



**Margaretville  
Hospital**

Westchester Medical Center Health Network

November 8, 2023

Via email: [hospitalstaffingplans@health.ny.gov](mailto:hospitalstaffingplans@health.ny.gov)

Stephine Shulman, Dr.PH, MS  
Director, Division of Hospitals & Treatment Centers  
New York State Department of Health  
Empire State Plaza, Corning Tower  
Albany, New York 12237

RE: Margaretville Hospital, PFI # 000170  
Clinical Staffing Committee, Chapter 155 of Laws of 2021 (§2805-t)

Dear Dr. Shulman:

In reference to your letter dated October 25, 2023 (DHDTC DAL#23-16), attached please find the staffing guidelines in PDF format for Margaretville Hospital related to New York State Public Health Law Section 2805-t complete with the information required by the law in addition to the Clinical Staffing guidelines mutually agreed upon by Management, frontline workforce and respective Collective Bargaining agreements.

Sincerely,

A handwritten signature in blue ink that reads "Frances Davis".

Frances Davis BSN, MS, FABC, RN, CCRN

Regional Vice President, Nurse Executive

HealthAlliance Hospital/ Margaretville Hospital

*Member of the Westchester Medical Center Health Network*

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# Margaretville Hospital- Scope of Service

Margaretville (**PFI 000170**) located at 42084 State Highway 28, Margaretville, NY is a 15-bed Critical Access Hospital serving Delaware County and surrounding areas. Margaretville Hospital is a member of the Westchester Medical Center Health Network.

As a critical access hospital, Margaretville Hospital provides acute care services as well as “Swing Bed” services that allow a patient to transition from acute care to Skilled Nursing Facility care without leaving the hospital.

The Medicare case mix index for adult acute care is 1.19 and non- Medicare is 1.06.

The Clinical Staffing Committee was implemented on June 27<sup>h</sup>, 2022. Representatives include registered nurses and ancillary members of the frontline patient care team; and hospital administration including the chief nursing executive, the chief financial officer designee, human resource personnel and labor representation as well as patient care unit directors and managers. Ratios were determined based on the needs of the patients in addition to the additional variables needing to be considered with staffing needs on each respective unit. The staffing committee mutually agreed upon the ratios on June 30<sup>th</sup>, and August 14<sup>th</sup>, 2023. These mutually agreed upon ratios provided the framework for daily staffing assignments.

The following is a review of the patient care units within the organization:

## Inpatient Unit

### UNIT DESCRIPTION:

Acute **Care/Swing** is a medical unit on the second floor of the hospital. The unit provides nursing services 24 hours a day, 7 days a week.

Medical/Swing patients require general medical care, are hemodynamically stable and require nursing interventions no more than every 4 hours.

### BED STATISTICS:

Total number of beds on Acute Care/Swing Unit..... 15

Average Daily Census.....4

### STAFFING:

RN to patient ratio- 1: 5

NA to patient ratio- 1:8

Unit Clerk- 1 per shift (8-hour day- Monday- Friday)

**ASPECTS OF CARE:**

The Acute Care/Swing Unit will perform and or request the following evaluation, monitoring, diagnostic and treatment functions as related to the presenting complaint or as indicated, including but not limited to:

- Pain Management
- Blood Glucose Monitoring
- Medication Management
- Respiratory Support
- Physical Therapy

Staffing mix includes Registered Nurses, Nursing Assistants and Unit Clerks.

Staffing is adjusted based on census and special needs of the unit.

**DESCRIPTION OF ADDITIONAL RESOURCES AVAILABLE TO SUPPORT UNIT LEVEL PATIENT CARE:**

Respiratory Therapist, Case Manager, Discharge Planner, Dietitian, Pharmacist, On Call Telehealth 24/7, Physical, Occupational and Speech Therapy, Nurse Educator, Nurse Epidemiologist, Nursing Leader, Nursing Director, Nursing Sr. Director, Nursing Vice President.

**EMERGENCY SERVICES**

**Emergency Department**

**UNIT DESCRIPTION:**

The Emergency Department is located on the second floor of the Hospital. The unit provides nursing services 24 hours a day, 7 days a week.

Patients are medically screened and stabilized, those who have acute medical conditions beyond the ability of critical access hospitals resources are transferred to a higher level of care. The remainder of patients are stabilized and admitted or treated and discharged.

**BED STATISTICS:**

Total number of beds in Emergency Department..... 5

Average Daily Census .....10 patients per 24hr period

**STAFFING:**

**Medical:**

RN- 3 RNs in a 24hr period

ED Tech – 2 Techs in a 24-hr. period

**ASPECTS OF CARE:**

Emergency Department will perform and or request the following evaluation, monitoring, diagnostic and treatment functions as related to the presenting complaint or as indicated, including but not limited to:

- Pain Management
- Psychiatric co-management
- Cardiac Monitoring
- Medication Management

**DESCRIPTION OF ADDITIONAL RESOURCES AVAILABLE TO SUPPORT UNIT LEVEL PATIENT CARE:**

Hospital Clerks, Phlebotomists; Respiratory Therapists; Case Managers and Discharge Planners; T Dietary Aides; Dietitians; Pharmacists, Telehealth including eICU; Physical Therapists, Occupational Therapists and Speech Therapists, Nursing Education; Chaplaincy; Nurse Epidemiologists; Nursing Quality Coordinators and Nurse Informaticists. Centers of Excellence are supported by Nursing Clinical Coordinators such as Trauma, and Stroke. Patient care units are supported by Nursing Directors, and Nursing Vice Presidents.

**Ambulatory Services**

**UNIT DESCRIPTION:**

**Ambulatory Services** is located on the second floor of the hospital. It includes the following departments: Infusion, Endoscopy and Wound Care.

The Ambulatory Services Unit provides nursing services Monday through Friday 7AM- 8 PM.

**BED STATISTICS:**

Total number of Endo procedure rooms.....1

Total number of \*ambulatory beds .....4

(\*Used for wound care, infusion and endo prep and recovery)

**Average Daily Census:**

- Infusion- .65 per day
- ENDO- 8 per day (Endo cases done 1 day per month)
- Wound Care- 2.3 per day

**STAFFING:**

**ENDO**

RN to patient ratio- Endo procedure- 1:1

RN to patient ratio- Phase II- 1:3

#### ASPECTS OF CARE:

All care provided in each department is administered by registered nurses with some ancillary personnel for assistance.

The Ambulatory Services Department will perform and or request the following evaluation, monitoring, diagnostic and treatment functions as related to the presenting complaint or as indicated, including but not limited to:

- Pain Management
- Respiratory Management
- Wound Care
- Infusion Therapy

#### DESCRIPTION OF ADDITIONAL RESOURCES AVAILABLE TO SUPPORT UNIT LEVEL PATIENT CARE:

Anesthesiology Services, Environmental Services, Biomedical Engineering, Central Sterile Processing Department, Courier Services, Phlebotomists, Respiratory Therapists, Nursing Education, Chaplaincy Services, Volunteer Services, Legal Affairs, Radiology, Pathology, Facilities Management, Patient Relations, Dietary Services, IT, Risk Management, Quality Management, Infection Control, Materials Management, Scheduling, Security

