



## CLINICAL STAFFING PLAN

DEVELOPED BY: CLINICAL STAFFING  
COMMITTEE

PFI Number: 000379

Health Commerce System Name: Carthage  
Area Hospital

## 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 will collaborate with the Surgical team to consider rescheduling all elective non-emergent cases.

### Staffing Plan for ED

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.

### 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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Charge nurses may or may not have assignments based on need-charge nurses will assess and oversee all swing bed patients assigned to LPN.

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 the current staffing situation for further evaluation.
4. All staffing decisions shall be made based on the needs of the department.

## Department Staffing Plans

### Staffing Plan for OB

There will be at least 2 Registered Nurses available to the department 24 hours a day 7 days a week.

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.

### Additional Resources:

Unit Manager

Unit Team Lead-(AIU Only)

Respiratory staff

Case Manager

Pharmacy staff

Physical therapy

Occupational therapy

## CARTHAGE AREA HOSPITAL Staffing Plan – Department of Nursing

	<b>0700-1900/1930</b>	<b>0600-1800</b>	<b>1000-2230</b>	<b>1200-0000</b>	<b>1300-0100</b>	<b>1900-0700/0730</b>
<b>ED</b>	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
<b>OB</b>	2-3 Registered Nurses and/or 1 Licensed Practical Nurse	1 Unit Coordinator				2-3 Registered Nurses and/or 1 Licensed Practical Nurse
<b>AIU</b>	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 1 Unit Coordinator					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 1 Unit Coordinator
<b>Nursing Supervision</b>	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.

Nursing Supervisor available for all areas.

## CARTHAGE AREA HOSPITAL Staffing Plan – Department of Nursing

### Surgical Services Staffing Plan:

<b>ASU</b>	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
<b>OR</b>	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
<b>Central Supply:</b>	1 Certified Central Supply technician ½ OR Aide
<b>OR Aide/ Environmental Services:</b>	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.

### Additional Resources:

Unit Manager, Unit Team Lead-(AIU Only), Respiratory staff, Case Manager. Pharmacy staff, Physical therapy, Occupational therapy, Nursing Supervisor available for all areas.

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

### Clinic

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