

St. John's Riverside Hospital- Clinical Staffing Committee

2024 Clinical Staffing Plan

PFI#001099 Park Care

June 2024

I, the undersigned with responsibility for St. John's Riverside Hospital ("SJRH" and the "Hospital"), attest that the attached staffing plan and matrix was developed in accordance with the New York State Hospital Clinical Staffing Committee law enacted in June 2021 that requires hospitals to collaboratively develop and implement a clinical staffing plan for registered nurses (RN) and other members of the front-line team and includes all units in our hospital. This plan was developed with consideration given to the following elements:

- SJRH Average daily census, including total numbers of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers.
- Level of acuity of all patients and nature of the care to be delivered on each shift, skill mix.
- Level of experience and specialty certification or training of nursing personnel providing care.
- The need for specialized or intensive equipment.
- The architecture and geography of the patient care unit, including but not limited to placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment.
- Availability of other personnel supporting nursing services on the patient care unit; and
- Strategies to enable registered nurses to take meal and rest breaks as required by law or the terms of an applicable collective bargaining agreement, if any, between the hospital and a representative of the nursing staff.

This staffing plan was adopted by the SJRH on:

As approved by: Ronald Corti

Ron Corti, President & CEO, SJRH

Dated: 6/26/2024

Staffing Plan Purpose

This plan was developed for the management of scheduling and provision of daily clinical staffing needs for the Hospital, and to define a process that ensures the availability of qualified clinical staff and support staff to provide safe, reliable, and effective care to our patients. This plan applies to all parts of the Hospital.

Staffing Plan Principles

- Access to high-quality staff is critical to providing patients safe, reliable, and effective care.
- The optimal staffing plan represents a partnership between nursing leadership and direct clinical care staff.
- Staffing is multifaceted and dynamic. The development of the plan must consider a wide range of variables.

Staffing Plan

- The staffing committee is responsible for the development and oversight of the staffing plan to ensure the availability of qualified staff to provide safe, reliable, and effective care to our patients.
- The committee's work is guided by its charter.
- The committee meets on a regular basis as determined by the committee's charter.
- The committee will review data from individual patient care units. Appropriate staffing levels for a patient care unit reflect an analysis of individual and aggregate patient needs.
- Staffing guidelines developed for specific specialty areas. The skills and training of the clinical staff.
- Resources and supports for staff; Anticipated absences and need for staff to take meal and rest breaks.
- Hospital data and outcomes from relevant quality indicators and Hospital finances.
- Staff continuously monitor individual and aggregate patient care needs and adjust staffing per agreed upon policy and collective bargaining agreement.
- Every Effort will be made to meet the ratios. In the event of unforeseen circumstances additional available support will be deployed to the unit.
- The committee will perform a semiannual review of the staffing plan. If changes are made to the staffing plan throughout the calendar year, an updated staffing plan will be submitted to DOH.
- The Hospital is committed to ensuring staff can take meal and rest breaks as required by law, or collective bargaining agreement. The committee considers breaks and strategies to ensure breaks when developing the plan. Individual patient care unit

may have discretion in structuring breaks to meet specific needs while meeting the requirements of the law. Data regarding missed or interrupted breaks will be reviewed by the committee to help develop strategies to ensure nurses are able to take breaks.

Staffing Plan Scope

Hospitals are required by law to develop a clinical staffing plan. The plan must cover areas of the hospital that: (i) are under the hospital's license and (ii) where nurse(s) provides patient care (i.e., a "patient care unit").

The following areas of the Hospital are covered by the staffing plan:

- Park Care Detox Unit
- Park Care Rehab Unit

The following represents critical elements about the staffing plan:

Staffing schedules are based on unit bed capacity, average daily patient census, and acuity demands. Adjustments to the schedule are made based on fluctuations in census, activity, and/or acuity, utilizing additional staff as necessary and available. Additional staff is called in by the nursing Department Leadership or Supervisor.

Basic staffing patterns have been established by each unit. These patterns are based on; historical staffing data, unit bed capacity, patient census, budget information, quality improvement data, acuity, ages of patients served, specialty qualifications, staff competencies, technologies used, as well as patient satisfaction data.

Meal and Break Coverage:

SJRH is committed to ensuring that our staff receive rest breaks and meal breaks. Rest breaks and meal breaks will either be assigned at the beginning of a shift by the Clinical Supervisor and nurse Manager. Clear communication by the staff nurse with the Clinical Supervisor and nurse Manager when they cannot take a scheduled meal or rest break is imperative to ensure all staff receive breaks in a timely manner. Some departments may have a more prescribed assignment of break coverage due to case load/timing such as PWC. The reasons for missed or interrupted meal or rest breaks are documented by the Clinical Supervisor and Nurse Manger. If a rest break or meal break is interrupted and an employee can take a complete rest or meal break at the earliest reasonable time during which the employee is required to receive a rest break, the rest break or meal break is considered to have been taken.

Department/Unit Staffing Specifics:

A summary of Units, number of Beds, and Applicable RN /Per Room is attached hereto as Exhibit "A".

Park Care

Detox

There shall be registered nursing personnel immediately available to all patients at all times. Nursing services shall be under the direction of a registered [professional] nurse who has at least one year of experience in the nursing care and treatment of substance use disorders and related **medical and psychiatric** illnesses. There shall be sufficient clinical staff **both** to maintain a ratio of one counselor for each 10 beds and be scheduled to be available for one and one-half shifts, seven (7) days per week.

Rehab

There shall be at least one counselor for every eight (8) patients, at least 50 percent of whom shall be qualified health professionals. Counseling staff shall be scheduled for a minimum of one and one-half shifts five days per week, and one shift per day for the remaining two days per week; There shall be at least one counselor for every eight (8) patients, at least 50 percent of whom shall be qualified health professionals. Counseling staff shall be scheduled for a minimum of one and one-half shifts five days per week, and one shift per day for the remaining two days per week.

EXHIBIT A
Staffing Grid by ADC and Ratio where applicable

Staffing Guidelines												
6N	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
	30	3	2	3	1	3	3	2	3	2	0	2

Staffing Guidelines												
3N	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
	18	2	2	3	1	3	2	2	3	2	0	2

Staffing Guidelines												
5N	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
	24	2	2	1	0	2	2	2	2	2	0	2

Staffing Guidelines												
3W	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
	24	2	2	1	0	2	2	2	2	2	0	2

Staffing Guidelines												
3E	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
	17	2	2	1	0	1	2	2	1	2	0	1

Staffing Guidelines												
PWC	ADC	Day Shift					Evening Shift			Night Shift		
		RN	Counselor	Milieu	Unit Sec	NA	RN	Counselor	NA	RN	Counselor	NA
		2	2	0	0	2	2	0	2	1	0	1

Supplemental Staff
 RN Floats =6.83
 Per Diem Staff
 Security

The Hospital Staffing Committee, through their duly authorized management and employee representatives, hereby agrees and adopts the foregoing collaborative staffing plan on this 26th day of June 2024.

For and on behalf of **MANAGEMENT** of
ST. JOHN'S RIVERSIDE HOSPITAL

By: Hertha Muller
Name: HERTA MULLER
Title: CNO
Date: 6/26/24

For and on behalf of **EMPLOYEES** of
ST. JOHN'S RIVERSIDE HOSPITAL

By: Cynthia McCalla, RN
Name: CYNTHIA MCCALLA
Title: RN, Delegate 1199.
Date: 6/26/2024.