Cover Page

Nurse Staffing Plan Submission

The following is the nurse staffing plan for Providence Holy Family Hospital, submitted to the Washington Department of Health in accordance with the revised Code of Washington 70.41.420

Providence Holy Family Hospital

12/31/2022

Attestation Form

Nurse Staffing Coalition

December 29, 2022

I, the undersigned with responsibility for **Holy Family Hospital**, attest that the attached staffing plan and matrix was developed in accordance with RCW 70.41.420 for 2023 and includes all units covered under our hospital license under RCW 70.41.

This plan was developed with consideration given to the following elements:

- √ Census, including total numbers of patients on the unit on each shift and activity such as patient discharges, admissions, and transfers.
- √ Level of intensity of all patients and nature of the care to be delivered on each shift.
- √ Skill mix.
- √ Level of experience and specialty certification or training of nursing personnel providing care.
- √ The need for specialized or intensive equipment.
- √ The architecture and geography of the patient care unit, including but not limited to placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment.
- √ Staffing guidelines adopted or published by national nursing professional associations, specialty nursing organizations, and other health professional organizations.
- √ Availability of other personnel supporting nursing services on the patient care unit; and
- √ Strategies to enable registered nurses to take meal and rest breaks as required by law or the terms of an applicable collective bargaining agreement, if any, between the hospital and a representative of the nursing staff.

This staffing plan was adopted by the hospital on: December 2022.

As approved by: _____

Susan L. Stacey, Chief Executive

Providence Holy Family Hospital Staffing Plan 2023

Nurse Staffing Plan Purpose

This plan was developed for the management schedule and provision of daily staffing needs for the hospital, and to define the process that ensures the availability of qualified nursing staff to provide safe, reliable and effective care to our patients. This plan applies to all parts of the hospital licensed under RCW 70.41.

Plan Principles

- Access to high-quality nursing staff is critical to providing safe, reliable, effective care
- The optimal staffing plan represents a partnership between nursing leadership and direct nursing care staff
- Staffing is multifaceted and dynamic. The development of the plan must consider a wide range of variables
- Data and measurable nurse sensitive indicators should inform the staffing plan
- Staffing plans can be flexible and responsive to changes within healthcare delivery

Nurse Staffing Committee

The nurse staffing committee maintains oversight of the nurse staffing plan as well as monitoring the adherence to the plan. The committee's work is guided by the charter. They meet on a regular basis, typically monthly. The committee's work is informed by data from the care units. Appropriate staffing levels may include analysis of:

- Individual and aggregate patient needs
- Staffing guidelines developed for the care area being discussed
- The skills and training of the nursing staff
- Resources and supports for the nurses
- Anticipated absences and need for nursing staff to take meal and rest breaks
- Hospital data and outcomes from relevant quality indicators
- Hospital finances

*The American Nurses Association does not recommend a specific staffing ratio, but rather to make care assignments based on acuity, patient needs and staff competencies.

Staff will continuously monitor individual and aggregate patient care needs and make adjustments to staffing per the agreed upon policy and collective bargaining agreement. The committee performs semiannual review of the staffing plan, if changes are made to the plan, they will subsequently be submitted to the Washington DOH. The hospital is committed to ensuring staff are able to take meal and rest breaks as required by law, and the collective bargaining agreement.

Providence Holy Family Hospital Staffing Plan 2023

HFH ED Staffing Matrix

	Charge	Nurses	ER Tech	Total
700	1	5	2	8
800	1	6	3	10
900	1	9	3	13
1000	1	10	4	15
1100	1	13	6	20
1200	1	13	6	20
1300	1	14	6	21
1400	1	14	6	21
1500	1	14	6	21
1600	1	14	6	21
1700	1	14	6	21
1800	1	13	6	20
1900	1	14	6	21
2000	1	14	6	21
2100	1	14	6	21
2200	1	14	6	21
2300	1	11	4	16
0	1	11	3	15
100	1	9	3	13
200	1	8	2	11
300	1	5	2	8
400	1	5	2	8
500	1	5	2	8
600	1	5	2	8

- The average general care ratio in ER is 1:3 (nurse: patient)- based on staff available and the acuity of patient assignments. Based on acuity a 1:1 ratio may be necessary, other patient ratios may increase or decrease based on the acuity, staff availability and/or other factors that influence staffing.
- It may be necessary to increase staff based on admission holds. In evaluating the ER census and staffing when the ER is holding medical admissions each increment of 4 admission holds should trigger a consideration to staff an additional nurse to care for the admission holds (this resource may be staffed by an inpatient RN or an ED RN)

Providence Holy Family Hospital Staffing Plan 2023

HFH Intensive Care Staffing Matrix

CENSUS	RN	Free Charge	CCT	RN	NiGHTS Free Charge	CCT	Total Staff
2	2.0	1.0	1.0	2.0	1.0	0.0	7.00
3	2.0	1.0	1.0	2.0	1.0	0.0	7.00
4	3.0	1.0	1.0	3.0	1.0	0.0	9.00
5	3.0	1.0	1.0	3.0	1.0	0.0	9.00
6	4.0	1.0	1.0	4.0	1.0	0.0	11.00
7	5.0	1.0	A	5.0	1.0	0.0	13.00
8	5.0	1.0	1.0	5.0	1.0	0.0	13.00
9	6.0	1.0	1.0	6.0	1.0	0.0	15.00
10	6.0	1.0	1.0	6.0	1.0	0.0	15.00
11	7.0	1.0	1.0	7.0	1.0	0.0	17.00
12	7.0	1.0	1.0	7.0	1.0	0.0	17.00
13	8.0	1.0	1.0	8.0	1.0	0.0	19.00
14	8.0	1.0	1.0	8.0	1.0	0.0	19.00

HFH Endoscopy Staffing Matrix

Endoscopy Staffing Matrix

Working Endo Rooms	Charge Nurse	Procedural Staff	Flex	Scope Processing	Pre/Post	NAC	Total Staff
1	1	2	0	1	3	1	8
2	1	4	1	1	3	1	11
3	1	6	2	2	4	1	16
4	1	8	2	2	4	1	18

+1 Additional Nurse for Motilities on Monday and Wednesdays

Providence Holy Family Hospital Staffing Plan 2023

HFH Infusion Staffing Matrix

Outpatient Infusion Staffing Matrix				
Patient Census	Scheduler	RN	NAC	Total Staff
1-12 pts	2	2	0	4
13-20 pts	2	3	1	6
21-28 pts	2	4	1	7
29-36 pts	2	5	2	9
37-45 pts	2	6	2	10
46 + pts	2	7	2	11

HFH SMAU Staffing Matrix

SMAU Staffing Matrix - Oct 2022

	Monday Through Friday		
	RN	NAC	Secretary
0500	6	2	1
0600	6	2	1
0700	7	2	1
0800	8	2	1
0900	9	2	1
1000	9	2	1
1100	11	2	1
1200	11	2	1
1300	11	2	1
1400	4	1	-
1500	4	1	-
1600	4	1	-
1700	4	1	-
1800	3	-	-

NOTES:

We usually start a supplemental RN as one of the 0530 RNs. We staff 2 or more RNs in the nerve block pod based on number of blocks needed each day. Staff is flexed up or down as needed based on volumes. NACs are shared with PACU for transport purposes. The charge RN/ANM is not included in the RN count.

Providence Holy Family Hospital Staffing Plan 2023

HFH PACU Staffing Matrix – 36574270

PACU Staffing Matrix - October 2022

	Monday through Friday		
	RN	NAC	
0800	2		
0900	4		
1000	4	1	
1100	6	1	
1200	6	1	
1300	6	1	
1400	6	1	
1500	6	1	
1600	5	1	
1700	4	1	
1800	3	1	
1900	2		
2000	–		

NOTES:

Staff is flexed up or down based on volumes. The NAC is shared with SMAU to cover sick calls and for transport purposes. RN planned count includes the Charge RN/ANM who may take patients when needed.

Providence Holy Family Hospital Staffing Plan 2023

HFH Special Procedures Staffing Matrix

	Special Procedures			
	Mon-Wed			
	RN	CV Tech	Radiology Tech	NAC/Transporter
0800	1 or 2*	1 or 2*	1	-
0900	1 or 2*	1 or 2*	1	-
1000	1 or 2*	1 or 2*	1	-
1100	1 or 2*	1 or 2*	1	-
1200	1 or 2*	1 or 2*	1	-
1300	1 or 2*	1 or 2*	1	-
1400	1 or 2*	1 or 2*	1	-
1500	1 or 2*	1 or 2*	1	-
1600	1 or 2*	1 or 2*	1	-
1700	on call	on call		
1800	on call	on call		
NOTES:				
*Each day is staffed with 1 RN and 2 CV techs or 2 RNs				
and 1 CV tech. The Radiology tech in provided by contract				
by Inland Imaging and is not a Holy Family Staff Member				

Providence Holy Family Hospital Staffing Plan 2023

HFH Family Maternity Center Staffing Matrix – 36563800

Staffing Guidelines

MINIMUM STAFFING: 1 CN, 2 NICU, 1 OB tech, total=4

INTRAPARTUM/HI RISK AP/Hi accuity PP
1:2 early-active labor, no complications/cervical ripening or early induction;
1:1 active labor during epidural placement(1/2 hr post placement then rtn to 1:2 if no comp); **very active labor/2nd stage (pushing)**
1:1 active labor without analgesia/anesthesa requiring labor support;
intrapartum/immediate postpartum, PP complications; induction in active phase; c-sections (2 hrs post c/s); **unstable AP, Unstable PP**

1:3 in NICU
Dependent on Acuity
'If census is low, it is up to the **ANM/CN judgement to staff NICU nurse on unit** or as delivery RN
'This RN will be available as a general resource
'**To be considered the NB expert/resource**
To attend all deliveries
To be code captain for Neonatal code

INTRAPARTUM / NICU

Census	RN	TECH	CHARGE	NICU		Census	RN
13	10	2	1	1		13	5
12	9	2	1	1		12	4
11	8	2	1	1		11	4
10	7	2	1	1		10	4
9	6	1	1	1		9	3
8	6	1	1	1		8	3
7	5	1	1	1		7	3
6	5	1	1	1		6	2
5	4	1	1	1		5	2
4	3	1	1	1		4	2
3	2	1	1	1		3	1
2	1	1	1	1		2	1
1	1	1	1	1		1	1
0	1	1	1	1		0	0

AP
1:3-4 (total of 8 pts) hi risk pts may change i.e. twins, mom on IV drip, pp hem

Census	RN
24	4
23	3
22	3
21	3
20	3
19	3
18	3
17	3
16	3
15	2
14	2
13	2
12	2
11	2
10	2
9	2
8	2
7	1

These are "guidelines". Final staffing ratios at CN discretion, rationale MUST BE included on Shift Productivity Sheet

HOW to use:
1. Count Intrapartum staff numbers
2. ADD PP/AP staff
3. Add NICU staff

= total guideline for Staff needed

Acuity and CN discression can override

TRIAGE OBS 1:1
initial triage process req 10-20", then
1:0-3 Stable, assume into CN assignment

When to not LC second tech
1. AM scheduled C-section
2. Large amounts of DCs
3. +2 "active" IP
4. CN judgement per acuity

Providence Holy Family Hospital Staffing Plan 2023

HFH Medical Acute Staffing Matrix

CENSUS	DAYS				NIGHTS				TOTAL	TARGET DPCH 9.07
	RN	CHG	NAC	HUC	RN	CHG	NAC	HUC		
15	4.0	1.0	1.0	0.0	3.0	1.0		0.0	10.00	8.00
16	4.0	1.0	1.0	0.0	3.0	1.0		0.0	10.00	7.50
17	4.0	1.0	1.0	0.0	4.0	1.0		0.0	11.00	7.76
18	5.0	1.0	1.0	0.0	4.0	1.0		0.0	12.00	8.00
19	5.0	1.0	1.0	0.6	4.0	1.0		0.0	12.60	7.96
20	5.0	1.0	1.0	0.6	4.0	1.0		0.0	12.60	7.56
21	5.0	1.0	1.0	0.6	5.0	1.0	1.0	0.0	14.60	8.34
22	6.0	1.0	1.0	0.6	5.0	1.0	1.0	0.0	15.60	8.51
23	6.0	1.0	1.0	0.6	5.0	1.0	1.3	0.0	15.90	8.30
24	6.0	1.0	2.0	0.6	5.0	1.0	1.3	0.0	16.90	8.45
25	6.0	1.0	2.0	0.6	5.3	1.0	1.3	0.0	17.20	8.26
26	7.0	1.0	2.0	0.6	5.3	1.0	1.3	0.0	18.20	8.40
27	7.0	1.0	2.0	0.6	6.3	1.0	1.3	0.0	19.20	8.53
28	7.0	1.0	2.0	0.6	6.3	1.0	2.0	0.0	19.90	8.53
29	8.0	1.0	2.0	0.6	6.3	1.0	2.0	0.0	20.90	8.65
30	8.0	1.0	2.3	0.6	6.3	1.0	2.3	0.0	21.50	8.60
31	8.0	1.0	2.3	0.6	7.0	1.0	2.3	0.0	22.20	8.59
32	8.0	1.0	3.0	0.6	7.3	1.0	2.3	0.0	23.20	8.70
33	9.0	1.0	3.0	0.6	7.3	1.0	2.3	0.0	24.20	8.80
34	9.0	1.0	3.0	0.6	8.0	1.0	2.3	0.0	24.90	8.79
35	9.0	1.0	3.0	0.6	8.3	1.0	2.3	0.0	25.20	8.64
36	9.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	25.90	8.63
37	10.0	1.0	3.0	0.6	9.0	1.0	2.3	!.0	26.90	8.72
38	10.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	26.90	8.49
39	11.0	1.0	3.0	0.6	9.0	1.0	2.3	0.0	27.90	8.58
40	11.0	1.0	4.0	0.6	9.0	1.0	2.3	0.0	28.90	8.67
41	11.0	1.0	4.0	0.6	10.0	1.0	2.3	0.0	29.90	8.75
42	11.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	30.60	8.74
43	11.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	30.60	8.54
44	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.62
45	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.43
46	12.0	1.0	4.0	0.6	10.0	1.0	3.0	0.0	31.60	8.24

Providence Holy Family Hospital Staffing Plan 2023

HFH Surgical Acute Staffing Matrix

CENSUS	DAYS RN	Free Chg	CCA	HUC	NIGHTS RN	Free Chg	CCA	HUC	Total Staff
5	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
6	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
7	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
8	2.0	0.0	1.0	0.0	2.0	0.0	0.0	0.0	5.00
9	3.0	0.0	1.0	0.0	2.0	0.0	0.0	0.0	6.00
10	3.0	0.0	1.0	0.0	3.0	0.0	0.0	0.0	7.00
11	3.0	0.0	1.0	0.0	3.0	0.0	0.0	0.0	7.00
12	3.0	0.0	1.0	0.0	3.0	1.0	0.3	0.0	8.30
13	4.0	1.0	1.0	0.0	3.0	1.0	0.3	0.0	10.30
14	4.0	1.0	1.0	0.0	3.0	1.0	0.3	0.0	10.30
15	4.0	1.0	1.0	0.0	3.0	1.0	0.7	0.0	10.70
16	4.0	1.0	1.0	0.0	4.0	1.0	0.7	0.0	11.70
17	5.0	1.0	1.0	0.0	4.0	1.0	0.7	0.0	12.70
18	5.0	1.0	1.3	0.0	4.0	1.0	1.3	0.0	13.60
19	5.0	1.0	1.3	0.8	4.0	1.0	1.3	0.0	14.40
20	5.0	1.0	1.7	0.8	4.0	1.0	1.3	0.0	14.80
21	5.0	1.0	1.7	0.8	5.0	1.0	1.3	0.0	15.80
22	5.5	1.0	1.7	0.8	5.0	1.0	1.3	0.0	16.30
23	6.0	1.0	2.0	0.8	5.0	1.0	1.6	0.0	17.40
24	6.0	1.0	2.0	0.8	5.0	1.0	1.7	0.0	17.50
25	6.0	1.0	2.5	0.8	5.0	1.0	2.0	0.0	18.30
26	6.5	1.0	2.5	0.8	6.0	1.0	2.0	0.0	19.80
27	7.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	20.50
28	7.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	20.50
29	8.0	1.0	2.7	0.8	6.0	1.0	2.0	0.0	21.50
30	8.0	1.0	3.0	0.8	6.0	1.0	2.0	0.0	21.80
31	8.0	1.0	3.0	0.8	7.0	1.0	2.0	0.0	22.80
32	8.0	1.0	3.5	0.8	7.0	1.0	2.0	0.0	23.30
33	9.0	1.0	3.5	0.8	7.0	1.0	2.3	0.0	24.60
34	9.0	1.0	3.5	0.8	7.0	1.0	2.3	0.0	24.60
35	9.0	1.0	3.5	0.8	7.0	1.0	3.0	0.0	25.30
36	9.0	1.0	3.5	0.8	8.0	1.0	3.0	0.0	26.30
37	10.0	1.0	3.5	0.8	8.0	1.0	3.0	0.0	27.30
38	10.0	1.0	3.5	0.8	8.0	1.0	3.3	0.0	27.60
39	10.0	1.0	4.0	0.8	8.0	1.0	3.3	0.0	28.10
40	10.0	1.0	4.0	0.8	8.0	1.0	3.3	0.0	28.10
41	11.0	1.0	4.0	0.8	9.0	1.0	3.3	0.0	30.10
42	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
43	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
44	11.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	30.80
45	12.0	1.0	4.0	0.8	9.0	1.0	4.0	0.0	31.80
46	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
47	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
48	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
49	12.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	32.80
50	13.0	1.0	4.0	0.8	10.0	1.0	4.0	0.0	33.80
51	13.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	34.80
52	13.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	34.80
53	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
54	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
55	14.0	1.0	4.0	0.8	11.0	1.0	4.0	0.0	35.80
56	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80
57	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80
58	14.0	1.0	4.0	0.8	12.0	1.0	4.0	0.0	36.80

Providence Holy Family Hospital Staffing Plan 2023

HFH Advanced Care Staffing Matrix

CENSUS	DAYS				NIGHTS				Total Staff
	RN	ANM/CN	Secretary	NAC	RN	ANM/CN	Secretary	NAC	
6	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	4.00
7	3.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	5.00
8	3.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	5.00
9	3.0	0.0	0.0	1.0	3.0	0.0	0.0	0.0	7.00
10	3.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	8.00
11	3.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	8.00
12	4.0	0.0	0.0	1.0	3.0	0.0	0.0	1.0	9.00
13	4.0	0.0	0.0	1.0	3.0	1.0	0.0	1.0	10.00
14	4.0	1.0	0.0	1.0	3.0	1.0	0.0	1.0	11.00
15	4.0	1.0	0.0	1.0	4.0	1.0	0.0	1.0	12.00
16	4.0	1.0	0.0	2.0	4.0	1.0	0.0	1.0	13.00
17	5.0	1.0	0.0	2.0	4.0	1.0	0.0	1.0	14.00
18	5.0	1.0	0.0	2.0	5.0	1.0	0.0	1.0	15.00
19	6.0	1.0	0.0	2.0	5.0	1.0	0.0	1.0	16.00
20	6.0	1.0	0.6	2.0	5.0	1.0	0.0	1.0	16.60
21	6.0	1.0	0.6	2.0	6.0	1.0	0.0	1.0	17.60
22	6.0	1.0	0.6	3.0	6.0	1.0	0.0	1.0	18.60
23	7.0	1.0	0.6	3.0	6.0	1.0	0.0	1.0	19.60
24	7.0	1.0	0.6	3.0	6.0	1.0	0.0	2.0	20.60
25	7.0	1.0	0.6	3.0	6.0	1.0	0.0	2.0	20.60
26	8.0	1.0	0.6	3.0	6.5	1.0	0.0	2.0	22.10
27	8.0	1.0	0.6	3.0	7.0	1.0	0.0	2.0	22.60
28	8.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	23.60
29	9.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	24.60
30	9.0	1.0	0.6	3.0	8.0	1.0	0.0	2.0	24.60
31	9.0	1.0	0.6	4.0	8.0	1.0	0.0	2.0	25.60
32	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
33	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
34	10.0	1.0	0.6	4.0	9.0	1.0	0.0	2.0	27.60
35	11.0	1.0	0.6	4.0	10.0	1.0	0.0	2.0	29.60
36	11.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	30.60
37	11.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	30.60
38	12.0	1.0	0.6	4.0	10.0	1.0	0.0	3.0	31.60
39	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
40	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
41	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60
42	12.0	1.0	0.6	4.0	11.0	1.0	0.0	3.0	32.60