

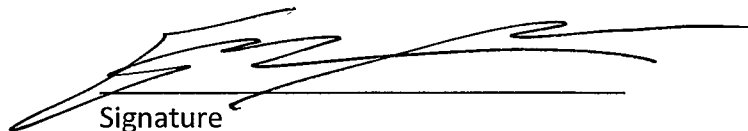


Mason General Hospital & Family of Clinics

Nurse Staffing Plan
December 18, 2018

I, the undersigned with responsibility for **Mason General Hospital and Family of Clinics**, attest that the attached staffing plan and matrix was developed in accordance with RCW 70.41.420 for the 2019 (year) and includes all units covered under our hospital license under RCW 70.41. This plan was developed with consideration given to the following elements (please check):

- ☒ 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 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.


Signature

Eric C Moll, CEO
Mason General Hospital and Family of Clinics

12/18/18
Date

BIRTH CENTER STAFFING MATRIX 2019

BC RN Base Staffing Matrix				
Patients	RN 0700-1930	Charge Nurse 0700-1930	RN 1900-0730	Charge Nurse 1900-0730
0	1	1	1	1

BC US/NA-C Staffing Matrix			
Patients	Monday-Thursday 0600-1630	Friday-Saturday 0600-1830	Sunday
0-20	1	1	0

BC Antepartum Staffing Matrix		
Patients	Nurse	Care Provided
2-3	1	Non-stress testing
1	1	Initial OB triage
2-3	1	Stable patients after initial OB triage and assessment
1	1	Unstable antepartum patient with complications
3	1	Stable antepartum patient with complications
1	1	Preterm labor prophylaxis with IV magnesium sulfate infusion for first 60 minutes
2	1	Patients receiving cervical ripening agents

BC Intrapartum Staffing Matrix		
	Care Provided	
Patients	Nurse	
1	1	Patients with medical or obstetric complications during labor
1	1	Patients receiving oxytocin during labor
1	1	Patients laboring with minimal or no pain relief or medical interventions
1	1	Patients with intermittent fetal auscultation monitoring
1	1	Stable antepartum patient with complications
1	1	Patients with IV magnesium sulfate infusion for first 60 minutes

1	1	During initiation of regional anesthesia and for 30 minutes following initiation
2	1	
1	2	

Patients with uncomplicated labors
Birth, 1 RN responsible for mother, 1 RN responsible for baby

BC Postpartum and Newborn Care Staffing Matrix		
Patients	Nurse	Care Provided
1	1	Mother in postoperative recovery, first 2 hours
3	1	Mother-Baby Couplets after initial 2 hour recovery
2	1	Post cesarean mother, hours 2-24
5-6	1	Postpartum mothers without complications >24 hours after delivery
5-6	1	Healthy newborns requiring only routine care
3	1	Stable postpartum mothers with complications
1	1	Newborn undergoing surgical procedure (pre, intra, and post procedure periods)
1	1	Newborn requiring multisystem support
1-2	1	Newborns requiring intensive care
2-3	1	Newborns requiring intermediate care
3-4	1	Newborns requiring continuing care
1	2-3	Newborns requiring complex critical care

OR STAFFING MATRIX 2019

Patients	RN Circulator 0700-1530	Scrub Tech 0645-1515	RN Facilitator 0630-1500	Charge Nurse 0700-1530
0	1	1	1	1
1	1	2	1	1
2	2	3	1	1
3	3	4	1	1

ACS STAFFING MATRIX 2019

ACS Staffing Matrix, 8 Hour Shifts, Variable Hours										
Patients	Charge Nurse	NA-C/US	RN Admitting	RN Admitting/Post-OP	RN Procedures	RN PACU	RN Post-OP/ACCs	Tech Procedures	RN Pre-Admit	RN Wound Care
0-40	1	3	1	1	1	2	1	1	2	2
ACS On Call Staffing Matrix										
RN Daily 2300-0700		RN Weekdays 1600-0700			RN Weekend & Holidays 0000-2359					
1		1			1					

MSP STAFFING MATRIX 2019

Medical, Surgical, Pediatric Unit Staffing Matrix								
Patients	RN 0700-1930	LPN 0700-1930	NA-C 0700-1930	US 0700-1930	Charge Nurse 0700-1930	RN 1900-0730	NA 1900-0730	Charge Nurse 1900-0730
0-3	1				1	1	1	1
4	1			1	1	1	1	1
5-6	1		1	1	1	1	1	1
7-8	1	1	1	1	1	1	1	1
9	1	1	2	1	1	1	2	1
10	2	1	2	1	1	1	2	1
11-13	2	1	2	1	1	2	2	1
14-15	3	1	2	1	1	2	2	1
16	3	1	2	1	1	3	2	1
17	3	1	3	1	1	3	3	1
18-20	4	1	3	1	1	3	3	1
21	4	1	3	1	1	4	3	1
22-24	5	1	3	1	1	4	3	1
25	5	1	4	1	1	4	4	1

ICU STAFFING MATRIX 2019

ICU Staffing Matrix						
Patients	RN DAYS 0700-1930	NA-C 0700-1930	MT/US 0700-1930	Charge Nurse 0700-1930	RN Nights 1900-0730	US/NA-C/MT 1900-0730
0-3	1		1	1	1	1
4	1	1	1	1	1	1
5-6	2	1	1	1	2	1
7-8	3	1	1	1	3	1
9-10	4	2	1	1	4	2

ED STAFFING MATRIX 2019

ED Staffing Matrix									
	RN 0700-1930	Monitor Tech 0700-1930	Charge Nurse 0700-1930	RN 1000-2230	RN 1100-2330	ED Tech 1100-2330	RN 1900-0730	Monitor Tech 1900-0730	Charge Nurse 0700-19302
Patients 0-25	2	1	1	1	1	1	2	1	1

UNPAID AND PAID PERSONAL LEAVES OF ABSENCE

PURPOSE

POLICY

The District, in its sole discretion, may grant unpaid or paid (requires use of earned time) personal leaves of absence, for reasons which are not covered by other leave policies, to full- and part-time employees based on such factors as the employee's work record, the District's staffing needs, and the employee's reason for requesting for leave. Employees are eligible for an unpaid/paid personal leave of absence after one year of employment with the District. An employee will be terminated if the employee does not return from an authorized unpaid personal leave of absence at the agreed time or if there is no opening for which the employee is qualified or if the employee is not selected for the open position.

Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's director thirty days prior to commencement of the leave period or as soon as is practicable. The director will forward the request to the Administrator recommending approval or denial. The Administrator will make the final decision concerning their requests in his/her absolute discretion. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to their supervisor. Any Earned Time must be exhausted before beginning an unpaid personal leave. Group health insurance coverage will terminate at the end of the month in which the unpaid personal leave begins. If the employee desires to continue insurance coverage (and if policy provisions permit it), the employee must make arrangements with Human Resources to prepay his or her group insurance premium each month. Such arrangements should be taken care of before beginning an unpaid leave of absence. This policy does not apply to unpaid leave taken under federal or state family medical leave laws or other legally regulated leaves of absence.

HOURS OF WORK

PURPOSE

PROCEDURE

For payroll and overtime computation purposes, the consecutive 7-day workweek for employees scheduled for day and evening shifts begins at 12:01 a.m. Sundays and ends at midnight the following Saturday. For employees scheduled for night shift, the consecutive 7-day workweek for purposes of computing overtime begins at 11:00 p.m. Saturday and ends at 10:59 p.m. the following Saturday. Other start and end times may be established for department-specific workweeks or work periods for payroll and overtime computation purposes, in compliance with the wage and hour laws, through department policies, or individual or union contracts.

The normal workdays for nonexempt employees are usually either 8, 10 or 12 hour shifts plus the applicable unpaid meal period(s). The normal meal period for employees working an 8 or 10 hour shift is one 30-minute unpaid period. Nonexempt employees working 12 hours shifts are allowed to waive their second 30 minute unpaid meal period in order to be scheduled for a 12-1/2 hour shift.

All nonexempt employees receive a 15-minute paid rest break for each four hours of working time, unless the nature and circumstances of the nonexempt employees work allows for the equivalent of 15 minutes rest taken intermittently or prevents the District from establishing and maintaining the regularly scheduled rest period. A nonexempt employee's director may also schedule rest breaks, which should generally occur near the midpoint of each four-hour work period.

Any nonexempt employee who is unable to take his or her rest or meal period must notify his or her director promptly so that the District can reschedule the break/meal period or otherwise ensure that the employee receives proper compensation.

Full-time exempt employees are generally expected to work a 40 hours' workweek, plus if needed, additional hours in order to complete duties and assignments. Part-time exempt employees usually have a schedule which corresponds to their established percentage of a full-time workweek; however, they too

HOURS OF WORK

may need to work additional hours on occasion in order to complete their duties and assignments. Exempt employees are not eligible to receive “overtime” or “comp time.”

An employee’s Director (or delegate) establishes the normal shifts (lengths, as well as start and end times) and monthly schedules for the unit or department’s employees. Directors may also schedule overtime or extra shifts when it is necessary. Only department Directors (or House Supervisors) are authorized to change work schedules. Employees are expected to work all scheduled and/or assigned hours and days. Requests for scheduling changes or for particular days off must be made in advance in accordance with the department/unit’s established scheduling deadlines, and must be approved by the employee’s Director. Nonexempt employees must record all their actual hours worked on a daily and weekly basis.

Please review Time and Attendance policy for detailed information about clocking in and out.

Non-exempt employees should normally begin and end their workday at their established shift starts and end time. Overtime must be approved by an appropriate director. Generally, unless the nonexempt employee needs to work beyond the scheduled or assigned shift length due to an emergent clinical need, overtime work needs to be approved in advance by an appropriate director.

Attendance at department/unit meetings, educational or training programs, or in-service meetings may be required. Such mandatory meetings are considered compensable working time for nonexempt employees.

Unless limited by the terms of an individual or union contract, the District may change the regular workweek, the normal business hours of departments or units, or the normal workday. Deviations from the normal or established hours of work may also occur from time-to-time, resulting from several causes, such as but not limited to vacations, leave of absence, weekend and holiday duty, absenteeism, employee requests, temporary shortage of personnel, low census and emergencies. The District retains the right to adjust work hours and schedules to maintain an efficient and orderly operation.

Referenced Documents