

K5 STAFFING GUIDELINES

Capacity: 29 Beds

Average Daily Census (ADC): 27.0

RN:

Ratio of 1:5 based on ADC

**Ratio of 1:4 for Medical Telemetry &
Mixed Assignments**

PCT:

Staffed 4 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

K6 STAFFING GUIDELINES

Capacity: 30 Beds

Average Daily Census (ADC): 27.0

RN:

Ratio of 1:5 based on ADC

**Ratio of 1:4 for IV Chemo, Medical Telemetry &
Mixed Assignments**

PCT:

Staffed 4 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

K7 STAFFING GUIDELINES

Capacity: 16 Beds

Average Daily Census (ADC): 14.8

RN:

Ratio of 1:5 based on ADC

PCT:

Staffed 2 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

NB5 STAFFING GUIDELINES

Capacity: 23 Beds

Average Daily Census (ADC): 20.4

RN:

Ratio of 1:5 based on ADC

**Ratio of 1:4 for Medical Telemetry &
Mixed Assignments**

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

7W STAFFING GUIDELINES

Capacity: 30 Beds

Average Daily Census (ADC): 27.0

RN:

Ratio of 1:5 based on ADC

PCT:

Staffed 4 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

A5

STAFFING

GUIDELINES

Surge Capacity: 20 Beds

Average Daily Census (ADC): 20.0

RN:

Ratio of 1:5 based on ADC

PCT:

Staffed 2 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

6E

STAFFING

GUIDELINES

Capacity: 32 Beds

Average Daily Census (ADC): 27.0

RN:

Ratio of 1:5 based on ADC

**Ratio of 1:4 for BMU &
Mixed Assignments**

PCT:

Staffed 4 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

8E

STAFFING

GUIDELINES

Capacity: 32 Beds

Average Daily Census (ADC): 20.3

RN:

Ratio of 1:5 based on ADC

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

8W STAFFING GUIDELINES

Capacity: 30 Beds

Average Daily Census (ADC): 21.3

RN:

Ratio of 1:5 based on ADC

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

6W STAFFING GUIDELINES

Capacity: 30 Beds

Average Daily Census (ADC): 23.4

RN:

Ratio of 1:4 based on ADC

Ratio of 1:2 for first 24hrs of TPA

Ratio of 1:5 for Neurology, Neurosurgery & medicine

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

G2 STAFFING GUIDELINES

Capacity: 29 Beds

Average Daily Census (ADC): 21.1

RN:

Ratio of 1:4 based on ADC

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

NB2 STAFFING GUIDELINES

Capacity: 25 Beds

Average Daily Census (ADC): 19.4

RN:

Ratio of 1:4 based on ADC

PCT:

Staffed 3 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

PCSU STAFFING GUIDELINES

Capacity: 12 Beds

Average Daily Census (ADC): 9.8

RN:

Ratio of 1:4 based on ADC

PCT:

Staffed 1 per shift

PMCU STAFFING GUIDELINES

Capacity: 32 Beds

Average Daily Census (ADC): 26.7

RN:

Ratio of 1:4 based on ADC

PCT:

Staffed 4 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

CTICU STAFFING GUIDELINES

Capacity: 14 Beds

Average Daily Census (ADC): 8.5

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

CICU STAFFING GUIDELINES

Capacity: 10 Beds

Average Daily Census (ADC): 7.7

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

SICU STAFFING GUIDELINES

Capacity: 13 Beds

Average Daily Census (ADC): 10.2

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

MICU STAFFING GUIDELINES

Capacity: 20 Beds

Average Daily Census (ADC): 16.8

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 2 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

PACU STAFFING GUIDELINES

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

L&D STAFFING GUIDELINES

Capacity: 16 Beds

Average Daily Census (ADC): 10.7

RN:

Active Labor/ Complications: 1:1

Earlier Stage Labor: 1:2

High Risk Antepartum: 1:1-1:3

Triage: 2-3 RNs

L&D PACU: 1:1 - 1:2

PCT:

Staffed 3 per shift

Surgical Tech:

Staffed 1-2 per shift

IS:

Staffed 2 per shift

MBU STAFFING GUIDELINES

**Capacity: 69 + Well Baby Nursery
Average Daily Census (ADC): 61.1**

RN:

Ratio of 1:6 based on ADC

PCT:

**Staffed 6 per day shift
Staffed 4 per evening shift
Staffed 7 per night shift**

IS:

Staffed 3 per shift

PED6 STAFFING GUIDELINES

Capacity: 25 Beds

Average Daily Census (ADC): 12.4

RN:

Ratio of 1:5 per shift

PCT:

Staffed 2 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

PICU STAFFING GUIDELINES

Capacity: 11 Beds

Average Daily Census (ADC): 5.3

RN:

Ratio of 1:1 – 1:2 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 shared per night shift

NICU STAFFING GUIDELINES

Capacity: 31 Beds

Average Daily Census (ADC): 24.4

RN:

Ratio of 1:1 – 1:4 based on acuity

PCT:

Staffed 1 per shift

IS:

Staffed 1 per day shift

Staffed 1 per evening shift

Staffed 1 per night shift

N4 STAFFING GUIDELINES

Capacity: 40 Beds

Average Daily Census (ADC): 30.0

RN:

**Staffed 5 Mon – Fri on day shift
Staffed 3 on night shift & weekends**

MHW:

**Staffed 5 per day shift
Staffed 4 per evening & night shift**

IS:

Staffed 1 per day & evening shift

N6 STAFFING GUIDELINES

Capacity: 30 Beds

Average Daily Census (ADC): 25.6

RN:

**Staffed 4 Mon – Fri on day shift
Staffed 3 on night shift & weekends**

MHW:

Staffed 4 per shift

IS:

Staffed 1 per day & evening shift

ED STAFFING GUIDELINES

Average Daily Visits: 278.0

	7am-11am	11am/12p-3pm	3pm-7pm	7pm-11pm	11pm-3am	3am-7am
RN	28-31	38-41	42-45	42-45	34-37	28-31
PCT	12-16	12-16	12-20	12-20	10-12	10-12
MHW	3	3	3	3	3	3

Critical 1:2 | Active Trauma & Resus 1:1

Admitted patients to follow inpatient guidelines:

ICU/High Acuity 1:1

ICU/Critical Acuity 1:2

Telemetry 1:4

Medicine/Surgery 1:5

CDU STAFFING GUIDELINES

Capacity: 12 Beds

RN:

Staffed 2 per shift

PCT:

Staffed 1 per shift

Admitted patients to follow inpatient guidelines:

Telemetry 1:4

Medicine/Surgery 1:5

HEMODIALYSIS STAFFING GUIDELINES

6 Treatment Areas

Average Daily Treatments: 17.1

RN:

Ratio of 1:2 for in unit treatments

Ratio of 1:1 for bedside procedures

Hemodialysis Technicians:

Staffed 1-2 per shift

CCL-EP-STRUCTURAL HEART STAFFING GUIDELINES

Capacity: 5 Suites + Structural/OR Procedures

Average Daily Patients: 17.4

RN:

Staffed 13 per shift

RCVT:

Staffed 2-4 per shift

K2 ACUI STAFFING GUIDELINES

Capacity: 22 Beds

Average Daily Census (ADC): 10.4

RN:

Ratio of 1:4

PCT:

Staffed 2 per shift

IS:

Staffed 1 per shift

TEE STAFFING GUIDELINES

Transesophageal Echocardiogram with Cardioversion

Average Daily Patients: 2.7

RN:

Staffed 1 per shift

CARDIAC REHAB STAFFING GUIDELINES

Average Daily Patients: 5.4

RN:

Staffed 1 per shift

SECY:

Staffed 1 per shift

ASU PACU STAFFING GUIDELINES

Capacity: 18 Beds

Average Daily Patients: 45.1

	6am- 9am	9am- 4pm	4pm- 8:30pm
RN	5-11	12	2-11
PCT	2	2	2
IS	2	2	2

INTERVENTIONAL RADIOLOGY STAFFING GUIDELINES

**Special Procedures Recovery Room, CT/MRI,
Nuclear Medicine, Sonogram, X-ray**

Average Daily Patients: 14.5

RN:

Staffed 9-11 per shift

PCT:

Staffed 2 per day shift & 1 per evening shift

ENDOSCOPY STAFFING GUIDELINES

Average Daily Patients: 14.0

3 – 4 Procedure Rooms

RN:

Staffed 9-11 per shift

PCT:

Staffed 2 per shift

IS:

Staffed 2 per shift

G4 PACU STAFFING GUIDELINES

Post Anesthesia Care Unit

Bed Capacity: 16

	7am-11am	11am-11pm	11pm-7am	Sat (7a-7p)	Sun (7a-7p)
RN	2-6	11-12	2-3	3	2-3
PCT	1	2	-	1	1
IS	2	2	-	-	-

OPERATING ROOMS STAFFING GUIDELINES

PCT:

Staffed 2 per day & evening shift

BAY RIDGE ED STAFFING GUIDELINES

Average Daily Visits: 37.6

RN:

Staffed 3 per shift

Critical 1:2 | Active Trauma & Resus 1:1

Admitted patients to follow inpatient guidelines:

ICU/High Acuity 1:1

ICU/Critical Acuity 1:2

Telemetry 1:4

Medicine/Surgery 1:5

PCT:

Staffed 1 per shift

PRE-ADMISSION TESTING STAFFING GUIDELINES

Average Daily Visits: 57.6

RN:

Staffed 1 per shift

NP:

Staffed 5-6 per shift

PCT:

Staffed 3 per shift

Office Asst:

Staffed 2 per shift

RADIATION ONCOLOGY STAFFING GUIDELINES

Average Daily Visits: 10-12

RN:

Staffed 2 per shift

PCT:

Staffed 1 per shift

Clerk:

Staffed 2 per shift

MAMMOGRAPHY STAFFING GUIDELINES

Average Daily Visits: 6-8

RN:

Staffed 2-3 per shift

PCT:

Staffed 1 per shift

Clerk:

Staffed 4 per shift

ADULT INFUSION STAFFING GUIDELINES

Average Daily Visits: 55-60

RN:

Staffed 9-11 per shift

PCT:

Staffed 3 per shift

Clerk:

Staffed 2 per shift

PEDIATRIC INFUSION STAFFING GUIDELINES

Average Daily Census (ADC): 4-6

RN:

Staffed 2 per shift

PCT:

Staffed 2 per shift

Clerk:

Staffed 1 per shift

OUTPATIENT PSYCHIATRY STAFFING GUIDELINES

Average Daily Visits: 5-10

RN:

Staffed 1 per shift

OPD 57th St PEDIATRICS STAFFING GUIDELINES

Average Daily Visits: 65

RN:

Staffed 1 per shift

LPN:

Staffed 5 per shift

Medical Asst:

Staffed 4 per shift

Clerk:

Staffed 4 per shift

OPD 57th St ADULT STAFFING GUIDELINES

Average Daily Visits: 52

RN:

Staffed 1 per shift

LPN:

Staffed 3 per shift

Medical Asst:

Staffed 2 per shift

Clerk:

Staffed 4 per shift

7th Ave PRIMARY CARE STAFFING GUIDELINES

Average Daily Visits: 65

RN:

Staffed 1 per shift

LPN:

Staffed 2 per shift

Medical Asst:

Staffed 3 per shift

Clerk:

Staffed 4 per shift

WOMENS PRIMARY CARE STAFFING GUIDELINES

Average Daily Visits: 50

RN:

Staffed 1 per shift

LPN:

Staffed 4 per shift

Medical Asst:

Staffed 5 per shift

Clerk:

Staffed 4 per shift

NEWKIRK STAFFING GUIDELINES

Average Daily Census (ADC): 63

RN:

Staffed 1 per shift

LPN:

Staffed 5 per shift

Medical Asst:

Staffed 2 per shift

Clerk:

Staffed 4 per shift

PEDIATRIC CARE CLINIC STAFFING GUIDELINES

Average Daily Visits: 102

RN:

Staffed 2 per shift

LPN:

Staffed 1 per shift

Medical Asst:

Staffed 6 per shift

Clerk:

Staffed 4 per shift