

Department Staffing Plans

Staffing Plan for ASU/PACU/OR

If the situation arises that the OR schedule goes over an employee's scheduled work hours, the on call RN would then be responsible for covering. Occasionally there will be more than one room running and an employee will be asked to volunteer to stay, per contract seniority.

If coverage is needed in PACU then the OR/ASU will cover. Otherwise the part time and per diem employees may be called.

If coverage is needed in ASU all available qualified and trained staff will be asked to volunteer by order of collective bargaining seniority. Per Diem staff will then be contacted. In the event all qualified trained staff have been offered the overtime and there remains no coverage-the Nurse Manager and/or Nurse Supervisor will collaborate with the Surgical team to consider rescheduling all elective non-emergent cases.

Additional Staffing Resources see grid.

Staffing Plan for ED

There will be at least 2 Registered Nurses in the department 24 hours a day 7 days a week, which may include Nursing Supervisor as needed.

In the event a RN calls in: All qualified Registered Nurses who are not scheduled to work that day will be called and asked to work, per union contract. If there are no volunteers the Nurse Manager will be called and notified of the present situation. In the event the staffing plan can not be met the Administrator on call will be notified.

Additional Staffing Resources see grid.

Staffing Plan for AIU

Proposed AIU Staffing (population specific):

Critical Patients: May require 1:1 by qualified staff until appropriate disposition is established.

Pediatric Patients: Consider reduced workload to accomplish safe care of the pediatric patient. 1:1 may be necessary. Post Op patients will be cared for as an acute care patient. Exception is the ACU holdovers. These patients are considered ambulatory level of care. Surgical Cases: consider reduced workload based on acuity to accomplish safe care.

Recommended population specific staffing plan:

7a - 7 a:

Swingbed patients: 1:7 LPN or RN with NA. (RN to assess every 24 hours)

Acute patients: 1:5 RN with float NA for up to 7 patients

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Swingbed assessments not completed on day shift will be completed by the nursing supervisor or designee. Charge nurses may or may not have assignments based on need-charge nurses will assess and oversee all swing bed patients assigned to LPN.

Additional Staffing Resources provided to AIU:

Respiratory staff - Generally provide 24 hour coverage to unit.

Case Manager - Provides discharge planning, available M-F 7a-3p, to assist with care transition needs of patient and family.

Pharmacy staff - Generally assist with medication reconciliation and medication education at discharge. Physical therapy & Occupational therapy - Provides assistance to our patients requiring rehabilitation, including but not limited to, mobility and ADLs.

Ward Clerk - Available 24 hours on unit.

AIU Team Lead: Provides support to AIU staff with all aspects of nursing care within the staff member's scope of practice. This individual typically does not have assigned patients and is an LPN.

Department Staffing Plans

In the event of calls in:

1. All staff will be called in per union contract.
2. The Charge Nurse on the unit shall determine the needs and make assignments based on the needs and acuity of the patients.
3. The AIU Nurse Manager/designee shall be notified of current staffing situation for further evaluation.
4. All staffing decisions shall be made based on the needs of the department.

Staffing Plan for OB

There will be at least 2 Registered Nurses available to the department 24 hours a day 7 days a week, which may include Nursing Supervisor as needed.

In the event a RN calls in: All qualified Registered Nurses who are not scheduled to work that day will be called and asked to work, per union contract. If there are no volunteers, all qualified LPNs will be called and asked to work, and the Nurse Manager will be called and notified of the present situation. In the event the staffing plan cannot be met the Administrator on call will be notified.

In the event a LPN calls in: all qualified LPNs will be called and asked to work, per union contract. If there are no volunteers, all qualified RNs will be called and asked to work, and the Nurse Manager will be called and notified of the present situation.

All staffing decisions will be made based on the needs of the department.

CARTHAGE AREA HOSPITAL
Staffing Plan – Department of Nursing

	0700-1900/1930	0600-1800	1000-2230	1200-0000	1300-0100	1900-0700/0730
ED	2 Registered Nurses 1 Unit Coordinator 1 ED Tech		2 Registered Nurse	1 ED Tech	1 Registered Nurse	2 Registered Nurses 1 Unit Coordinator 1 ED Tech
OB	2-3 Registered Nurses and/or 1 Licensed Practical Nurse	1 Unit Coordinator				2-3 Registered Nurses and/or 1 Licensed Practical Nurse
AIU	Swingbed Patients: 1:7 LPN or RN with NA. (RN to assess every 24 hours) Acute Patients: 1:5 RN with float NA For up to 7 patients					Swingbed Patients: 1:7 LPN or RN with NA. (RN to assess every 24 hours) Acute Patients: 1:5 RN with float NA for up to 7 patients
Nursing Supervision	1 Registered Nurse					1 Registered Nurse

Note: Swingbed assessments not completed on day shift will be completed by the Charge Nurse/designee. Charge Nurses may or may not have assignments based on need. Charge Nurses will assess and oversee all Swingbed patients assigned to the LPN.

CARTHAGE AREA HOSPITAL Staffing Plan – Department of Nursing

Surgical Services Staffing Plan:

ASU	2 Registered Nurses per provider pending case load. Additional staff as required per patient acuity. 1 Registered Charge Nurse 1 Registered Nurse (as needed) for antibiotic, blood product infusion, ASU procedure with additional staff as needed. Staffing is subject to the needs of the department
OR	1 Registered Nurse per scheduled OR 1 Registered Nurse for Post Anesthesia Care Unit (PACU) (minimum) 1 Registered Charge Nurse 1 Surgical technologists per OR 1 Assistant as needed (laparoscopic) (RN/Scrub Tech) 1 Anesthesia Technician 1 Unit Coordinator
Central Supply:	1 Certified Central Supply technician ½ OR Aide
OR Aide/ Environmental Services:	1 OR Nurse Aide ½ OR Aide

Low Census/On-Call

1. No patients in ASU: Call Registered Nurse in order of seniority if needed.
2. 1 Registered Nurse and 1 Surgical Technician are on call from 1500-0700 weekdays, 24 hours on the weekend, 24 hours on holidays, and low census days.
3. Nursing Supervisor/Charge Nurse/designee will notify staff if needed.

The requirements on the Staffing Plan are a guideline and may not always be able to be met.

Clinic

Cardiology	1.5 Registered Nurse 2 Licensed Practical Nurse 2 Registration Clerks 1 Transcription
Surgery	2 Licensed Practice Nurse 1 Registration Clerk 1 Central Scheduling