



TO: hospitalstaffngplans@health.ny.gov

FROM: Diane Lobdell, VP Patient Care Services- CNO

DATE: July 1, 2024

RE: 0218 Sisters of Charity Hospital, Main Street Campus - Staffing Plans

This PDF is serving as the requirement under New York State Public Health Law Section 2805-t adoption and submission of the 2025 staffing plan for Sisters of Charity Hospital-Main Street Campus (0218).

During the June Clinical Staffing Committee, a review along with staffing concerns discussed for each patient care units staffing with nurses was completed. A vote commenced and consensus achieved. This is the PDF submission to collect any specifics used for each patient care area staffing plans. The staffing plans entered in the General Hospital Clinical Staffing Plan Supplement HERDS survey, which included specific staffing for each patient care unit and work shift, and indicating how many patient are assigned to each registered nurse and the number of ancillary staff to be present on each unit.

Sincerely,

A handwritten signature in black ink that reads "Diane Lobdell".

Diane Lobdell MSN, RN, NEA-BC
VP Patient Care Services
Sisters of Charity Hospital –Main Street and St. Joseph Campus

Sisters Emergency Dept. 100-7450

SOCH-MSC ED staffing plan		
CN	1	
Triage RN	1	
RN	1:4	
ITA	1:5	
Split Flow RN	1 RN at 7a	32RNs at 11am-11pm
Split Flow ITA	2	11A-11P
Unit Clerk	1	

Staffing Plan Mon-Tues			
Time	# RN	# ITA	UC
7a	7	2	1
8a	7	2	1
9a	7	2	1
11a	11	3	1
3p	11	3	1
7p	10	3	1
11p	7	2	1
3a	5	2	1

Staffing Plan Wed-Sun			
Time	# RN	# ITA	UC
7a	6	2	1
8a	6	2	1
9a	6	2	1
11a	10	3	1
3p	10	3	1
7p	9	3	1
11p	6	2	1
3a	5	2	1

Staffing Summary methods used to determine or adjust staffing

Please note variations in staffing from Monday and Tuesday to Wednesday thru Sunday.

Sisters NICU- 100-6180

Census	Charge RN		RN		Aide			Unit Clerk		CN1	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-3p	3p-11p	11p-7a	8a-8p	8p-8a		
40	1	1	20	20	2	2	1	1	1	1	1
39	1	1	20	20	2	2	1	1	1	1	1
38	1	1	19	19	2	2	1	1	1	1	1
37	1	1	19	19	2	2	1	1	1	1	1
36	1	1	18	18	2	1	1	1	1	1	1
35	1	1	18	18	2	1	1	1	1	1	1
34	1	1	17	17	2	1	1	1	1	1	1
33	1	1	17	17	2	1	1	1	1	1	1
32	1	1	16	16	2	1	1	1	1	1	1
31	1	1	16	16	1	1	0	1	1	1	1
30	1	1	15	15	1	1	0	1	1	1	1
29	1	1	15	15	1	1	0	1	1	1	1
28	1	1	14	14	1	1	0	1	1	1	1
27	1	1	14	14	1	1	0	1	1	1	1
26	1	1	13	13	1	1	0	1	1	1	1
25	1	1	13	13	1	1	0	1	1	1	1
24	1	1	12	12	1	1	0	1	1	1	1
23	1	1	12	12	1	1	0	1	1	1	1
22	1	1	11	11	1	1	0	1	1	1	1
21	1	1	11	11	1	1	0	1	1	1	1
20	1	1	10	10	1	1	0	1	1	1	1
19	1	1	10	10	1	0	0	1	1	1	1
18	1	1	9	9	1	0	0	1	1	1	1
17	1	1	9	9	1	0	0	1	1	1	1
16	1	1	8	8	1	0	0	1	1	1	1
15	1	1	8	8	1	0	0	1	1	1	1
14	1	1	7	7	1	0	0	1	1	1	1
13	1	1	6	6	1	0	0	1	1	1	1

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Sisters Mother Baby- 100-6150

Census	not MBU		Charge RN		NURSERY RN		RN		Total RN	Aide		UC		Manager
	L&D RN		7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		7a-7p	7p-7a	7a-7p	7p-7a	
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-3p	
70	1	1	1	1	1	1	11	11	14	2	2	1	1	1
69	1	1	1	1	1	1	11	11	14	2	2	1	1	1
68	1	1	1	1	1	1	11	11	14	2	2	1	1	1
67	1	1	1	1	1	1	11	11	14	2	2	1	1	1
66	1	1	1	1	1	1	11	11	14	2	2	1	1	1
65	1	1	1	1	1	1	11	11	14	2	2	1	1	1
64	1	1	1	1	1	1	11	11	14	2	2	1	1	1
63	1	1	1	1	1	1	11	11	14	2	2	1	1	1
62	1	1	1	1	1	1	10	10	13	2	2	1	1	1
61	1	1	1	1	1	1	10	10	13	2	2	1	1	1
60	1	1	1	1	1	1	10	10	13	2	2	1	1	1
59	1	1	1	1	1	1	10	10	13	2	2	1	1	1
58	1	1	1	1	1	1	10	10	13	2	2	1	1	1
57	1	1	1	1	1	1	10	10	13	2	2	1	1	1
56	1	1	1	1	1	1	9	9	12	2	2	1	1	1
55	1	1	1	1	1	1	9	9	12	2	2	1	1	1
54	1	1	1	1	1	1	9	9	12	2	2	1	1	1
53	1	1	1	1	1	1	9	9	12	2	2	1	1	1
52	1	1	1	1	1	1	8	8	11	2	2	1	1	1
51	1	1	1	1	1	1	8	8	11	2	2	1	1	1
50	1	1	1	1	1	1	8	8	11	2	2	1	1	1
49	1	1	1	1	1	1	8	8	11	2	2	1	1	1
48	1	1	1	1	1	1	8	8	11	2	2	1	1	1
47	1	1	1	1	1	1	8	8	11	2	2	1	1	1
46	1	1	1	1	1	1	8	8	11	2	2	1	1	1
45	1	1	1	1	1	1	8	8	11	2	2	1	1	1
44	1	1	1	1	1	1	7	7	10	2	2	1	1	1
43	1	1	1	1	1	1	7	7	10	2	2	1	1	1
42	1	1	1	1	1	1	7	7	10	2	2	1	1	1
41	1	1	1	1	1	1	7	7	10	2	2	1	1	1
40	1	1	1	1	1	1	6	6	9	2	2	1	1	1
39	1	1	1	1	1	1	6	6	9	2	2	1	1	1
38	1	1	1	1	1	1	6	6	9	2	2	1	1	1
37	1	1	1	1	1	1	6	6	9	2	2	1	1	1
36	1	1	1	1	1	1	6	6	9	2	2	1	1	1
35	1	1	1	1	1	1	6	6	9	2	2	1	1	1

Sisters Mother Baby- 100-6150

Census	not MBU													
	L&D RN		Charge RN		NURSERY RN		RN		Total RN	Aide		UC		Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		7a-7p	7p-7a	7a-7p	7p-7a	7a-3p
34	1	1	1	1	1	1	6	6	9	2	2	1	1	1
33	1	1	1	1	1	1	5	5	8	2	2	1	1	1
32	1	1	1	1	1	1	5	5	8	2	2	1	1	1
31	1	1	1	1	1	1	5	5	8	2	2	1	1	1
30	1	1	1	1	1	1	5	5	8	2	2	1	1	1
29	1	1	1	1	1	1	5	5	8	2	2	1	1	1
28	1	1	1	1	1	1	4	4	7	2	2	1	1	1
27	1	1	1	1	1	1	4	4	7	2	1	1	1	1
26	1	1	1	1	1	1	4	4	7	2	1	0	0	1
25	1	1	1	1	1	1	4	4	7	2	1	0	0	1
24	1	1	1	1	1	1	4	4	7	2	1	0	0	1
23	1	1	1	1	1	1	4	4	7	2	1	0	0	1
22	1	1	1	1	1	1	4	4	7	2	1	0	0	1
21	1	1	1	1	1	1	4	4	7	1	1	0	0	1
20	1	1	1	1	1	1	4	4	7	1	1	0	0	1
19	1	1	1	1	1	1	3	3	6	1	1	0	0	1
18	1	1	1	1	1	1	3	3	6	1	1	0	0	1
17	1	1	1	1	1	1	3	3	6	1	1	0	0	1
16	1	1	1	1	0	0	3	3	5	1	1	0	0	1
15	1	1	1	1	0	0	3	3	5	1	1	0	0	1

Sisters 3 North- 100-6103

HEADCOUNT

Census	Charge RN		RN		Aide		UC 9a-9p	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		
22	1	1	5	5	5	5	1	1
21	1	1	5	5	5	5	1	1
20	1	1	4	4	4	4	1	1
19	1	1	4	4	4	4	1	1
18	1	1	4	4	4	4	1	1
17	1	1	4	4	4	4	1	1
16	1	1	4	4	4	4	1	1
15	1	1	3	3	3	3	1	1
14	1	1	3	3	3	3	1	1
13	1	1	3	3	3	3	1	1
12	1	1	3	3	3	3	1	1
11	1	1	3	3	3	3	1	1
10	1	1	2	2	2	2	1	1
9	1	1	2	2	2	2	1	1
8	1	1	2	2	2	2	1	1
7	1	1	2	2	2	2	1	1
6	1	1	2	2	2	2	1	1
5	1	1	2	2	2	2	1	1

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Sisters 3 South- 100-6101

HEADCOUNT

Census	Charge RN		RN		Aide		Monitor Tech		Unit Clerk	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	
36	1	1	9	8	6	6	1	1	1	1
35	1	1	9	7	5	5	1	1	1	1
34	1	1	9	7	5	5	1	1	1	1
33	1	1	9	7	5	5	1	1	1	1
32	1	1	8	7	5	5	1	1	1	1
31	1	1	8	7	5	5	1	1	1	1
30	1	1	8	6	5	5	1	1	1	1
29	1	1	8	6	5	5	1	1	1	1
28	1	1	7	6	4	4	1	1	1	1
27	1	1	7	6	4	4	1	1	1	1
26	1	1	7	6	4	4	1	1	1	1
25	1	1	7	5	4	4	1	1	1	1
24	1	1	6	5	4	4	1	1	1	1
23	1	1	6	5	4	4	1	1	1	1
22	1	1	6	5	4	4	1	1	1	1
21	1	1	6	5	3	3	1	1	1	1
20	1	1	5	4	3	3	1	1	1	1
19	1	1	5	4	3	3	1	1	1	1
18	1	1	5	4	3	3	1	1	1	1
17	1	1	5	4	3	3	1	1	1	1
16	1	1	4	4	3	3	1	1	1	1
15	1	1	4	3	3	3	1	1	0	1
14	1	1	4	3	2	2	1	1	0	1
13	1	1	4	3	2	2	1	1	0	1
12	1	1	3	3	2	2	1	1	0	1
11	1	1	3	3	2	2	1	1	0	1
10	1	1	3	2	2	2	1	1	0	1
9	1	1	3	2	2	2	1	1	0	1
8	1	1	2	2	2	2	1	1	0	1
7	1	1	2	2	1	1	1	1	0	1
6	1	1	2	2	1	1	1	1	0	1
5	1	1	2	1	1	1	1	1	0	1

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Sisters 3 West- 100-6100

HEADCOUNT

Census	Charge RN		RN		Aide		UC 9a-9p	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		
32	1	1	7	7	7	7	1	1
31	1	1	7	7	7	7	1	1
30	1	1	6	6	6	6	1	1
29	1	1	6	6	6	6	1	1
28	1	1	6	6	6	6	1	1
27	1	1	6	6	6	6	1	1
26	1	1	6	6	6	6	1	1
25	1	1	5	5	5	5	1	1
24	1	1	5	5	5	5	1	1
23	1	1	5	5	5	5	1	1
22	1	1	5	5	5	5	1	1
21	1	1	5	5	5	5	1	1
20	1	1	4	4	4	4	1	1
19	1	1	4	4	4	4	1	1
18	1	1	4	4	4	4	1	1
17	1	1	4	4	4	4	1	1
16	1	1	4	4	4	4	1	1
15	1	1	3	3	3	3	1	1
14	1	1	3	3	3	3	1	1
13	1	1	3	3	3	3	1	1
12	1	1	3	3	3	3	1	1
11	1	1	3	3	3	3	1	1
10	1	1	2	2	2	2	1	1
9	1	1	2	2	2	2	1	1
8	1	1	2	2	2	2	1	1
7	1	1	2	2	2	2	1	1
6	1	1	2	2	2	2	1	1

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Sisters 4 South- 100-6102

HEADCOUNT

Census	Charge RN		RN		Aide		Unit Clerk 9a-9p	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		
32	1	1	7	7	7	7	1	1
31	1	1	7	7	7	7	1	1
30	1	1	6	6	6	6	1	1
29	1	1	6	6	6	6	1	1
28	1	1	6	6	6	6	1	1
27	1	1	6	6	6	6	1	1
26	1	1	6	6	6	6	1	1
25	1	1	5	5	5	5	1	1
24	1	1	5	5	5	5	1	1
23	1	1	5	5	5	5	1	1
22	1	1	5	5	5	5	1	1
21	1	1	5	5	5	5	1	1
20	1	1	4	4	4	4	1	1
19	1	1	4	4	4	4	1	1
18	1	1	4	4	4	4	1	1
17	1	1	4	4	4	4	1	1
16	1	1	4	4	4	4	1	1
15	1	1	3	3	3	3	1	1
14	1	1	3	3	3	3	1	1
13	1	1	3	3	3	3	1	1
12	1	1	3	3	3	3	1	1
11	1	1	3	3	3	3	1	1
10	1	1	2	2	2	2	1	1
9	1	1	2	2	2	2	1	1
8	1	1	2	2	2	2	1	1
7	1	1	2	2	2	2	1	1

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Any nurse caring for a patient with a tracheostomy or laryngectomy tube will be at a 1:4 ratio

Sisters ICU- 100-6200

HEADCOUNT

Census	Charge RN		RN		Aide		Unit Clerk 11a-7p	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	7a-7p	7p-7a		
16	1	1	8	8	4	4	1	1
15	1	1	8	8	3	3	1	1
14	1	1	7	7	3	3	1	1
13	1	1	7	7	3	3	1	1
12	1	1	6	6	3	3	1	1
11	1	1	6	6	3	3	1	1
10	1	1	5	5	2	2	1	1
9	1	1	5	5	2	2	1	1
8	1	1	4	4	2	2	1	1
7	1	1	4	4	2	2	0	1
6	1	1	3	3	2	2	0	1
5	1	1	3	3	1	1	0	1
4	1	1	2	2	1	1	0	1

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Sisters Cardiology 1007470

Cardiac Sonographer	0630-1430	1
	0700-1500	2
Registered Nurse	0730-1200	1
	0730-1330	1
Customer Service Representative	0700-1500	1

Sisters OR 1007360

Operating Rooms	
Charge Nurse	1
RN	1:1
Surgical Technologist	1:1 or 2:1
Anesthesia Assistant	1
AS	1
EVS	3

Staffing Plan				
Time	# RN	# ST	# AT	# EVS
630	1	1	1	
7	12	12		
8	14	14		3
9	15	15	2	3
1230	15	15	3	3
1700	5	5	1	3
1900	2	2	1	3

Actual Staffing				
Time	# RN	# ST	# AT	# EVS

Staffing Summary methods used to determine or adjust staffing

Staffing is planned based on the number of Operating Rooms running . Each operating room is staffed with 1-RN and 1-ST. Additional support in the room is added as required by the procedure. RNS and STs are scheduled without room assignments to provide staff relief for breaks , meal periods and support during case turnover as well as during the case. Actual staffing is reviewed throughout the day and adjustments are made as necessary.

Sisters Interventional Radiology 1007260

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7a-5p RN		3	2	2	2	3	
7a-5p Tech		1	0	1	1	1	
7a-3p		1	2	1	1	1	
9a-5p		2	2	2	2	2	
Total hours per day	66.50	57.00	57.00	57.00	66.50	0.00	0.00
Total FTE							8.00

RN

	Hours	FTE
Nancy Patterson	75.00	1.00
Marnie Kamats	75.00	1.00
Brenda Breckner	75.00	1.00
		<u>3.00</u>

Techs

	Hours	FTE
Rich Fabrizi	75.00	1.00
Alison Bush	7.50	1.00
Courtney Helfrich	75.00	1.00
Jude Kawzynski	7.50	0.10
Megan Pattison	75.00	1.00
Jordan Kaney	7.50	1.00
		<u>5.10</u>

Sisters PAT 1007665

PAT	
Charge Nurse	1
RN	4
Service Rep	2

Staffing Plan				
Time	# RN	UC		
7	4	2		

Actual Staffing				
Time	# RN			

Staffing Summary methods used to determine or adjust staffing

4 RNs based on 32 appointments will staff up to 5 RNs when appointments are 36 or more. 2 service reps daily one to check patients in the 2nd is completing chart prep for upcoming surgeries.

Sisters GI 1007560

GI	
Charge Nurse	1
RN pre-procedure	1:3
RN procedure	2:1
RN Advanced procedure	3:1
RN recovery	1:2
NA/Endo Tech	2

Staffing Plan				
Time	# RN	ENDO tech		
7	6			
8	9	2		

Actual Staffing				
Time	# RN	ENDO tech		

Staffing Summary methods used to determine or adjust staffing

2 RNs pre procedure, 3 RNs phase 2, 2 RNs per procedure room x 2 rooms 1 CN no patient assignment. 1 endo tech pre/post procedure pt d/c cart turnover 1 tech for scope processing.

Sisters PACU 1007380

PACU	
Charge Nurse	1:2
RN - Adult	1:2 (phase 1)
Critical Care	1:1
AS	1-3

Staffing Plan				
Time	# RN	# AS		
7	1			
8	3			
9	6			
11	9			
3	6			
7	3			

Actual Staffing			
Time	# RN	# AS	

Staffing Summary methods used to determine or adjust staffing

OR pts typically enter PACU starting at 0800. staffing staggered to meet OR activity maintaining 1:2 ratio maintaining highest levels of staff during busiest time periods of 11-7pm.

Sisters ASU 1007390

ASU	
Charge Nurse	1
RN	1:4
AS	2
Service Representative	3

Staffing Plan				
Time	# RN	# SR	# AT	# EVS
530	7	1	1	
630	8	2	1	
10	10	2	2	
11	11	2	3	
1200	11	2	3	
1400	5	1	2	
1700	4		1	
1900	2		1	

Actual Staffing				
Time	# RN	# ST	# AT	# EVS

Staffing Summary methods used to determine or adjust staffing

Core staffing RN staff of 11 flexed starts to accommodate pre op and post op patient flow. Operational hours of 0530-2100. one service rep in surgical waiting room 8-18.

Sisters Dialysis- 100-7663

Charge Nurse	1
RN - Adult	2
RN- Pediatric	
Critical Care	
AS	

Time	Staffing Plan		
	# RN	# TA	UC
7a	1	0	
8a	2	0	
9a	3	0	
11a	3	0	
3p	3	0	
7p	2	0	
8p	1	0	
11p	0	0	

Staffing Summary methods used to determine or adjust staffing

Typically we schedule 3 nurses a day. One starting at 7am, a second at 8am and third at 9am. This staggering allows time to get orders in from physicians as well as coordinate with IXR for patients who need catheters. They work 12 hours shifts as well as one of them taking call overnight until the next day. ICU unit clerk will help if needed. At times we will schedule a nursing assistant if census is high to allow nurses to safely complete 2 treatments at time but is not standard. Staffing adjusted based on census and isolation status.