



000896 St. Charles Hospital Port Jefferson NY 11777
2024 NYS Staffing Plan

The required number of staff determined by the assessment of patients with adjustment based on census, patient flow, acuity level, staff skill mix and competency. The number in the employee column represents the number of employees routinely scheduled to work a shift assuming average acuity and average census.



June 27, 2024

To Whom It May Concern:

The enclosed is the recommended clinical staffing plan, in accordance with the relevant provisions of the Public Health law.

As stated in the Collective Bargaining Agreement: "The required number of staff is determined by the assessment of patients with adjustments based on census, patient flow, acuity level staff skill mix, and competency."

Please let me know if you have any questions or require additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read "James O'Connor", with a long horizontal flourish extending to the right.

James O'Connor

President

St. Charles Hospital

200 Belle Terre Road, Port Jefferson, NY 11777 www.chshl.org

T (631) 474-6000

St Charles Hospital
Nursing Staffing Plan

Emergency Department

Registered Nurses:

Time of day	# of RN
7 am - 11am	3
11am - 3pm	6
3pm - 7pm	6
7pm - 11pm	6
11pm - 3am	4
3am - 7am	3

Does not include an RN Dedicated to Triage 24/7

Nursing Assistants:

7 am - 730pm	2
7pm - 730am	2

Unit Secretary:

24/7 Coverage

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

4 East

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
41-44	7	5
35-40	6	5
33-34	5	5
29-32	5	4
26-28	4	4
22-25	4	3

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
39-44	7	5
32-38	6	5
30-31	5	5
25-29	5	4
21-24	4	4
18-20	4	3

Contract states :
Based on 44 patients 7 RN per shift

Unit Secretary: Monday through Friday 7am- 11pm

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

2 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
13-20	3	3
5-12	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
13-20	3	3
5-12	2	1

Contract states :
Based on 20 patients 3 RN per shift

Effective January 2024, RN Ratio of 1RN:5 Patients
Based on 20 patients 4 RN per shift

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 West

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
19-22	3	3
13-18	3	2
5-12	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
19-22	3	3
13-18	3	2
5-12	2	1

Unit Secretary: Monday through Friday 7am- 3p, depending on unit census
 RN Staffing excludes RN delivering infusion therapy in the Clinics
 When census reaches 22, all efforts will be made to obtain an additional RN

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
13-16	3	3
8-12	2	2

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
13-16	3	3
8-12	2	2

Contract states :
Based on 16 patients 3 RN per shift

Unit Secretary: Monday through Saturday 7a-730p

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 6 Patients
RN HPPD 4.00

3 East

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
31-35	6	6
25-30	5	5
19-24	4	4
12-18	3	3

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
31-35	6	6
25-30	5	5
19-24	4	4
12-18	3	3

Contract states :

Based on 35 patients 6 RN per shift not included the Admission/Discharge Nurse

1 RN 11a-11p Adm/Disch scheduled for 3 variable days per week as needed based on OR schedule

Unit Secretary: Monday through Friday 7 am to 11 pm, Saturday and Sunday 7a-3p

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 14 Patients
RN HPPD 1.71

5 North

7a- 730p Day Census Staffing		
Patient Range	RN	PCA/US
33-40	3	1
20-32	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA/US
33-40	3	1
20-32	2	1

Contract states :
Based on 40 patients 3 RN per shift

One Nursing assistant, unit secretary 24/7

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 2 Patients
RN HPPD 12.00

ICU

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
15-16	8	2
13-14	7	2
11-12	6	2
9-10	5	1
7-8	4	1
5-6	3	1
3-4	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
15-16	8	2
13-14	7	2
11-12	6	2
9-10	5	1
7-8	4	1
5-6	3	1
3-4	2	1

Contract States:
Based on 16 patients
1 RN :2 ICU Level of Care patients
Minimum of 3 RNs, including ANCC

Unit Secretary: 5 day coverage 8a-830p

OR

Monday-Friday

There shall be 1 RN assigned to a case at all times.

There shall be 1 CST assigned to a case at all times.

1 unit secretary, 6:30 am to 2:30 pm Monday to Friday

St Charles Hospital
Nursing Staffing Plan

ASU (Including Pain Management Patients)

Registered Nurses:

Staggered shifts of 8 RN

Minimum of 2 RNs at all times

The Hospital considers evidence based staffing guidelines for assignment of staff to patients based on their Phase Of Recovery from Anesthesia (ASPAN)

Nursing Assistants:

2-3 Nursing Assistants based on volume

Unit Secretary:

5:30a-1:30p , then switch to Nursing assistant based on volume

St Charles Hospital
Nursing Staffing Plan

PACU

Registered Nurses:

Time of day	# of RN
7 am - 11am	5 staggered times
7am-4pm	7-8
4pm - 7pm	3-4
7pm - 11pm	2

The Hospital considers evidence based staffing guidelines for assignment of staff to patients based on their Phase Of Recovery from Anesthesia (ASPAN)

Nursing Assistants:

1-2 Nursing Assistants based on volume

Unit Secretary:

7am-3pm, Monday through Friday

St Charles Hospital
Nursing Staffing Plan

PST

Registered Nurses:

3 RN

Effective January 1, 2024, 4 RN

PST TECHS:

6am-630pm, 1 per day depending on volume

Unit Secretary:

7am-3pm, Monday through Friday

St Charles Hospital
Nursing Staffing Plan

Special Procedures

Registered Nurses:

6 RN

Nursing Assistants:

For high volume 1 NA

St Charles Hospital
Nursing Staffing Plan

Labor and Delivery

7am-730pm Shift:

Skill	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ANCC	1	1	1	1	1	0	0
RN	4	4	4	4	4	4	4
OR Tech	1	1	1	1	1	1	0
NA	1	0	0	0	1	0	1
US	1	1	1	1	1	0	0
ON CALL	1	1	1	1	1	1	1

If 4 RNs Scheduled Remove Call

If no OR tech Double Call

NA is 3 (12) hour shifts per pay period

7pm-730am Shift:

Skill	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ANCC	0	0	0	0	0	0	0
RN	4	4	4	4	4	4	4
OR Tech	1	1	1	1	1	1	0
NA	0	0	0	0	0	0	0
US	0	0	0	0	0	0	0
ON CALL	1	1	1	1	1	1	1

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 3 Couplets

2 EAST (Mother Baby Couplets)

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
16-17	6	3
13-15	5	2
10-12	4	2
8-9	3	2
7	3	1
4-6	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
16-17	6	3
13-15	5	2
10-12	4	2
8-9	3	2
7	3	1
4-6	2	1

Contract states :
Based on 17 Couplets 6 RN per shift

Nursery-- Effective July 1, 2023
1 RN Transition
3 RN per shift

St Charles Hospital
Nursing Staffing Plan

Ratio of 1 RN : 2 Patients
RN HPPD 12.00

ICU

7a- 730p Day Census Staffing		
Patient Range	RN	PCA
8-9	4	1
6-7	3	1
1-5	2	1

7p- 730a Night Census Staffing		
Patient Range	RN	PCA
8-9	4	1
6-7	3	1
1-5	2	1

Contract States:
Based on 9 patients
1 RN :2 NICU Patients
Minimum of 2 NICU RNs per Shift

St Charles Hospital
Nursing Staffing Plan

Wound and Hyperbaric Unit

Registered Nurses:

2 RN Variable shifts

2 HBO Techs Variable shifts

Receptionist