



TO: hospitalstaffngplans@health.ny.gov
FROM: Meghan Aldrich, President
Diane Lobdell, VP Patient Care Services- CNO

DATE: July 1, 2024
RE: 2025 Staffing Plans for Sisters of Charity Hospital, St. Joseph Campus (0292)
Clearview Staffing

The staffing plans were entered in the General Hospital Clinical Staffing Plan Supplement HERDS survey by the deadline, 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.

This is the PDF submission to collect any specifics used for each patient care area staffing plans. This PDF is serving as the requirement under New Your State Public Health Law Section 2805-t adoption and submission of the 2025 staffing plan for Sisters of Charity Hospital- St. Joseph Campus (0292). 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 in all departments except for Clearview.

The following is the statements from CWA/Employees, Leadership, and the Presidents statement and decision.

CWA/Employee Statement

Adding one additional RN to the current Clearview staffing mix is crucial to ensuring that the assigned RN in charge can effectively carry out their duties.

Presently, the RN assigned to the charge role for the shift is also responsible for a full (up to 25) patient assignment. This responsibility includes heavy and often demanding medication administration (morning medication pass typically takes about 2 hours), assessing patients, discharging patients, admitting patients, hourly rounding on all patients, addressing health concerns, obtaining frequent witnessed urine toxicology samples, ensuring and maintaining safety on the unit, passing routine and frequent PRN medications, and responding to potential emergencies.

- Having a rotational charge RN without a patient assignment would allow that RN sufficient time to direct the flow of patients without interrupting the flow of the unit.
- The charge nurse would:
 - be available at the front desk while the other nursing staff could attend to the existing demands of the unit
 - assist the unit by preparing morning discharges, reviewing the discharge instructions with the patient, and complete educational requirements necessary for all discharges
 - be visible at the nurse's station to oversee patient interactions and monitor the security cameras, for the safety of all involved.
 - Attend and participate in weekly case conferences, and effectively communicate patient needs and necessary information to other nursing/clinical staff members.
 - address the needs of the patients to providers, and effectively communicate between multi-disciplinary staff members to ensure safety and best overall patient practices and outcomes.
 - begin working on the admissions as they arrive eliminating delay, while the other staff is attending to the medications and needs of the existing patients. (The admission process is

complex and often time-consuming. It includes a skin check that requires 2 staff members to be present to search the clothing they are wearing and check their skin upon admission, obtaining and documenting a full history of the patient, documentation of a complete admission note, initiation of education, and initiation and documentation of a treatment plan, obtaining necessary consents, drawing labs, and occasionally doing EKGs). There are often multiple admissions scheduled. (Up to 5 in one shift).

- would allow a nursing staff member to accompany patients when outside for recreation, without leaving the unit short on nursing/clinical staff.
- assist with the mandatory nursing-run groups that are required weekly.
- Oversee the unit to ensure safety, delegate, and communicate necessary responses in case of an emergency. (especially after hours, on weekends, and holidays when there is no supervision present)
- Notify appropriate authorities when necessary to address medical, safety, and workplace violence emergencies.

One additional RN would greatly improve the needs and function of the unit. Additional staff presence will promote increased supervision and safety for our patients, ensuring timely interventions, when necessary, increase patient and staff positivity and satisfaction, and decrease staff workload and burnout.

Hospital/Leadership Statement

Sisters Hospital, St Joseph Campus follows the OASAS 818 program staffing guidelines for inpatient rehabilitation programs to support the staffing needs of our Clearview Unit. The current staffing plan is alignment with these guidelines. The staffing guidelines call for at least one full time registered professional nurse and additional licensed practical nurses, registered physician assistants, and nurse practitioners sufficient to provide the services required. Currently, our staffing model provides 2 RNs and 1 LPN on every shift with additional support of a full time treatment aide and 2 full time advanced practice practitioners. The addition of the full time treatment aide was in response to the needs of the unit in 2023 at which time this position was added to support the needs of the unit based on feedback from the team.

President statement

St Joseph's Hospital submitted the current staffing plan for the Clearview unit in 2023. The hospital maintains that two RNs, with the support of additional licensed and unlicensed support associates, must be on site, with the ability to flex this up if unit activity and acuity are high.

The CWA formally requested that one charge RN without an assignment be maintained at all times regardless of census and unit activity. Due to lack of consensus, both sides were presented on June 27 during a meeting at the hospital. The patient volume increased slightly at the end of 2023, and an additional support associate member was added but not yet realized. The current staffing plan has been effective in providing nursing coverage in Clearview, and this additional associate is expected to improve coverage and support even further. The current staffing plan provides adequate staffing to ensure that OASAS staffing standards are met.

Staffing and the unit activity is assessed multiple times throughout a shift so that adjustments can be made as needed based on the needs of the department at the time. At this time, the decision has been made to keep the current staffing plan as is, with two Registered Nurses along with the current complement of additional licensed and unlicensed support associates. The Clinical Staffing Committee will continue to meet regularly and to monitor trends including volume, acuity and staffing complaints.

Sincerely,



Diane Lobdell MSN, RN, NEA-BC
VP Patient Care Services

Sisters of Charity Hospital –Main Street and St. Joseph Campus



St Joseph Campus Emergency Dept.- 300 7450

SOCH-SJC ED staffing plan		
Job title		
CN	1	
Triage RN	1	
RN	1:4	
ITA	1:5	
Split Flow RN	1 RN at 8am	2 RNs at 11am-11pm
Split Flow ITA	2	11A-11P
Unit Clerk	1	

Staffing Plan			
Time	# RN	# NA	UC
7a	4	1	0
8a	4	1	0
9a	4	1	0
11a	6	2	1
3p	7	2	1
7p	6	2	1
11p	4	1	1
3a	3	1	0

Actual Staff			
Time	# RN	# NA	UC
7a			
8a			
9a			
11a			
3p			
7p			
11p			
3a			

Staffing Summary methods used to determine or adjust staffing

St Joseph Campus- Clearview- 300-6250

HEADCOUNT

Census	RN		LPN		Treatment Aide	Counselors	Manager
	7a-7p	7p-7a	7a-7p	7p-7a	11a-7p	6a-11p	
40	2	2	1	1	1	8	1
39	2	2	1	1	1	8	1
38	2	2	1	1	1	8	1
37	2	2	1	1	1	8	1
36	2	2	1	1	1	8	1
35	2	2	1	1	1	7	1
34	2	2	1	1	1	7	1
33	2	2	1	1	1	7	1
32	> 2	2	1	1	1	7	1
31	2	2	1	1	1	7	1
30	2	2	1	1	1	6	1
29	2	2	1	1	1	6	1
28	2	2	1	1	1	6	1
27	2	2	1	1	1	6	1
26	2	2	1	1	1	6	1
25	2	2	1	1	1	5	1
24	2	2	1	1	1	5	1
23	2	2	1	1	1	5	1
22	2	2	1	1	1	5	1
21	2	2	1	1	1	5	1
20	2	2	1	1	1	4	1
19	2	2	1	1	1	4	1
18	2	2	1	1	1	4	1
17	2	2	1	1	1	4	1
16	2	2	1	1	1	4	1
15	2	2	1	1	1	3	1

St Joseph Campus OR 300-7360

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 CN			
7	10	12		
8	2			

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 duiring case turnover as well as during the case. Actual staffing is reviewed throughout the day and adjustments are made as necessary.

St. Joseph Campus 300-7380

PACU	
Charge Nurse	1
RN	1:1
AS	

Staffing Plan				
Time	# RN	# ST	# AT	# EVS
8	2			
9	3		1	

Actual Staffing				
Time	# RN	# ST	# AT	# EVS

Staffing Summary methods used to determine or adjust staffing

PACU staffing is adjusted to meet the volume planned for the day. Patients are held back in the OR if the Ratios exceed 1:2 of phase 1 care patients.

St. Joseph Campus 300-7390

ASU	
Charge Nurse	1
RN	1:1
AS	1

Staffing Plan				
Time	# RN	# ST	# AT	# EVS
530	2		1	
630	2			

Actual Staffing				
Time	# RN	# ST	# AT	# EVS

Staffing Summary methods used to determine or adjust staffing

St Joseph Campus GI Lab

Charge Nurse	1
RN pre-procedure	1:2
RN procedure	2:1
RN Advanced procedure	3:1
RN recovery	1:2
NA/Endo Tech	2
Clerical	0.5 (days)

Staffing Plan

Time	# RN	# ET	UC
630	2	0	
7a	6	1	
8a	4	1	

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.
Flexing of staff and additional staffing is recruited when the volume requires.

St. Joseph Campus- Hall 4- 300-6102

20 Bed Unit

Census	Charge RN		RN		Manager
	645a-7p	645p-7a	645a-7p	645p-7a	
20	1	1	4	4	1
19	1	1	4	4	1
18	1	1	4	4	1
17	1	1	4	4	1
16	1	1	3	3	1
15	1	1	3	3	1
14	1	1	3	3	1
13	1	1	3	3	1
12	1	1	2	2	1
11	1	1	2	2	1
10	1	1	2	2	1
9	1	1	2	2	1
8	1	1	2	2	1
7	1	1	2	2	1
6	1	1	2	2	1
5	1	1	2	2	1
4	1	1	2	2	1
3	1	1	2	2	1
2	1	1	2	2	1
1	1	1	2	2	1
0	1	1	2	2	1

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SJC CT Staffing Grid

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
7am-3pm	1	1	1	1	1	1	1	
10am-6pm	1	1	1	1	1			
3pm-11pm	1	1	1	1	1	1	1	
11pm-7am	1	1	1	1	1	1	1	
Total Hours	30.00	30.00	30.00	30.00	30.00	22.50	22.50	195.00
FTE								5.20 FTE

Amy Mancini	75.0	1.0
open (Hybrid w/xray)	75.0	1.0
Meghan Rogers (Hybrid w/xray)	75.0	1.0
Laura Lashomb(Hybrid w/xray)	75.0	1.0
Rebecca Wolkiewicz (Hybrid w/xray)	75.0	1.0
Christi Decker (Hybrid w/xray)	75.0	1.0
Jihan Abdo (Hybrid w/xray)	75.0	1.0
		7.0
Lynn Smith	75.0	1.0
(Internal Travel Technologist- Hybrid w/ xray)		

SJC ULTRASOUND Staffing Grid

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
7am-5pm	1	1	1	1	1			
7am-3pm						1		
Total Hours	9.50	9.50	9.50	9.50	9.50	7.50	0.00	55.00
FTE								1.47 FTE

Tara Campise	75.0	1.0
Jeanette Shuttleworth	37.5	0.5
Nadia Janczyk	PD	0.1
Linda Schiltz	PD	0.1
Heather Stellrecht	PD	0.1

SJC XRAY Staffing Grid

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
7am-3pm	2	2	2	2	2	1	1	
8am-4pm		1		1				
9am-5pm	1	1	1	1				
3pm-11pm	1	1	1	1	1	1	1	
11pm-7am	1	1	1	1	1	1	1	
Total Hours	37.5	45.0	37.5	45.0	30.0	22.5	22.5	240.0
FTE								6.40 FTE

open (Hybrid w/xray)	75.0	1.0
Meghan Rogers (Hybrid w/xray)	75.0	1.0
Laura Lashomb (Hybrid w/xray)	75.0	1.0
Rebecca Wolkiewicz (Hybrid w/xray)	75.0	1.0
Christi Decker (Hybrid w/xray)	75.0	1.0
Jihan Abdo (Hybrid w/xray)	75.0	1.0
Tom Miga	75.0	1.0
Lisa Randall	75.0	1.0
Robert Braun	37.5	0.5
Lisa Kawalek	37.5	0.5
Jennifer Krajewski	37.5	0.5
Kailey Ekstrum	PD	0.1
Karen O'Neill	PD	0.1
Laura Hoy	PD	0.1
Nicole Caruana	PD	0.1