



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

Infusion Center

SERVICES

Oncology Services

NOTES:



Weekdays

| CENSUS From | To | STAFF | 7AM- 3:30PM | 7:30AM- 4PM | 8:30AM- 5PM | 10AM- 6:30PM | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|----------------|----------------|----------------|-----------------|-------|----------------|------|---------|
| | | RN | 2.00 | 1.00 | 1.00 | 2.00 | 51.00 | | | |
| | | SEC TECH | 1.00 | 0.00 | 0.00 | 0.00 | 7.50 | (8 hour shift) | | |
| | | UC | 1.00 | 0.00 | 0.00 | 0.00 | 7.50 | (8 hour shift) | | |
| 35 | 40 | TOTAL | 4.00 | 1.00 | 1.00 | 2.00 | 66.00 | 1.89 | 1.65 | 1.77 |

Weekends

| CENSUS From | To | STAFF | 7AM- 3:30PM | 3PM -7PM | 7PM - 11PM | 11AM- 7AM | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|----------------|----------|---------------|--------------|-------|----------------|------|---------|
| | | RN | 2.00 | 0.00 | 0.00 | 0.00 | 17.00 | | | |
| | | SEC TECH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | UC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (8 hour shift) | | |
| 12 | 14 | TOTAL | 2.00 | 0.00 | 0.00 | 0.00 | 17.00 | 1.42 | 1.21 | 1.32 |



2024 Staffing Guidelines

NURSING UNIT

Radiation Oncology

SERVICES

Outpatient Services

NOTES:



Patient alcoves open

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM- 3:30PM | 7:30AM- 4PM | 8AM - 4:30PM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|------------------------|------------------------|-------------------------|--------------|-------------|-------------|----------------|
| | | | | | | | | | |
| | | RN | 1.00 | 1.00 | 1.00 | 25.50 | | | |
| | | SEC TEC | 1.00 | 0.00 | 0.00 | 7.50 | | | |
| 35 | 75 | TOTAL | 2.00 | 1.00 | 1.00 | 33.00 | 0.94 | 0.44 | 0.69 |



2024 Staffing Guidelines

NURSING UNIT

Cardiac Cath lab

SERVICES

NOTES:



Weekdays

| CENSUS | | STAFF | 7AM-7:30PM | 8AM-8:30PM | 7AM-3PM | 7:30PM-7AM RN On Call | 8PM-7AM TECH ON CALL | Hours | FROM | TO | AVERAGE |
|-------------|-----------|--------------|-------------|-------------|-------------|--------------------------|-------------------------|---------------|--------------|--------------|--------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | |
| | | RN | 5.00 | 1.00 | 0.00 | 2.00 | 0.00 | 100.00 | | | |
| | | NA | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 7.50 | | | |
| | | TECH | 2.00 | 1.00 | 0.00 | 0.00 | 1.00 | 49.50 | | | |
| 11 | 13 | TOTAL | 7.00 | 2.00 | 1.00 | 2.00 | 1.00 | 157.00 | 14.27 | 12.08 | 13.17 |

Weekends RNS AND TECH ON CALL ONLY 24 hours

| CENSUS | | STAFF | 7AM-7PM ON CALL | 7PM-7AM ON CALL | | | | Hours | FROM | TO | AVERAGE |
|-------------|-----------|--------------|--------------------|--------------------|--|--|--|--------------|-------------|-------------|-------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | |
| | | RN | 2.00 | 2.00 | | | | 25.00 | | | |
| | | NA | 0.00 | 0.00 | | | | 0.00 | | | |
| | | TECH | 1.00 | 1.00 | | | | 12.50 | | | |
| 8 | 10 | TOTAL | 3.00 | 3.00 | | | | 37.50 | 4.69 | 3.75 | 4.22 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

Cardiac Rehab

SERVICES

NOTES:

RN schedule consist of Monday through Thursday (10 hrs)
Daily schedule consists of 1 RN and 1 Exercise Physiologist

Weekdays

| CENSUS | | STAFF | 9AM-5PM | | | | <i>Hours</i> | FROM | TO | AVERAGE |
|---------------|-----------|-----------------------|----------------|--|--|--|--------------|-------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | |
| | | | | | | | | | | |
| | | RN | 1.00 | | | | 10.00 | | | |
| | | Exercise Physiologist | 1.00 | | | | 10.00 | | | |
| | | | | | | | | | | |
| 40 | 45 | TOTAL | 2.00 | | | | 20.00 | 0.50 | 0.44 | 0.47 |



2024 Staffing Guidelines

NURSING UNIT

Cardiology Nursing

SERVICES

NOTES:



Weekdays

| CENSUS | | STAFF | 6:30AM-3PM | 7AM-3:30PM | 7AM-7PM | 7AM-3PM | 7:30AM-3:30PM | 7AM-5PM | 10AM-8PM | <i>Hours</i> | FROM | TO | AVERAGE |
|---------------|-----------|---------------|-------------------|-------------------|----------------|----------------|----------------------|----------------|-----------------|--------------|-------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | | | |
| | | RN | 2.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.50 | | | |
| | | ECHO TECH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 2.00 | 34.00 | | | |
| | | CARDIO TECH | 0.00 | 0.00 | 1.00 | 2.00 | 0.00 | 0.00 | 0.00 | 24.50 | | | |
| | | NUCL MED TECH | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 7.50 | | | |
| 10 | 12 | TOTAL | 2.00 | 1.00 | 1.00 | 2.00 | 1.00 | 2.00 | 2.00 | 91.50 | 9.15 | 7.63 | 8.39 |



2024 Staffing Guidelines

NURSING UNIT

Diagnostic Imaging

SERVICES

NOTES:



Patient alcoves open

Weekends

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM-3:30PM | 7:30AM-4PM | 8AM-4:30PM | 8:30AM-5PM | 5PM-12AM On Call | 12AM-7AM On Call | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|-------------------|-------------------|-------------------|-------------------|----------------------------|----------------------------|--------------|-------------|-------------|----------------|
| | | RN | 1.00 | 3.00 | 2.00 | 1.00 | 1.00 | 1.00 | 68.00 | | | |
| 73 | 75 | TOTAL | 1.00 | 3.00 | 2.00 | 1.00 | 1.00 | 1.00 | 68.00 | 0.93 | 0.91 | 0.92 |

Weekends RN on Call 24 hours, Saturdays 8am-4pm (Closed on Sundays)

| CENSUS <i>From</i> | <i>To</i> | STAFF | 8AM-4PM | | | | 7AM-7PM On Call | 7PM-7AM On Call | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|----------------|--|--|--|---------------------------|---------------------------|--------------|-------------|-------------|----------------|
| | | RN | 1.00 | | | | 1.00 | 1.00 | 32.50 | | | |
| 68 | 70 | TOTAL | 0.00 | | | | 1.00 | 2.00 | 32.50 | 0.48 | 0.46 | 0.47 |



2024 Staffing Guidelines

NURSING UNIT

Hemodialysis

SERVICES

NOTES:

1. Tech's have rotating schedules

Patient alcoves open

| CENSUS | | STAFF | 6AM-7:30PM | 6:30AM-7PM | 7AM-7:30PM | 9AM-9:30PM | 11AM-11:30PM | 11PM-7AM On Call | <i>Hours</i> | FROM | TO | AVERAGE |
|---------------|-----------|--------------|-------------------|-------------------|-------------------|-------------------|---------------------|-----------------------------|--------------|-------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | | |
| | | Management | | | | | | | 5.34 | | | |
| | | RN | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 62.00 | | | |
| | | TECH | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | | | |
| 10 | 12 | TOTAL | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 87.00 | 8.70 | 7.25 | 7.98 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

CARDIOTHORACIC SURGICAL SERVICES

SERVICE

CTOR (New 2023)

NOTES:

1. 1:1 or 2:1 RN to patient ratio depending on case volume and cardiac operations
2. Sec/Tech is a combined unit clerk - nursing assistant role
3. CT surgery patients go direct to CTICU
4. In 2024, when CT surgery is operating 5days/wk, nursing needs will be 4-5 on shift daily
5. Census and coverage contingent on trial period

Weekdays INCLUDING WEEKNIGHT ON CALL COVERAGE

| CENSUS | | STAFF | 7AM - 3PM | 8/9AM - 4/5PM | 6:30AM - 5PM | ON CALL 5pm - 6:30am | Hours | FROM | TO | AVERAGE | |
|----------|----------|--------------|-------------|---------------|--------------|----------------------|--------------|--------------|--------------|--------------|-------------------------------|
| From | To | | | | | | | | | | |
| | | | | | | | | | | | ON CALL |
| | | RN | 0.00 | 0.00 | 2.00 | 1.00 | 37.50 | | | | call starts 5pm - 630am |
| | | ANES TECH | 0.00 | 0.00 | 1.00 | 1.00 | 25.00 | | | | call starts 5pm - 630am daily |
| | | SURG TECH | 0.00 | 0.00 | 1.00 | 1.00 | 25.00 | | | | call starts 5pm - 630am daily |
| | | NA | 0.00 | 1.00 | 0.00 | 0.00 | 7.50 | 7.5 hr shift | | | |
| 1 | 3 | TOTAL | 0.00 | 1.00 | 4.00 | 3.00 | 57.50 | 57.50 | 19.17 | 38.33 | |

Weekends & Holidays ON CALL ONLY

| CENSUS | | STAFF | 7-3PM | 6:30AM - 6:30 AM (24hr call) | | | Hours | FROM | TO | AVERAGE | |
|----------|----------|--------------|-------------|------------------------------|--|--|--------------|--------------|--------------|--------------|--------------|
| From | To | | | | | | | | | | |
| | | | | | | | | | | | ON CALL ONLY |
| | | RN | 0.00 | 1.00 | | | 12.50 | | | | |
| | | ANES TECH | 0.00 | 0.00 | | | 0.00 | | | | |
| | | SURG TECH | 0.00 | 1.00 | | | 12.50 | | | | |
| | | NA | 0.00 | 0.00 | | | 0.00 | | | | |
| 1 | 1 | TOTAL | 0.00 | 2.00 | | | 25.00 | 25.00 | 25.00 | 80.00 | |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

ENDOSCOPY

SERVICES

Perioperative Services

NOTES:

1. Variable census depending on DOW/ preop/procedure and post op care included

Weekdays call begins 5pm - 6am

| CENSUS | | STAFF | 6AM-2:30PM | 7AM-3PM | 7AM-3:30PM | 6:30AM-5PM | 7AM-5PM | 8AM-4:30PM | 9AM-5:30PM | On Call 5PM - 6AM | Hours | FROM | TO | AVERAGE |
|--------|----|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|---------------|---|-------------|--------------|
| From | To | | | | | | | | | | | | | |
| | | RN | 1.00 | 0.00 | 0.00 | 3.00 | 3.00 | 2.00 | 1.00 | 1.00 | 108.00 | AVG 6-12 RNS DAILYSHIFTS ARE VARIABLE 8 & 10 HR SHIFTS CALL CAN BE 1 OR 2 RNS OR 1 RN & 1 TECH | | |
| | | NA | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15.00 | 7.5 HR. SHIFT | | |
| | | TECH | 1.00 | 0.00 | 2.00 | 0.00 | 1.00 | 0.00 | 1.00 | 1.00 | 54.50 | VARIES DUE TO VOLUME (2-4 8 HR. SHIFTS) CALL IS 0 - 1 AS 2 RNS MAY BE ON CALL WITH NO TECH | | |
| 10 | 20 | TOTAL | 3.00 | 1.00 | 2.00 | 3.00 | 4.00 | 2.00 | 2.00 | 2.00 | 177.50 | 17.75 | 8.88 | 13.31 |

call begins 5pm - 6am

call begins 5pm - 6am

Weekends call only for either 2 RNs or 1 RN & 1 Tech

| CENSUS | | STAFF | 6AM-6PM | | | | 6PM-6AM | | | | Hours | FROM | TO | AVERAGE |
|--------|----|--------------|-------------|--|--|--|-------------|--|--|--|--------------|---|--------------|--------------|
| From | To | | | | | | | | | | | | | |
| | | RN | 1.00 | | | | 1.00 | | | | 25.00 | ON CALL CAN BE 1 OR 2 RNS OR 1 RN & 1 TECH | | |
| | | NA | 0.00 | | | | 0.00 | | | | 0.00 | | | |
| | | TECH | 1.00 | | | | 1.00 | | | | 25.00 | ON CALL IS 0 - 1 AS 2 RNS MAY BE ON CALL WITH NO TECH | | |
| 1 | 5 | TOTAL | 2.00 | | | | 2.00 | | | | 50.00 | 50.00 | 10.00 | 30.00 |

call only for either 2 RNs or 1 RN & 1 Tech



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

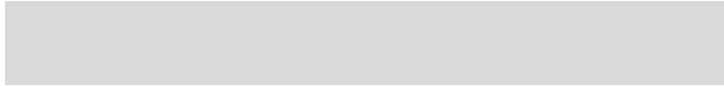
NURSING UNIT

Pre-Surgical Testing

SERVICES

Perioperative Services

NOTES:



| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM-3:30PM | 8AM-4PM | 7:30AM-4PM | 8AM-4:30PM | 11AM-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|-------------------|----------------|-------------------|-------------------|-----------------|--------------|--------------------------|-------------|----------------|
| | | | | | | | | | | | |
| | | RN | 2.00 | 0.00 | 2.00 | 2.00 | 0.00 | 51.00 | VARIABLE DUE TO VOLUME | | |
| | | MA | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 15.00 | 7.5 HR SHIFTS | | |
| | | UC | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 7.50 | (7.5 hour shift 8am-4pm) | | |
| 25 | 35 | TOTAL | 3.00 | 1.00 | 3.00 | 2.00 | 0.00 | 73.50 | 2.94 | 2.10 | 2.52 |

**NUC
DAY
SHIFT
8am -
4pm**



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

Same Day Surgery

SERVICES

Perioperative Services

NOTES:

OVERALL STAFFING LEVELS ARE BASED ON PATIENT / PROCEDURAL VOLUME

| CENSUS <i>From</i> | To | STAFF | 5:30AM- | 6AM- | 6AM- | 8:30AM- | 12PM- | 2PM- | 1PM - | Hours | FROM | TO | AVERAGE |
|-----------------------|----|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|--------------------------|-------------|-------------|
| | | | 2PM | 2PM | 2:30PM | 5PM | 8:30PM | 10PM | 9PM | | | | |
| | | RN | 5.00 | 0.00 | 2.00 | 1.00 | 1.00 | 2.00 | 0.00 | 93.50 | VARIABLE BASED ON VOLUME | | |
| | | NA | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 30.00 | (7.5 hour shift) | | |
| | | UC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 35 | 45 | TOTAL | 6.00 | 1.00 | 2.00 | 1.00 | 1.00 | 2.00 | 1.00 | 123.50 | 3.53 | 2.74 | 3.14 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

OR_SURGICAL SERVICES

SERVICES

Perioperative Services

NOTES:

Operationally staff to patient/procedure volume

Weekdays

| CENSUS From | To | STAFF | 7AM-1030AM | 1030AM-3PM | 3PM-7PM | 7PM-9PM | 9PM-11PM | 11PM-7AM | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|--------------|--------------|--------------|-------------|-------------|-------------|---------------|--------------|-------------|-------------|
| | | | | | | | | | | | | |
| | | RN | 11.00 | 13.00 | 9.00 | 4.00 | 3.00 | 1.00 | 155.00 | | | |
| | | NA | 5.00 | 5.00 | 2.00 | 1.00 | 1.00 | 0.00 | 52.00 | | | |
| | | CST | 11.00 | 13.00 | 9.00 | 4.00 | 2.00 | 2.00 | 161.00 | | | |
| 35 | 45 | TOTAL | 27.00 | 31.00 | 20.00 | 9.00 | 6.00 | 3.00 | 368.00 | 10.51 | 8.18 | 9.35 |

Weekends

| CENSUS From | To | STAFF | 7AM-1030AM | 1030AM-3PM | 3PM-7PM | 7PM-9PM | 9PM-11PM | 11PM-7AM | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| | | | | | | | | | | | | |
| | | RN | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 24.00 | | | |
| | | NA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| | | CST | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 48.00 | | | |
| 25 | 35 | TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 72.00 | 2.88 | 2.06 | 2.47 |

Weekdays-on call

| CENSUS From | To | STAFF | 11PM-3AM | 3AM-7AM | | | | | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|-------------|-------------|--|--|--|--|--------------|-------------|-------------|-------------|
| | | | | | | | | | | | | |
| | | RN | 2.00 | 2.00 | | | | | 16.00 | | | |
| | | NA | 1.00 | 1.00 | | | | | 8.00 | | | |
| | | CST | 2.00 | 2.00 | | | | | 16.00 | | | |
| 35 | 45 | TOTAL | 5.00 | 5.00 | | | | | 40.00 | 1.14 | 0.89 | 1.02 |

Weekends-on call

| CENSUS From | To | STAFF | 7AM-7PM | 7PM-7AM | | | | | Hours | FROM | TO | AVERAGE |
|----------------|----|--------------|-------------|-------------|--|--|--|--|--------------|-------------|-------------|-------------|
| | | | | | | | | | | | | |
| | | RN | 2.00 | 2.00 | | | | | 16.00 | | | |
| | | NA | 1.00 | 1.00 | | | | | 8.00 | | | |
| | | CST | 2.00 | 2.00 | | | | | 16.00 | | | |
| 25 | 35 | TOTAL | 5.00 | 5.00 | | | | | 40.00 | 1.60 | 1.14 | 1.37 |



2024 Staffing Guidelines

NURSING UNIT

POST ANESTHESIA CARE UNIT

SERVICES

Perioperative Services

NOTES:

OVERALL STAFFING LEVELS ARE BASED ON PATIENT / PROCEDURAL VOLUME

Weekdays

| CENSUS | | STAFF | 7:30AM-8PM | 7AM-3PM | 8AM-8:30PM | 8:30AM-5PM | 3PM-11PM | 11PM-7AM ON CALL HRS | Hours | FROM | TO | AVERAGE |
|--------|----|--------------|-------------|-------------|-------------|-------------|-------------|-------------------------|--------------|-----------------------------------|-------------|-------------|
| From | To | | | | | | | | | | | |
| | | RN | 2.00 | 0.00 | 1.0 | 1.00 | 0.00 | 2.00 | 63.00 | MULTIPLE SHIFTS - 8HR/10HR/12.5HR | | |
| | | NA | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 15.00 | NA DAY SHIFT 7AM-3PM | | |
| | | UC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | NA EVE SHIFT 3PM-11PM | | |
| 35 | 45 | TOTAL | 2.00 | 1.00 | 0.00 | 1.00 | 1.00 | 2.00 | 78.00 | 2.23 | 1.73 | 1.98 |

10-13 RNS VARIABLE BASED ON VOLUME

Weekends RN's ON CALL BOTH DAYS

| CENSUS | | STAFF | 7AM-7PM | | | | | 7PM-7AM | Hours | FROM | TO | AVERAGE |
|--------|----|--------------|-------------|--|--|--|--|-------------|--------------|---|-------------|-------------|
| From | To | | | | | | | | | | | |
| | | RN | 2.00 | | | | | 2.00 | 50.00 | 2 RN's on call for both days on the weekends. | | |
| | | NA | 0.00 | | | | | 0.00 | 0.00 | | | |
| | | UC | 0.00 | | | | | 0.00 | 0.00 | | | |
| 15 | 25 | TOTAL | 2.00 | | | | | 2.00 | 50.00 | 3.33 | 2.00 | 2.67 |



2024 Staffing Guidelines

NURSING UNIT

SICU & MICU

SERVICE

Critical Care

NOTES:

1. Each pod is 10-beds.
2. Staffing is 2:1 for patients classified as SICU/MICU and 5:1 for boarding PCU patients
3. Ensure appropriate staffing for higher acuity patients e.g. 1:1 ICU Patients
4. Sec/Tech is a combined unit clerk - nursing assistant role
5. Staffing includes a MERT (Medical Emergency Response Team) RN with assignment
6. If census drops, consolidate pods

10-bed pods:

| CENSUS | | STAFF | | | | | | | | |
|---------------|-----------|----------------|--------------|------------------|-------------------|---------------|---------------|---|--------------|----------------|
| <i>From</i> | <i>To</i> | | 7-3PM | 3PM - 7PM | 7PM - 11PM | 11-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
| | | | | | | | | | | |
| | | RN | 5.00 | 5.00 | 5.00 | 5.00 | 125.00 | | | |
| | | Sec Tech OR UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm if UC, OR 7am-8pm if Sec/Tech) | | |
| | | | | | | | | | | |
| 9 | 10 | TOTAL | 6.00 | 6.00 | 5.00 | 5.00 | 137.50 | 15.28 | 13.75 | 14.51 |



2024 Staffing Guidelines

NURSING UNIT

CTICU (New for 2023)

SERVICE

Critical Care

NOTES:

1. 10-bed Unit
2. 1:1, 2:1 or 3:1 RN to patient ratio depending on level of care - post surgery
3. Sec/Tech is a combined unit clerk - nursing assistant role
4. Census varies, and new services to begin in 2024 staffing dependant on volume

10-bed pods:

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM-3PM | 3PM - 7PM | 7PM - 11PM | 11AM-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------------------|----------------|------------------|-------------------|-----------------|---------------|---|--------------|----------------|
| | | | | | | | | | | |
| | | RN | 3.00 | 3.00 | 3.00 | 3.00 | 75.00 | | | |
| | | Sec Tech OR UC | 1.00 | 1.00 | 1.00 | 1.00 | 25.00 | (12.5 hour shift 8am-9pm if UC, OR 7am-8pm if Sec/Tech) | | |
| 1 | 3 | TOTAL | 4.00 | 4.00 | 4.00 | 4.00 | 100.00 | 100.00 | 33.33 | 66.67 |



2024 Staffing Guidelines

DEPARTMENT: PCU: 3 South

SERVICE: Critical Care

| <i>CENSUS</i> <i>From</i> | <i>To</i> | STAFF | 7-3PM | 3PM -7PM | 7PM - 11PM | 11-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|-------------|--------------|-------------|-------------|---------------|---------------------------|-------------|-------------|
| | | | | | | | | | | |
| | | RN | 6.00 | 6.00 | 6.00 | 6.00 | 150.00 | | | |
| | | NA | 2.00 | 3.00 | 3.00 | 2.00 | 54.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 26 | TOTAL | 9.00 | 10.00 | 9.00 | 8.00 | 216.50 | 10.31 | 8.33 | 9.32 |



2024 Staffing Guidelines

DEPARTMENT: PCU: 3 North (SDU/PCU)

SERVICE: Critical Care

- NOTES:**
1. Capacity is 28 patients (with 2 alcoves in use)
 2. Capacity is 26 without alcoves

| CENSUS | | STAFF | 7-3PM | 3PM -7PM | 7PM - 11PM | 11-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|---------------|-----------|--------------|--------------|-----------------|-------------------|---------------|---------------|---------------------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | |
| | | | | | | | | | | |
| | | RN | 7.00 | 7.00 | 7.00 | 7.00 | 175.00 | | | |
| | | NA | 2.00 | 3.00 | 3.00 | 2.00 | 54.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 26 | TOTAL | 10.00 | 11.00 | 10.00 | 9.00 | 241.50 | 11.50 | 9.29 | 10.39 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

4 West

SERVICES

Medical/Surgical/Ortho/Trauma

NOTES:

1. 4 West Capacity is 25 patients (Ortho, neuro, trauma)
2. 3rd NA effective 1/1/2024 for 3pm-11pm Shift

Patient alcoves open

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM-3PM | 3PM -7PM | 7PM - 11PM | 11AM-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|----------------|-----------------|-------------------|-----------------|---------------|---------------------------|-------------|----------------|
| | | Management | | | | | 5.34 | | | |
| | | RN | 5.00 | 5.00 | 4.00 | 4.00 | 112.50 | | | |
| | | NA | 2.00 | 3.00 | 3.00 | 2.00 | 54.00 | 3rd NA effective 1/1/2024 | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 25 | TOTAL | 8.00 | 9.00 | 7.00 | 6.00 | 179.00 | 8.52 | 7.16 | 7.84 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

2 South, 2 North (MS/Onc), 4 North, 5 North, 5 South

SERVICES

Onc/Medical/Surgical/Telemetry

NOTES:

1. Capacity is 28 patients (with 2 alcoves in use per unit)
2. Capacity is 26 without alcoves
3. 2 South - 3rd effective NA 1/1/ 2024 for 3pm-11pm Shift

| CENSUS | | STAFF | 7-3PM | 3PM -7PM | 7PM - 11PM | 11-7AM | Hours | FROM | TO | AVERAGE |
|--------|----|--------------|-------|----------|------------|--------|---------------|---------------------------|-------------|-------------|
| From | To | | | | | | | | | |
| | | Management | | | | | 5.34 | | | |
| | | RN | 5.00 | 5.00 | 4.00 | 4.00 | 112.50 | | | |
| | | NA | 2.00 | 3.00 | 3.00 | 2.00 | 54.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 26 | TOTAL | | | | | 179.00 | 8.52 | 6.88 | 7.70 |



2024 Staffing Guidelines

NURSING UNIT

PCU: 4 South (PCU/Med/Tele)

SERVICES

CRITICAL CARE

NOTES:

1. Capacity is 28 patients (With 2 alcoves in use per unit)
2. Capacity is 26 without alcoves

| <i>CENSUS</i> <i>From</i> | <i>To</i> | STAFF | 7-3PM | 3PM - 7PM | 7PM - 11PM | 11-7AM | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|-------------|--------------|---------------|-------------|---------------|---------------------------|-------------|-------------|
| | | Management | | | | | 5.34 | | | |
| | | RN | 6.00 | 6.00 | 6.00 | 6.00 | 150.00 | | | |
| | | NA | 2.00 | 3.00 | 3.00 | 2.00 | 54.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 26 | TOTAL | 9.00 | 10.00 | 9.00 | 8.00 | 216.50 | 10.31 | 8.33 | 9.32 |



2024 Staffing Guidelines

NURSING UNIT 6 North & 6 South (Mother Baby, Nursery and L&D)

SERVICE Women and Children

ADC Target Current Average is: 12-13 Couplets AND 3-5 Deliveries a day

MONDAY through FRIDAY

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM- 3PM | 3PM - 7PM | 7PM - 11PM | 11AM- 7AM | | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|---------------------|----------------------|-----------------------|----------------------|--|---------------|--------------|-------------|-----------------------------------|
| | | Section RN | | | | | | | | | |
| | | RN | 11.00 | 11.00 | 9.00 | 9.00 | | 250.00 | | | |
| | | PCA | 1.00 | 1.00 | 1.00 | 1.00 | | 25.00 | | | |
| | | PCA | 1.00 | 1.00 | 1.00 | 1.00 | | 25.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | | 12.50 | | | Night L&D clerk is 10pm 6 days pw |
| | | | | | | | | | | | |
| 20 | 32 | TOTAL | 14.00 | 14.00 | 11.00 | 11.00 | | 312.50 | 15.63 | 9.77 | 12.70 |

SATURDAY through SUNDAY

| CENSUS <i>From</i> | <i>To</i> | STAFF | 7AM- 3PM | 3PM - 7PM | 7PM - 11PM | 11AM- 7AM | | <i>Hours</i> | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|---------------------|----------------------|-----------------------|----------------------|--|---------------|--------------|-------------|----------------|
| | | Section RN | | | | | | | | | |
| | | RN | 9.00 | 9.00 | 9.00 | 9.00 | | 225.00 | | | |
| | | PCA | 1.00 | 1.00 | 1.00 | 1.00 | | 25.00 | | | |
| | | PCA | 1.00 | 1.00 | 1.00 | 1.00 | | 25.00 | | | |
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | | 12.50 | | | |
| | | | | | | | | | | | |
| 20 | 32 | TOTAL | 12.00 | 12.00 | 11.00 | 11.00 | | 287.50 | 14.38 | 8.98 | 11.68 |



Garnet Health
MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

NICU

SERVICE

Women and Children

| CENSUS <i>From</i> | To | STAFF | 7AM-3PM | 3PM -7PM | 7PM - 11PM | 11AM-7AM | Hours | FROM | TO | AVERAGE |
|------------------------------|-----------|--------------|----------------|-----------------|-------------------|-----------------|--------------|-------------|-------------|----------------|
| | | UC | 1.00 | 1.00 | 0.00 | 0.00 | 12.50 | | | |
| | | RN | 3.00 | 3.00 | 3.00 | 3.00 | 75.00 | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 9 | 10 | TOTAL | 4.00 | 4.00 | 3.00 | 3.00 | 75.00 | 8.33 | 7.50 | 7.92 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

NURSING UNIT

Inpatient Behavioral Health Unit

SERVICE

Behavioral Health

NOTE:

1:1 Patients: This staffing covers a 1:1 on days (7-3pm) & nights (11-7am). If a 1:1 is needed on eves, then consider adding a 5th tech based on acuity. Additional staff will be added based on acuity, activity etc.

WEEKDAYS: MONDAY THROUGH FRIDAY

| CENSUS | | STAFF | 7-3PM | 3PM - 7PM | 7PM - 11PM | 11-7AM | Hours | FROM | TO | AVERAGE |
|--------|----|--------------------|-------|-----------|------------|--------|--------|---|------|---------|
| From | To | | | | | | | | | |
| | | RN | 4.00 | 3.00 | 3.00 | 3.00 | 83.50 | | | |
| | | Tech | 5.00 | 5.00 | 5.00 | 4.00 | 107.50 | | | |
| | | UC (Monday-Friday) | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | (12.5 hour shift) MONDAY to FRIDAY ONLY: So 62.5 hrs for 5-days / 7 = 8.93 avg hrs across 7-days. | | |
| 25 | 30 | TOTAL | 15.80 | 10.00 | 7.00 | 6.00 | 191.00 | 7.64 | 6.37 | 7.00 |

WEEKENDS: SATURDAY AND SUNDAY

| CENSUS | | STAFF | 7-3PM | 3PM - 7PM | 7PM - 11PM | 11-7AM | Hours | FROM | TO | AVERAGE |
|--------|----|----------------------|-------|-----------|------------|--------|--------|------|------|---------|
| From | To | | | | | | | | | |
| | | RN | 4.00 | 3.00 | 3.00 | 3.00 | 83.50 | | | |
| | | Tech | 4.00 | 4.00 | 4.00 | 4.00 | 92.00 | | | |
| | | UC (Not on weekends) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 25 | 30 | TOTAL | 14.80 | 10.00 | 7.00 | 6.00 | 175.50 | 7.02 | 5.85 | 6.44 |



2024 Staffing Guidelines

DEPARTMENT:

CDA

SERVICES:

Observation unit/ 1st Floor

| CENSUS | | | STAFF | 7-3PM | 3-7PM | 7-11PM | 11-7AM | TOTAL HRS | FROM | TO | AVERAGE |
|---------------|-----------|--|----------------|--------------|--------------|---------------|---------------|------------------|--------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | |
| | | | DIR | 0.70 | | | | 5.36 | | | |
| | | | RN | 4.00 | 4.00 | 4.00 | 4.00 | 101.00 | | | |
| | | | Tech | 1.00 | 1.00 | 1.00 | 1.00 | 23.00 | | | |
| | | | Clerk (Shared) | 0.50 | 0.00 | | | 3.75 | | | |
| 13 | 16 | | TOTAL | 8.70 | 7.50 | 6.00 | 6.00 | 133.11 | 10.24 | 8.32 | 9.28 |



2024 Staffing Guidelines

DEPARTMENT:

2 WEST (Observation Patients)

NOTES:

2nd Floor

| CENSUS | | STAFF | 7-3PM | 3-7PM | 7-11PM | 11-7AM | TOTAL HRS | FROM | TO | AVERAGE |
|---------------|-----------|----------------|--------------|--------------|---------------|---------------|------------------|-------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | |
| | | DIR | 0.70 | 0.00 | 0.00 | 0.00 | 5.36 | | | |
| | | RN | 4.00 | 4.00 | 4.00 | 4.00 | 101.00 | | | |
| | | Tech | 2.00 | 2.00 | 2.00 | 2.00 | 46.00 | | | |
| | | Clerk (Shared) | 0.50 | 0.00 | 0.00 | 0.00 | 3.75 | | | |
| 17 | 20 | TOTAL | 8.70 | 7.50 | 6.00 | 6.00 | 156.11 | 9.18 | 7.81 | 8.49 |



Garnet Health

MEDICAL CENTER

2024 Staffing Guidelines

DEPARTMENT:

4 EAST (Inpatient Rehab)

Monday through Friday (Team conferences)

| CENSUS | | | STAFF | 7-3PM | 3-7PM | 7-11PM | 11-7AM | TOTAL HRS | FROM | TO | AVERAGE |
|---------------|-----------|--|--------------|--------------|--------------|---------------|---------------|------------------|---------------------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | |
| | | | DIR | 0.70 | 0.00 | 0.00 | 0.00 | 5.36 | | | |
| | | | RN | 4.00 | 4.00 | 3.00 | 3.00 | 88.50 | | | |
| | | | NA | 3.00 | 3.00 | 3.00 | 3.00 | 69.00 | | | |
| | | | UC | 1.00 | 0.50 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 24 | | TOTAL | 8.70 | 7.50 | 6.00 | 6.00 | 175.36 | 8.35 | 7.31 | 7.83 |

Saturday, Sunday

| CENSUS | | | STAFF | 7-3PM | 3-7PM | 7-11PM | 11-7AM | TOTAL SHFTS | FROM | TO | AVERAGE |
|---------------|-----------|--|--------------|--------------|--------------|---------------|---------------|--------------------|---------------------------|-------------|----------------|
| <i>From</i> | <i>To</i> | | | | | | | | | | |
| | | | DIR | 0.70 | 0.00 | 0.00 | 0.00 | 5.36 | | | |
| | | | RN | 3.00 | 3.00 | 3.00 | 3.00 | 75.75 | | | |
| | | | NA | 3.00 | 3.00 | 3.00 | 3.00 | 69.00 | | | |
| | | | UC | 1.00 | 0.50 | 0.00 | 0.00 | 12.50 | (12.5 hour shift 8am-9pm) | | |
| 21 | 24 | | TOTAL | 9.70 | 7.50 | 7.00 | 6.00 | 162.61 | 7.74 | 6.78 | 7.26 |

