CNA/NA/Tech</b>	<b>Scope Tech</b>
Pre- and Post-Procedure Areas		1	1	
Procedural Area		1	1	1
Float/Scope Reprocessing	1			

Minimum Nurse Staffing Guidelines  
Walk-In Department

The Walk-In Department is staffed 5 10-hour days and 1 6-hour day per week with one RN.

Minimum Nurse Staffing Guidelines  
Cardiology Clinic/ Cardiology Procedures

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The Cardiology Clinic offers cardiology specialty appointments and stress testing for outpatients. For the period June 1, 2023 through May 31, 2024 outpatient appointments averaged 61 patients per month. The Cardiology stress tests average 12 per month.

The Cardiology Clinic is held/staffed one day per week. The following outlines staffing for clinic and stress testing: Respiratory Therapist or a second RN will be present during stress testing.

	<b>RN</b>	<b>Respiratory Therapist</b>	<b>LPN</b>	<b>Medical Secretary</b>
Cardiology Clinic Appointments			2	1
Cardiology – Stress Testing	1-2	0-1		