



**Delano Regional Medical Center
Patient Care Services (PCS)
Policies and Procedure Manual**

Subject: Staffing Plan/Acuity

Departments Affected: All Nursing Units

Policy Number:

Issued: 11/76

Version: 4

Reviewed: 05/94, 12/03, 03/05, 03/08

Revised: 12/02, 05/14, 10/16, 7/17

Scope: Nursing Staff and Staffing Coordinators

Purpose:

To comply with California Health Services Licensing and Certification regulations and to meet the individual patient needs.

Policy:

1. Staffing needs are to be based on individual patient care needs each shift. Patient needs are to be assessed by an RN.
2. The acuity of the patient is to be assessed by 0400 and 1600.
3. Staffing needs above the state law and/or the staffing matrix are to be determined by RN, Directors, and/or Supervisors.
4. Data regarding staff utilization and productivity is collected and evaluated.
5. Nursing staff shift is 12 hours, in an emergency situation it may be extended with approval from Chief Nursing Officer.

Staffing Requirements:

1. Acute Care Unit
 - a. Licensed nurse patient ratio is 1:5 each shift for Med/Surg Patients.
 - b. Licensed nurse patient ratios with 1:4 for telemetry patients
 - c. Licensed nurse patient ratios with 1:4 for Pediatric patients
2. Special Care Unit
 - a. All shifts will be staffed with a minimum of one (1) RN.
 - b. Sufficient nurse aides will be available so that the total daily staffing will provide a minimum of 2.0 nursing hours per patient day.
 - c. Sufficient nursing staff will be assigned to Special Care patients to provide 4.0 nursing hours per patient day.
3. Intensive Care Unit
 - a. There are to be no less than one (1) licensed nurse for every two (2) patients.
 - b. All shifts will be staffed with (1) telemetry clerk.

- c. A CNA is required for 4 or more patients.
 - d. No nurses will be left alone, excluding tele-tech.
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 - a. Licensed nurse patient ratio is 1:3 each shift.
4. Obstetrics
- a. There is to be a minimum of two (2) RN on duty at all times even if there are no patients. There is to be one (1) RN assigned for every 2 patients in active labor, or receiving Pitocin induction. Patients in stage two labor are one to one.
 - b. One licensed nurse is to be assigned to a maximum of eight (8) normal newborns.
 - c. Staffing for mother/baby care is to be no more than 1:4 couplets.
 - d. Sufficient nursing assistants will be assigned to meet nursing hours per patient day as determined by acuity.
5. Emergency Department
- a. Minimal staffing is to be (2) RNs each shift with one of the RN's assigned for triage.
 - b. On-call staff or additional scheduled staff is to be provided as indicated by trends of hours/days activity.
 - c. Nurse patient ratio for patients receiving treatment is 1:4.
 - d. During periods of unexpected high activity/acuity additional help is to be summoned through the supervisor.
 - e. Acuity levels are to be tracked retrospectively through the charge/acuity system.
 - f. Unit Rep will be scheduled daily.
6. Surgical Services
- 1. Surgery/Recovery
 - a. Surgery will be staffed with sufficient RNs and surgical technicians to allow one (1) RN and one (1) ST for each case in progress during regular hours.
 - b. Recovery Room will be staffed with a minimum of one (1) RN to each two (2) patients at all times.
 - c. After hours, an RN and a surgical technician will be on call for emergency surgeries. An RN will recover the patients in the Recovery Room or the patient will be recovered in the ICU.
 - 2. GI Procedures
 - a. One (1) RN, for moderate sedation and for PACU and one (1) Technician to assist the physician with the equipment and to clean and process the equipment.
 - 3. Out Patient Surgery
 - a. Two (2) RN, two (2) LVN, and three (3) CNA per shift. Hours of operation 5:30 am to 6:00 pm Monday thru Friday.

4. Central Sterile
 - a. Two (2) Technicians per shift. Hours of operation 6:30 am to 4:30 pm Monday thru Friday.

REFERENCES:

Title 22

APPROVED:

Staff Plan Review

Committee: 07/18/17

PCS: 07/25/17

QPMC: 09/19/17

MEC: 09/25/17

VOTING BALLOT

BOD: 09/28/17