

# HERDS: 2805-t General Hospital Clinical Staffing Plan

New York State Dept. of Health

Activity :	<b>General Hospital Clinical Staffing Plan Supplement</b>	Name :	<b>Ellenville Regional Hospital (1002)</b>
Organization :	<b>Ellenville Regional Hospital</b>	Address 1 :	<b>10 Healthy Way</b>
Form :	<b>2805-t General Hospital Clinical Staffing Plan</b>	Address 2 :	
Data Entity		City :	<b>ELLENVILLE</b>
Type :	<b>Hospital (pfi)</b>	State & Zip :	<b>NY-12428</b>
Name :	<b>Ellenville Regional Hospital</b>	County :	<b>Ulster (111)</b>
Time Period :	<b>06/24/2024 12:00 AM</b>	Region :	<b>Metropolitan Area Regional Office</b>
		Phone & Fax:	

Section	Field	Value	Data Status	User	Updated
Attestation	The following is an updated clinical staffing plan submitted to the New York State Department of Health in accordance with Public Health Law (PHL) Section 2805-t (Clinical staffing committees and disclosure of nursing quality indicators). I, the undersigned, with responsibility for this general hospital, attest that the general hospital clinical staffing plan was developed in accordance, and complies, with PHL Section 2805-t, and includes all clinical patient care units of our general hospital license under Public Health Law Article 28.				
	First Name of person completing:*	Ashima	submitted	ab422372	06/24/2024 01:16 PM
	Last Name of person completing: *	Butler	submitted	ab422372	06/24/2024 01:16 PM
	Role at Facility: *	Chief Operating Officer	submitted	ab422372	06/24/2024
	Phone Number:*	8452103037	submitted	ab422372	06/24/2024
	Email:*	abutler@erhny.org	submitted	ab422372	06/24/2024
	I am:*	[CEO's designee]	submitted	ab422372	06/24/2024
	Description of the general hospital. Please include the general hospital's name and the titles of all the patient care units within the hospital: *	25 Bed Critical Access Hospital with an Average Daily Census of 17 patients.		ab422372	

	<p>Directions for Additional information regarding Clinical Staffing Plan for units of the general hospital:</p> <p>Please document the unit's name and provide the information requested for each patient care unit within the general hospital as defined in its operating certificate (for example, Intensive Care Unit, Critical Care Unit, Maternity Unit, Pediatric Unit, Psychiatric Unit, Medical Surgical Unit) in the section of the document for Day Shift, Evening Shift and Night Shift. There should be separate documentation submitted for each patient care unit and each shift within the general hospital.</p> <p>When reporting the number of registered nurses, licensed practical nurses, and ancillary members of the frontline team, and number of patients, general hospitals should report the average number of each a unit has per shift.</p>				
<p>Day Shift (for example, 7 am-3 pm)</p>	<p>The measurements provided in this section should only reflect measurements for the day shift.</p>				
	<p>Name of Clinical Unit: *</p>	<p>[Emergency Department]</p>	<p>submitted</p>	<p>ab422372</p>	<p>06/24/2024 01:16 PM</p>

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	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital. *	ED	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	3	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	22	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) ?*	7.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Licensed Practical Nurses (LPN) on the unit	0	submitted	ab422372	06/24/2024 01:16 PM

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	providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *				
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) *	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) *	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel (e.g., patient care technicians) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including	8	submitted	ab422372	06/24/2024 01:16 PM

	<p>adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) *</p>				
	<p>* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p>				

	<p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).</p>				
	<p>Description of additional resources available to support unit level patient care on the Day Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *</p>	<p>Lead RN, Charge Nurse and ED Manager are available to assist as needed</p>		<p>ab422372</p>	
	<p>Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit: *</p>	<p>[Yes]</p>	<p>submitted</p>	<p>ab422372</p>	<p>06/24/2024 01:16 PM</p>
	<p>If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:</p>				
	<p>Statement by members of clinical staffing committee selected by the general hospital administration (management</p>				

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	members):				
	Statement by members of clinical staffing committee that were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
	The measurements provided in this section should only reflect measurements for the day shift.				
	Name of Clinical Unit: *	[Ambulatory Surgery]	submitted	ab422372	06/24/2024 01:16 PM
	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital. *	Outpatient Surgery	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	3.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	8	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Day Shift? (Please provide a number with up	10	submitted	ab422372	06/24/2024 01:16 PM

	to 5 digits. Ex: 101.50) *				
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) ?*	3.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Licensed Practical Nurses (LPN) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) *	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	1	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5	8	submitted	ab422372	06/24/2024 01:16 PM



	digits. Ex: 101.50)*				
	Planned average number of unlicensed personnel (e.g., patient care technicians) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	8	submitted	ab422372	06/24/2024 01:16 PM
	<p>* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary</p>				

	<p>members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p> <p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).</p>				
	<p>Description of additional resources available to support unit level patient care on the Day Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical</p>	<p>OR Coordinator and Manager of Ancillary Services available as needed</p>		<p>ab422372</p>	

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	nurses, and ancillary staff. *				
	Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit: *	[Yes]	submitted	ab422372	06/24/2024 01:16 PM
	If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:				
	Statement by members of clinical staffing committee selected by the general hospital administration (management members):				
	Statement by members of clinical staffing committee that were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
	The measurements provided in this section should only reflect measurements for the day shift.				
	Name of Clinical Unit: *	[Medical/Surgical]	submitted	ab422372	06/24/2024 01:16 PM
	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital. *	Inpatient	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex:	3	submitted	ab422372	06/24/2024 01:16 PM

	101.50) *				
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	4	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	17	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50) ?*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Licensed Practical Nurses (LPN) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)	0	submitted	ab422372	06/24/2024 01:16 PM

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	*				
	Planned average number of ancillary members of the frontline team on the unit per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel (e.g., patient care technicians) on the unit providing direct patient care per day on the Day Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including adjustment for case mix and acuity on the Day Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	7	submitted	ab422372	06/24/2024 01:16 PM
	* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift,				

	<p>approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p> <p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the</p>				
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	Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).				
	Description of additional resources available to support unit level patient care on the Day Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *	Charge Nurse, Lead Nurse and Department Manager available for support		ab422372	
	Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit: *	[Yes]	submitted	ab422372	06/24/2024 01:16 PM
	If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:				
	Statement by members of clinical staffing committee selected by the general hospital administration (management members):				
	Statement by members of clinical staffing committee that were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
Evening Shift (for example, 3 pm-11pm)	The measurements provided in this section should only reflect measurements for the evening shift.				
	Name of Clinical Unit: *	[Emergency Department]	submitted	ab422372	06/24/2024 01:16 PM

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	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital. *	ED	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	2.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	20	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)?*	6.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Licensed Practical Nurses (LPN) on the unit providing direct patient care per day on the Evening Shift? (Please provide a	0	submitted	ab422372	06/24/2024 01:16 PM



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	number with up to 5 digits. Ex: 101.50)*				
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel on the unit providing direct patient care per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	8	submitted	ab422372	06/24/2024 01:16 PM
	* Shift means a 24-hour period of time as a whole				

	<p>or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p> <p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of</p>				
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	the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).				
	Description of additional resources available to support unit level patient care on the Evening Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *	Lead RN, Charge Nurse, ED Manager are available to assist as needed		ab422372	
	Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit: *	[Yes]	submitted	ab422372	06/24/2024 01:16 PM
	If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:				
	Statement by members of clinical staffing committee selected by the general hospital administration (management members):				
	Statement by members of clinical staffing committee that were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
	The measurements				

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	provided in this section should only reflect measurements for the evening shift.				
	Name of Clinical Unit: *	[Medical/Surgical]	submitted	ab422372	06/24/2024 01:16 PM
	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital. *	Inpatient	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50) *	3	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	12	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	17	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)?*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Licensed	0	submitted	ab422372	06/24/2024 01:16 PM

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	Practical Nurses (LPN) on the unit providing direct patient care per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*				
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel on the unit providing direct patient care per day on the Evening Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2.5	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including adjustment for case mix and acuity on the Evening Shift (Please provide a number with up	7	submitted	ab422372	06/24/2024 01:16 PM

	to 5 digits. Ex: 101.50)*				
	<p>* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p> <p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be</p>				

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	recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).				
	Description of additional resources available to support unit level patient care on the Evening Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *	Lead RN and Nurse Supervisor		ab422372	
	Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit: *	[Yes]	submitted	ab422372	06/24/2024 01:16 PM
	If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:				
	Statement by members of clinical staffing committee selected by the general hospital administration (management members):				
	Statement by members of clinical staffing committee that were registered nurses, licensed practical nurses,				

	and ancillary members of the frontline team (employee members):				
Night Shift (for example, 11 pm-7 am)	The measurements provided in this section should only reflect measurements for the night shift.				
	Name of Clinical Unit:*	[Emergency Department]	submitted	ab422372	06/24/2024 01:16 PM
	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital.*	ED	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	8	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)?*	4	submitted	ab422372	06/24/2024 01:16 PM



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	Planned average number of Licensed Practical Nurses (LPN) on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	1	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including adjustment for case mix and acuity on the	8	submitted	ab422372	06/24/2024 01:16 PM

	<p>Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*</p>				
	<p>* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p> <p>If a 12-hour shift is scheduled, the total number of</p>				

	<p>hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).</p>				
	<p>Description of additional resources available to support unit level patient care on the Night Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *</p>	<p>Nursing Supervisor is available to assist as needed.</p>		<p>ab422372</p>	
	<p>Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit.*</p>	<p>[Yes]</p>	<p>submitted</p>	<p>ab422372</p>	<p>06/24/2024 01:16 PM</p>
	<p>If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:</p>				
	<p>Statement by members of clinical staffing committee selected by the general hospital administration (management members):</p>				
	<p>Statement by members of clinical staffing committee that</p>				

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	were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
	The measurements provided in this section should only reflect measurements for the night shift.				
	Name of Clinical Unit:*	[Medical/Surgical]	submitted	ab422372	06/24/2024 01:16 PM
	Provide a description of Clinical Unit, including a description of typical patient services provided on the unit and the unit's location in the hospital.*	Inpatient	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of Registered Nurses (RN) on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of RN nursing care per patient including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	8	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of patients on the unit per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	17	submitted	ab422372	06/24/2024 01:16 PM
	What is the planned average number of patients for which one RN on the unit will provide direct patient care per day on the Night Shift (Please provide a	8.5	submitted	ab422372	06/24/2024 01:16 PM

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	number with up to 5 digits. Ex: 101.50)?*				
	Planned average number of Licensed Practical Nurses (LPN) on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	1	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of LPN care per patient including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	6	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of ancillary members of the frontline team on the unit per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of ancillary members of the frontline team including adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*	0	submitted	ab422372	06/24/2024 01:16 PM
	Planned average number of unlicensed personnel on the unit providing direct patient care per day on the Night Shift? (Please provide a number with up to 5 digits. Ex: 101.50)*	2	submitted	ab422372	06/24/2024 01:16 PM
	Planned total hours of unlicensed personnel care per patient including	6	submitted	ab422372	06/24/2024 01:16 PM

	<p>adjustment for case mix and acuity on the Night Shift (Please provide a number with up to 5 digits. Ex: 101.50)*</p>				
	<p>* Shift means a 24-hour period of time as a whole or divided into parts as appropriate to the reporting facility. This template has 3 eight-hour shifts (a Day Shift, approximately 7am to 3pm; an Evening Shift, approximately 3pm to 11pm; and a Night Shift, approximately 11pm to 7am).</p> <p>There are multiple different shifts that could be worked, for example, 8-hour shifts, 12-hour shifts, or split shifts. For each category that is being identified (registered nurses, licensed practical nurses, ancillary members of the frontline team), please attribute the components of their time to the appropriate eight-hour shift as outlined in this template (Day Shift, Evening Shift, or Night Shift).</p> <p>Split shifts or shorter than eight-hour shifts would be recorded in the appropriate Day Shift, Evening Shift, or Night Shift.</p>				

	<p>If a 12-hour shift is scheduled, the total number of hours for the first part of the shift would be recorded in the appropriate category (Day Shift, Evening Shift, or Night Shift), and then the second part of the shift would be reported in the next appropriate shift. For example, the employee could have eight hours recorded in the Day Shift (7 AM - 3 PM), and four hours recorded in the first part of the Evening Shift (3 PM - 7 PM).</p>				
	<p>Description of additional resources available to support unit level patient care on the Night Shift. These resources include but are not limited to unit clerical staff, admission/discharge nurse, and other coverage provided to registered nurses, licensed practical nurses, and ancillary staff. *</p>	<p>Lead RN and Nurse Supervisor</p>		<p>ab422372</p>	
	<p>Our Clinical Staffing Committee reached consensus on the clinical staffing plan for this unit.*</p>	<p>[Yes]</p>	<p>submitted</p>	<p>ab422372</p>	<p>06/24/2024 01:16 PM</p>
	<p>If no, Chief Executive Officer Statement in support of clinical staffing plan for this unit:</p>				
	<p>Statement by members of clinical staffing committee selected by the general hospital administration (management members):</p>				
	<p>Statement by</p>				

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	members of clinical staffing committee that were registered nurses, licensed practical nurses, and ancillary members of the frontline team (employee members):				
Details Regarding the Plan	This facility's clinical staffing committee was established on this date:*	10/28/2021	submitted	ab422372	06/24/2024 01:16 PM
	The facility's clinical staffing committee was a: *	[New committee]	submitted	ab422372	06/24/2024 01:16 PM
	We have one or more collective bargaining agreements:*	[Yes]	submitted	ab422372	06/24/2024 01:16 PM
	If yes, then:  Our general hospital has a collective bargaining agreement with the following organizations that represent clinical staff (Select all that apply):  **Please select association and identify staff (e.g. nurses, ancillary staff, etc.) represented.	[CSEA]	submitted	ab422372	06/24/2024 01:16 PM
	Our general hospital's collective bargaining agreement with New York State Nurses Association expires on the following date:				
	The number of hospital employees represented by New York State Nurses Association is:				
	Our general hospital's collective bargaining agreement with SEIU 1199				



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	expires on the following date:				
	The number of hospital employees represented by SEIU 1199 is:				
	Our general hospital's collective bargaining agreement with Communications Workers of America expires on the following date:				
	The number of hospital employees represented by Communication Workers of America is:				
	Our general hospital's collective bargaining agreement with CSEA expires on the following date:	12/31/2026	submitted	ab422372	06/24/2024 01:16 PM
	The number of hospital employees represented by CSEA is:	190	submitted	ab422372	06/24/2024 01:16 PM
	Our general hospital's collective bargaining agreement with DC 37 expires on the following date:				
	The number of hospital employees represented by DC37 is:				
	Please provide the name of the union:				
	Our general hospital's collective bargaining agreement expires on the following date:				
	The number of hospital employees represented by the union(s) above is:				
	Do the collective	[No]	submitted	ab422372	06/24/2024 01:16 PM

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	bargaining agreements of the registered nurses, licensed practical nurses, and/or the ancillary members of the frontline team govern how members of the clinical staffing committee are chosen? *				
	If yes, what provision of the respective bargaining agreements determine how the members of the clinical staffing committee are chosen?				
	If no, what is the method by which the members who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are selected by their peers?	The Union President sent an open invitation for staff to volunteer for the committee. Open call for participation to all employed RNs, LPNs, PCTs and ancillary staff for all nursing units.		ab422372	
	When was the first meeting of the clinical staffing committee?*	10/28/2021	submitted	ab422372	06/24/2024 01:16 PM
	Since the last submission of the clinical staffing plan, on which dates has the clinical staffing committee met? *	04/18/2024	submitted	ab422372	06/24/2024 01:16 PM
Hospital Administration Committee Members	The members of the clinical staffing committee selected by the general hospital administration are:				
	First Name:*	Carol	submitted	ab422372	06/24/2024
	Last Name:*	Schrowang	submitted	ab422372	06/24/2024
	Title:*	[Patient Care Unit Directors]	submitted	ab422372	06/24/2024
	Please describe the title in greater				

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	detail:				
	The members of the clinical staffing committee selected by the general hospital administration are:				
	First Name:*	Keith	submitted	ab422372	06/24/2024
	Last Name:*	Edwards	submitted	ab422372	06/24/2024
	Title:*	[Other]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:	Director of Human Resources	submitted	ab422372	06/24/2024 01:16 PM
	The members of the clinical staffing committee selected by the general hospital administration are:				
	First Name:*	Ashima	submitted	ab422372	06/24/2024
	Last Name:*	Butler	submitted	ab422372	06/24/2024
	Title:*	[Other]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:	Chief Operating Officer	submitted	ab422372	06/24/2024 01:16 PM
	The members of the clinical staffing committee selected by the general hospital administration are:				
	First Name:*	Bob	submitted	ab422372	06/24/2024
	Last Name:*	Rue	submitted	ab422372	06/24/2024
	Title:*	[Chief Financial Officer]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee selected by the general hospital administration are:				
	First Name:*	Maria	submitted	ab422372	06/24/2024
	Last Name:*	Gonzalez	submitted	ab422372	06/24/2024

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	Title:*	[Chief Nursing Officer]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
Frontline Staff Committee Members	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				
	First Name:*	Karina	submitted	ab422372	06/24/2024
	Last Name:*	Gonzabay	submitted	ab422372	06/24/2024
	Title:*	[Ancillary Frontline Staff Member]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				
	First Name:*	Marion	submitted	ab422372	06/24/2024
	Last Name:*	Williams	submitted	ab422372	06/24/2024
	Title:*	[Registered Nurse]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				
	First Name:*	Daryl	submitted	ab422372	06/24/2024
	Last Name:*	Jackson	submitted	ab422372	06/24/2024
	Title:*	[Registered Nurse]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				

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	First Name:*	Angelina	submitted	ab422372	06/24/2024
	Last Name:*	Pacella	submitted	ab422372	06/24/2024
	Title:*	[Registered Nurse]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				
	First Name:*	Caleb	submitted	ab422372	06/24/2024
	Last Name:*	Budd	submitted	ab422372	06/24/2024
	Title:*	[Registered Nurse]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The members of the clinical staffing committee who are registered nurses, licensed practical nurses, and ancillary members of the frontline team are:				
	First Name:*	Martha	submitted	ab422372	06/24/2024
	Last Name:*	Toala	submitted	ab422372	06/24/2024
	Title:*	[Registered Nurse]	submitted	ab422372	06/24/2024
	Please describe the title in greater detail:				
	The clinical staffing committee considered all the factors in Public Health Law Section 2805-t(4)(b)(i) through (xvi) in development of the clinical staffing plan: *	[Yes]	submitted	ab422372	06/24/2024 01:16 PM

\*Required Fields. \*\* Repeatable Sections.

**Form Rules:**

# EMERGENCY DEPT. STAFFING MATRIX

<u>DAY SHIFT:</u>	2 RNs PCT	7:30am-8pm 7am-7:30pm
<u>EVENING SHIFT:</u>	Clerk/Tech RN	9:30am-10pm 12pm-12am (Memorial Day to Labor Day)
<u>NIGHT SHIFT:</u>	2 RN LPN or PCT	7:30pm-8am 7:30pm-8am (Memorial Day to Labor Day)

**12pm to 12am Summer ED RN becomes Lead RN during off-season**

**Nursing Supervisors, please consider the following regarding ED staffing:**

- **Lead RN** should be counted as staff when they are needed to take an assignment.  
LEAD RN schedule: 12 pm to 12 am
- Consider and offer the following **when there is an ED Call-out:**  
Floating cross-trained staff from another department. Swapping shifts with staff scheduled for another day. Ask staff members to split shifts if they are not able to cover an entire twelve hours.
- The **Inpatient Charge RN and ED Manager(s)** are expected to assist as needed during high acuity and increased census M - F 7:30am-4pm (check the supervisor's book to determine if they are scheduled and alert them ASAP).
- On-Call Nurse should be utilized as **LAST** resort - NOT first call when additional staff are needed. Occasionally, we may not have staff to cover based on above matrix. It is our goal but not always possible - based on staffing availability and increases/ decreases in census and/or acuity.
- Meal Breaks are assigned for all staff members

## AMBULATORY SURGERY STAFFING MATRIX

### Orthopedics:

Pre Op	1 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

### Pain Management:

Pre Op	1 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

### Neurology & Gastroenterology: (fast paced)

Pre Op	2 RN	
Intra-Op	1 Circulator RN	1 Surgical Tech
Recovery	1 RN	1 PCT

- OR Coordinator acts as the Circulator RN as needed.
- Manager of Ancillary Services is available for assistance as required.



# INPATIENT STAFFING MATRIX

## DAY SHIFT: 7:30 a - 8 p

<u>Census</u>	<u>0 - 6</u>	<u>*7- 12</u>	<u>13 - 20**</u>	<u>21 - 25**</u>
	1 RN	2 RN or	2 RN +	3 RN
	1 PCT	1 RN/1LPN*	1 RN/LPN	1 LPN
		2 PCT *	2 PCT	2 PCT
	Charge RN	Charge RN	Charge RN**	Charge RN**
		Cancel 1 staff member if census <10	Cancel 1 staff member if census <14	

## EVENING SHIFT: 9:30 a - 10 p

<u>Census</u>	<u>Weekday</u>	<u>Weekend/Holiday</u>
	<u>0 - 13</u>	<u>0-25</u>
	0 PCT/Clerk	1 Clerk
	<u>14 - 25</u>	
	1 Clerk	

## NIGHT SHIFT: 7:30 p – 8 a

<u>Census</u>	<u>*0 - 12</u>	<u>13 -16</u>	<u>17 - 20</u>	<u>21 – 25***</u>
	2 RN or	2 RN or	2 RN	2 RN
	1 RN/LPN*	1RN / 1 LPN	1 LPN	1 RN/LPN
	*1 PCT	2 PCTs	2 PCT	2 PCT/1PCT (10p-8a)***

\* Float- or Cancellation when census < 10

\*\*Charge RN assume a light assignment as needed to accommodate acuity needs

\*\*\* Night census 25 Consider adding PCT if high acuity

**Nursing Supervisors, please consider CENSUS and ACUITY of the patients and consider the following when adjusting staffing:**

- ♦ Devices/Drips/Telemetry, L.V.A.D. PATIENTS, Cardizem Drip: 1.25 patients
- ♦ COVID – Isolation 1.25 Patients
- ♦ Delirium Tremens Severe Agitation: 1.25
- ♦ Safety: sitter 1:1 (Additional PCT, Security or ancillary staff member)
- ♦ Consult with Nurse Managers and or Charge RN regarding potential admissions and / or discharges.
- ♦ The Lead RN / Charge RN counts as staff, when utilized to cover an assignment.
- ♦ Lead RN Charge RN – ED Manager to assist Covering meal breaks for staff
- ♦ **Inpatient and ED Manager will assist as needed with procedures during periods of high acuity or high census.**
- ♦ Utilize On-Call Nurse as LAST resort - NOT first call when additional staff needed.
- ♦ \*When census Peaks consider adding a PCT /clerk. As Per Manager's discretion Charge and Lead RN to take assignments
- ♦ The staffing Matrix is a guide for Nurse Managers and Nursing Supervisors.
- ♦ Depending on accuity and as per Manager's discretion an additional PCT may be utilized if a nurse is not avialbe and viceversa

**This Staffing Matrix is a guide to help with staffing decisions. It is subject to change as per the Managers' discretion**

Revised March 2024

