2023 Staffing Plan Overview

Applicable To: Lake Chelan Health (Hospital)

Department: Patient Care Services/Nurse Staffing Committee

Date: 11/28/2022 – Annual Review

All information listed and any revisions to this plan will be based on RCW 70.41.410 and RCW 70.41.420

Purpose Statement

The Staffing Plan for Nursing Services reflects the specific needs of Lake Chelan Health to meet patient care and organizational needs. This plan will have an ongoing evaluation by the Nurse Staffing Committee (at least semi-annually) and as a component of the annual budget process. All nursing staff and supervisory staff may provide input to the Nursing Staff Committee relevant to providing patient care.

Nurse Staffing Plan

The Nursing Staffing Plan has been formulated to identify the staffing needs based on the following criteria listed below:

1. Patient population and individual patient needs (acuity)

2. Average Daily census

3. Length of stay

4. Physical environment and available technology

5. Staff skill mix, including level of experience and required competencies

6. Availability of other personnel supporting nursing services on the unit

7. Strategies to enable registered nurses to take meal and rest breaks as required by law.

8. Standards of Nursing Practice as set forth by the State of Washington, national nursing professional associations, specialty nursing organizations and other health professional organizations.

Lake Chelan Health will post, in public areas, on each patient care unit, the core nurse staffing plan and the nurse staffing schedule for that shift for that unit, as well as the relevant clinical staffing for that shift. The staffing plan and current staffing levels will also be made available to patients and visitors upon request.

Core Nursing Staff for Patient Care Units

Med-Surg Unit (Includes Acute Care, Sub-Acute Rehab, Observation, Obstetrics)

<u>Day Shift 0700-1930</u>
RN-2
CNA-1
Unit Coordinator-1 (0600-1630)

Night Shift 1900-0730
RN-2
CNA-1

Emergency Department

Day Shift 0700-1930
RN-1
ED Tech-1

Night Shift 1900-0730
RN-1
ED Tech-1

Surgical Department

0700-0700, 24/7
RN-1
Surgical Tech-1
CRNA-1
PACU RN – Variable hours depending on surgery schedule. Typically, Monday-Friday

House Supervisor

Day Shift 0630-1900
RN-1

Night Shift 1830-0700
RN-1

Float/Resource Nurse

0900-2130
RN-1

Staffing Plan Variation

Additional staffing may be required for 1:1 patients, including behavioral, high acuity, and obstetric patients or increased patient census/volume at the discretion of the House Supervisor or Nurse Manager. In the event of low census, an RN and/or CNA may be floated if properly trained or placed on-call at discretion of the House Supervisor or Nurse Manager. If census, acuity, or patient mix indicates need, an additional RN may be placed on-call/called in to work at discretion of the House Supervisor or designee. ED Tech hours may shift according to census, acuity, and season. Surgical Department staffing is addressed each weekday to support the volumes of procedures for the next day.

Chain of Command/Staffing Decision Tree

The House Supervisor or Nurse Manager (Monday - Friday) will make shift to shift assignment adjustments based on acuity, intensity, and census/volume. The Nurse Leader on Call or Administrator on Call are available 24/7.

Meals and Rest Breaks

RNs and CNAs are assigned meal breaks at the beginning of each shift by the House Supervisor. The House Supervisor and Float/Resource are available to provide breaks for units unable to break themselves.

National or Professional Guidelines

For Obstetrics staffing Lake Chelan Health follows the Standards for Professional Registered Nurse Staffing for Perinatal Units from the Association of Women's Health, Obstetric and Neonatal Nurses. For the Surgical Department best practice guidelines from the Association of periOperative Registered Nurses are followed, including Conscious Sedation guidelines. For the Emergency Department best practice guidelines from the Emergency Nurses Association are followed.

Feedback and Evaluation

The Nurse Staffing Committee will meet quarterly for review and validation of the Staffing Plan, missed meal and lunch breaks, and any submitted Staffing Complaint Forms, ad hoc meetings can be scheduled as needed. Adjustments may be made to the Staffing Plan as needed during the 2023 year due to an anticipated increase in volume related to our new campus.

Approved by:

Aaron C. Edwards
Aaron C. Edwards (Dec 23, 2022 12:48 PST)
Aaron Edwards CEO

Dec 23, 2022
Date

Shawn Ottley (Dec 26, 2022 09:47 PST)
Shawn Ottley COO/CNO

Dec 26, 2022
Date

Rhianna Montgomery
Rhianna Montgomery (Dec 26, 2022 10:26 PST)
Rhianna Montgomery DNS (Co-Chair)

Dec 26, 2022
Date

Susie Fenton
Susie Fenton (Jan 1, 2023 08:01 PST)
Staff RN (Co-Chair)

Jan 1, 2023
Date

Penny McCallum (Jan 4, 2023 09:11 PST)
House Supervisor Staff RN

Jan 4, 2023
Date

Kristie Davis Rn
Kristie Davis Rn (Jan 12, 2023 11:06 PST)
MSU Staff RN

Jan 12, 2023
Date

Belaynesh Halefom, BSN, RN
Belaynesh Halefom, BSN, RN (Jan 14, 2023 06:16 PST)
OB Staff RN

Jan 14, 2023
Date

_____
Tori Campbell (Jan 15, 2023 10:28 PST)
OR Staff RN

Sidney Driessen
_____
Sidney Driessen (Jan 18, 2023 08:08 PST)
PACU Staff RN

Jan 15, 2023
_____
Date

Jan 18, 2023
_____
Date

Staffing Plan for Nursing Services 2023

Final Audit Report   2023-01-18

Created:	2022-12-05
By:	wendy kenck (wkenck@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJfnPAPbODNekdAZWsLEOBN2af5rDN3U9

"Staffing Plan for Nursing Services 2023" History

📄 Document created by wendy kenck (wkenck@lcch.net)
2022-12-05 - 9:05:14 PM GMT

✉️ Document emailed to aedwards@lcch.net for signature
2022-12-05 - 9:13:15 PM GMT

📄 Email viewed by aedwards@lcch.net
2022-12-23 - 8:47:55 PM GMT

✒️ Signer aedwards@lcch.net entered name at signing as Aaron C. Edwards
2022-12-23 - 8:48:27 PM GMT

✒️ Document e-signed by Aaron C. Edwards (aedwards@lcch.net)
Signature Date: 2022-12-23 - 8:48:29 PM GMT - Time Source: server

✉️ Document emailed to sottley@lcch.net for signature
2022-12-23 - 8:48:30 PM GMT

📄 Email viewed by sottley@lcch.net
2022-12-26 - 5:46:56 PM GMT

✒️ Signer sottley@lcch.net entered name at signing as Shawn Ottley
2022-12-26 - 5:47:17 PM GMT

✒️ Document e-signed by Shawn Ottley (sottley@lcch.net)
Signature Date: 2022-12-26 - 5:47:19 PM GMT - Time Source: server

✉️ Document emailed to rmontgomery@lcch.net for signature
2022-12-26 - 5:47:20 PM GMT

📄 Email viewed by rmontgomery@lcch.net
2022-12-26 - 6:26:00 PM GMT

Signer rmontgomery@lcch.net entered name at signing as Rhianna Montgomery
2022-12-26 - 6:26:15 PM GMT

Document e-signed by Rhianna Montgomery (rmontgomery@lcch.net)
Signature Date: 2022-12-26 - 6:26:17 PM GMT - Time Source: server

Document emailed to sfenon@lcch.net for signature
2022-12-26 - 6:26:18 PM GMT

Email sent to sfenon@lcch.net bounced and could not be delivered
2022-12-26 - 6:27:37 PM GMT

wendy kenck (wkenck@lcch.net) added alternate signer sfenton@lcch.net. The original signer sfenon@lcch.net can still sign.
2022-12-26 - 7:56:43 PM GMT

Document emailed to sfenton@lcch.net for signature
2022-12-26 - 7:56:44 PM GMT

Email sent to sfenon@lcch.net bounced and could not be delivered
2022-12-26 - 7:57:37 PM GMT

Email viewed by sfenton@lcch.net
2022-12-29 - 10:34:13 PM GMT

Email sent to sfenon@lcch.net bounced and could not be delivered
2022-12-30 - 10:21:47 PM GMT

Email viewed by sfenton@lcch.net
2023-01-01 - 4:00:30 PM GMT

Signer sfenton@lcch.net entered name at signing as Susie Fenton
2023-01-01 - 4:01:00 PM GMT

Document e-signed by Susie Fenton (sfenton@lcch.net)
Signature Date: 2023-01-01 - 4:01:03 PM GMT - Time Source: server

Document emailed to pmccallum@lcch.net for signature
2023-01-01 - 4:01:04 PM GMT

Email sent to Susie Fenton (sfenton@lcch.net) bounced and could not be delivered
2023-01-01 - 4:03:07 PM GMT

Email viewed by pmccallum@lcch.net
2023-01-04 - 5:09:46 PM GMT

Signer pmccallum@lcch.net entered name at signing as Penny McCallum

2023-01-04 - 5:11:30 PM GMT

Document e-signed by Penny McCallum (pmccallum@lcch.net)

Signature Date: 2023-01-04 - 5:11:32 PM GMT - Time Source: server

Document emailed to kdavis@lcch.net for signature

2023-01-04 - 5:11:34 PM GMT

Email viewed by kdavis@lcch.net

2023-01-04 - 10:18:18 PM GMT

Email viewed by kdavis@lcch.net

2023-01-12 - 7:05:58 PM GMT

Signer kdavis@lcch.net entered name at signing as Kristie Davis Rn

2023-01-12 - 7:06:47 PM GMT

Document e-signed by Kristie Davis Rn (kdavis@lcch.net)

Signature Date: 2023-01-12 - 7:06:49 PM GMT - Time Source: server

Document emailed to bhalefom@lcch.net for signature

2023-01-12 - 7:06:50 PM GMT

Email viewed by bhalefom@lcch.net

2023-01-14 - 2:15:34 PM GMT

Signer bhalefom@lcch.net entered name at signing as Belaynesh Halefom, BSN, RN

2023-01-14 - 2:16:24 PM GMT

Document e-signed by Belaynesh Halefom, BSN, RN (bhalefom@lcch.net)

Signature Date: 2023-01-14 - 2:16:26 PM GMT - Time Source: server

Document emailed to tdonnell@lcch.net for signature

2023-01-14 - 2:16:27 PM GMT

Email viewed by tdonnell@lcch.net

2023-01-15 - 6:26:21 PM GMT

Signer tdonnell@lcch.net entered name at signing as Teresa B Donnell

2023-01-15 - 6:28:22 PM GMT

Document e-signed by Teresa B Donnell (tdonnell@lcch.net)

Signature Date: 2023-01-15 - 6:28:24 PM GMT - Time Source: server

Document emailed to sdriessen@lcch.net for signature

2023-01-15 - 6:28:25 PM GMT

Adobe Acrobat Sign

Email viewed by sdriessen@lcch.net
2023-01-18 - 4:08:24 PM GMT

Signer sdriessen@lcch.net entered name at signing as Sidney Driessen
2023-01-18 - 4:08:44 PM GMT

Document e-signed by Sidney Driessen (sdriessen@lcch.net)
Signature Date: 2023-01-18 - 4:08:46 PM GMT - Time Source: server

Agreement completed.
2023-01-18 - 4:08:46 PM GMT

Adobe Acrobat Sign