

Unit Sample (see ED Sample below Unit Sample)

Each unit in a hospital has their staffing plans outlined in pages such as these. When you click on a unit page, you will see at the top: The Name of the Hospital, the type of unit you are viewing (ICU, Oncology, etc.), and the number of the hospital's licensed beds.

Please remember: Each patient is unique and his or her conditions may change from hour-to-hour, shift-to-shift, thereby requiring changes to the staffing plans outlined on this site. Also, remember: the following are staffing **plans**. Massachusetts hospitals are committed to filing their actual plans beginning next year and to explain what actions were taken if there is a significant variation from the plan (+/-5%).

Hospital Name
B3
 (Unit Name)
 Adult Medical - Oncology
 (Unit Type)
 200 Hospital Licensed Beds

This Blue Box containing the words "Average Number of Patients Per Day" tells you how many patients are, on average, on the unit floor per day.

Date of Services Budgeted FY
 2011

Average Number of Patients Per Day:	17.9
-------------------------------------	------

Look below this Direct Caregivers Box. Registered Nurses (RNs) are listed with Other Caregivers. Scroll to the right. You'll see that at this hospital unit the day shift runs from 7 a.m. to 3 p.m., and that a shift for an RN is eight (8.0) hours. Then look at each day of the week (Monday through Sunday) to see how many RNs and other personnel are staffing the unit. In this case, it's four (4.0) RNs and two (2.0) Other caregiver.

Direct Caregivers	Scheduled Hours	Shift Length	Number of Staff						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
			Day Shift						
RN / LPN	7am-3pm	8.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Unlicensed Assistive Personnel	7am-3pm	8.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

You can see the staffing levels for the Evening Shift and Night Shift too.

			Evening Shift						
RN / LPN	3pm-11pm	8.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Unlicensed Assistive Personnel	3pm-11pm	8.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

			Night Shift						
RN / LPN	11pm-7am	8.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Unlicensed Assistive Personnel	11pm-7am	8.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

The number in the box to the right tells you the unit's Worked Hours Per Patient Day (WHPPD) - i.e. the number of hours of direct care a patient can expect to receive from an RN, along with LPNs and nursing assistants in a twenty-four hour period. Worked hours per patient day is a measure that is nationally recognized and part of the National Quality Forum's Nurse Sensitive Measure Set.

Plan / Budgeted Direct WHPPD (Worked Hours Per Patient Day)	7.11
-------------------------------------------------------------	------

In the box below are Additional Team Members that are available on the Day, Evening, and Night Shifts (depending if the box next to their title has an “x” in it). To learn more about these caregivers do, [visit this Who’s Who page.](#)

Additional Care Team Members			
Click here for Care Team Member definitions			
Skills	Shift Coverage		
	Day	Evening	Night
Unit Nurse Management	x		
Staff Educator	x		
Clinical Nurse Specialist	x		
Unit Clerical Support	x	x	
1:1 Patient Observer	x	x	x
Admissions Nurse			
Patient Transport Team	x		
IV Therapy Team / Line Access	x	x	
Monitor Technician			
Rapid Response Team			
Respiratory Therapy Support	x	x	x
Nutritionist	x		
Rehab Activities (OT, PT, Speech)	x		
Clinical Pharmacist	x	x	
Licensed Social Services / Case Management	x		
Spiritual Services	x	x	x
Hospitalist / NP / PA	x	x	x
Intensivist / Neonatologist			
Nursing Student	x	x	
Recreation / Milieu Therapist			
Intern / Resident			

The list of caregivers in these boxes were provided to all hospitals.

ED Unit Sample

Each emergency department unit in a hospital has their staffing plans outlined in pages such as these. When you click on an ED unit page, you will see at the top: The Name of the Hospital, the type of unit you are viewing (Emergency Department), and the number of the hospital's licensed beds.

Please remember: Each patient is unique and his or her conditions may change from hour-to-hour, shift-to-shift, thereby requiring changes to the staffing plans outlined on this site. Also, remember: the following are staffing **plans**. Massachusetts hospitals are committed to filing their actual plans beginning next year and to explain what actions were taken if there is a significant variation from the plan (+/-5%).

Hospital Name

B3

(Unit Name)

Emergency Department

200 Hospital Licensed Beds

This Blue Box containing the words "Average Daily Visit Volume" tells you how many patients are, on average, cared for in the emergency department unit per day. You will also see information that describes the ED (type of patient population, types of services provided, emergency visit volume, and specialty services).

Look below this to the Direct Caregivers Box. Registered Nurses (RNs) are listed with Other Caregivers. You'll see that for emergency department units the staffing is displayed by hour to show the number and types of caregivers who provide care per hour in the ED.

Patient Population :	Adult & Pediatric	Speciality Services :	Trauma Designated ED
Types of Services Provided:	Acute Care		Certified (AHA) Stroke Center
Average Daily Visit Volume:	90.50		
Total Emergency Visits:	33032		

Date of Services Budgeted: FY 2011

Direct Caregivers	Number of Staff												Total
	7am	8am	9am	10am	11am	12	1pm	2pm	3pm	4pm	5pm	6pm	
RN	5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	68.00
RN/LPN				1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
Unlicensed Assistive Personnel	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	21.00
Total Direct Caregiver Staff by Hour of the Day	6.00	6.00	6.00	8.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	98.00
Direct Caregivers	7pm	8pm	9pm	10pm	11pm	12	1am	2am	3am	4am	5am	6am	Total
RN	6.00	6.00	6.00	6.00	4.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00	52.00
RN/LPN	1.00	1.00	1.00										3.00
Unlicensed Assistive Personnel	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	15.00
Total Direct Caregiver Staff by Hour of the Day	9.00	9.00	9.00	7.00	5.00	5.00	5.00	5.00	4.00	4.00	4.00	4.00	70.00

The number in the box to the right tells you the ED unit's Worked Hours Per Patient Visit (WHPPV) - i.e. the number of hours of direct care a patient can expect to receive from an RN, along with LPNs and nursing assistants in a twenty-four hour period. Worked hours per patient visit is a measure specific to the ED that is nationally recognized and part of the National Quality Forum's Nurse Sensitive Measure Set.

Plan / Budgeted Direct WHPPV (Worked Hours Per Patient Visit)	1.85
---------------------------------------------------------------	------

In the box below are Additional Team Members that are available on the Day, Evening, and Night Shifts (depending if the box next to their title has an “x” in it). To learn more about these caregivers do, [visit this Who’s Who page](#).

Additional Care Team Members			
Click here for Care Team Member definitions			
Skills	Shift Coverage		
	Day	Evening	Night
Unit Nurse Management	X	X	
Staff Educator	X		
Clinical Nurse Specialist			
Unit Clerical Support	X	X	X
1:1 Patient Observer	X	X	X
Admissions Nurse	X	X	
Patient Transport Team	X	X	
IV Therapy Team / Line Access			
Respiratory Therapy Support	X	X	X
Clinical Pharmacist	X	X	
Licensed Social Services / Case Management			
Rapid Response Team	X	X	X
Spiritual Services	X	X	X
Nurse Practitioner / Physician Assistant	X	X	
Security			
Behavioral Health Counselor	X	X	X
Intern / Resident			
ED Registration Staff	X	X	X
Patient Greeter	X	X	
Financial Counseling	X	X	
Interpreter	X	X	X
Other		X	

The list of caregivers in these boxes were provided to all hospitals.