PURPOSE:
In accordance with SB362, Seven Hills Hospital has a documented staffing plan in place which adequately meets the needs of our patients.

PERFORMED BY

MATERIALS:
Staffing Grid

PROCEDURE

Seven Hills Hospital is a 94 bed, private, freestanding healthcare facility providing 24-hour care seven days a week to patients who require Psychiatric Treatment. The staffing plan for the hospital is designed to meet the patients’ needs based on those needs, and the specialized qualifications and competencies of the hospital staff available. This plan specifically addresses the Nursing staffing provided by the hospital to meet those needs. The Director of Nursing (DON) for Seven Hills Hospital is responsible for determining the types and number of nursing personnel and staff necessary to provide nursing care for all areas of the hospital. The DON reports directly to the Chief Executive Officer (CEO) of Seven Hills Hospital who is responsible for the operations of the hospital. The CEO participates with the leadership of the Governing Board, medical staff, and clinical areas in the planning, promoting, and conducting performance improvement activities. CEO assures that the hospital has adopted, implemented and is enforcing the Professional Nurse reporting and Peer Review Activities defined by the State of Nevada Nurse Practice Act, and other appropriate legislation.

The staffing plan for Nursing Services is designed to comply with all standards of the Nevada Nurse Practice Act and as defined by SB 362, NRS 449.205 Section 1, Subsection 1(b), NRS 449.241 to 449.2421. The Code of Ethics of Seven Hills Hospital have been reviewed and applied to this plan also. Seven Hills Hospital does not currently assign staff members to mandatory overtime. The nursing staff members sign up for on-call shift availability. The staffing plan for each unit (Attachment A) establishes the minimal staffing levels for that unit. The adjustment of staff from shift to shift and with the variation of patient census and care needs is also established. These staffing levels are recalculated annually with the annual evaluation of the staffing plan.

A Staffing Committee has been established which is responsible for soliciting and receiving input from nursing staff on the development, on-going monitoring, and evaluation of the staffing plan. The Adult Psychiatric, Adult Detox, Adult Rehab, Geriatric psychiatric/detox and Adolescent psychiatric/detox patient care areas are represented on the committee through the Nursing bedside staff. The Staffing Committee meets on a quarterly basis or more often if a need or staffing concern is identified.
I: The Committee also:

   a. Consist of not less than one half of its total members from the licensed nursing staff and a minimum of 1 Certified Nursing Assistant (CNA) or Mental Health Tech(MHT) who provide direct nursing care
   b. Adopts and disseminates a policy to licensed nursing staff, MHTs and CNAs concerning a staffing plan, refusal and objection of work assignment
   c. Meets at least quarterly
   d. Considers the requests to refuse and object to work assignment and how they are addressed in the written policy and staffing
   e. Prepares an annual written report concerning the establishment of the staffing committee, activities, progress and efficacy of the staffing committee.

II: This written staffing plan includes the following components:

   a. The number of Certified Nursing Assistants (CNAs)/ Mental Health Tech (MHTs) required in each unit
   b. Description of the skill mix and classification of licensed nurses required in each unit which takes into account the experience of the clinical and nonclinical support staff with whom the nurses collaborate, supervise or otherwise delegate assignments
   c. Description of the types of patients who are treated and type of care received
   d. Description of the activities including discharges, transfers and admission
   e. Description of the size and geography of each unit
   f. Description of the specialized equipment and technology for each unit
   g. Description of any foreseeable changes in the size or function of each unit
   h. Description of staffing flexibility that allows for census changes

III: Protocols for adequately staffing of the health care facility in the following situations:

   a. In the event of an emergency (include mass casualties or a significant change in the number or acuity of patients.
   b. In circumstances when a significant number of patients are diverted from another facility
   c. In the event a licensed nurse, MHT or CNA is absent or refuses work
IV: In addition, the following hospital units have specific staffing plans:

- Acute Psychiatric North Unit (Adult) 18 and older. A 20 bed unit designated for the care and treatment of patients with mental-health related illness to address the following conditions:
  
a. Panic Disorder  
b. Bipolar Disorder  
c. Schizophrenia  
d. Adjustment Disorder  
e. Depression  
f. Post-partum depression  
g. ADHD  
h. Anxiety  
i. Conduct Disorder  
j. Schizoaffective Disorder  
k. Dual Diagnosis  
l. Mood Disorder  
m. Psychotic Disorder  
n. Grief and loss  
o. Relationship issues  
p. Post-traumatic stress disorder (PSTD)  
q. Difficulty coping  
r. Codependency  
s. Anger issues

This unit serves patients with mental illness, as well as patients with mental illness and other co-existing diagnosis. As a hospital-based program, the psychiatric unit provides comprehensive care. Our interdisciplinary team approach includes board certified psychiatrists, psychiatric nurses, social workers, recreation therapists, and registered dietitians. It provides 24 hour nursing care by a team of psychiatric nurses and nursing assistants and mental health technicians. Nursing activities include but are not limited to admissions, discharges, medication administration, education and teaching, daily vital signs, assessments, transfers, urine toxicology screening, urine pregnancy screening, daily activities of daily living and infection control.
Specialized equipment for the unit includes spot vital signs machine, EKG if needed, oxygen concentrator as needed, IV pump for IV hydration only as needed, and Glucometer.

- Detox / Rehab Unit South West Unit (Adult) 18 and older. A 28-bed service providing short-term detoxification and referral for longer-term treatment. The following services and treatment may include:
  a. Detoxification protocols for Alcohol, Benzodiazepines and Opiates
  b. Medication Management
  c. Psycho-education services to reduce the stigma and myths associated with addiction
  d. Motivational Interviewing for the treatment of denial and rationalization
  e. Cognitive behavioral therapy for the treatment of thought and emotion disorders
  f. Psychiatric services/Pharmacotherapy as needed for co-occurring disorders
  g. Psychiatric Evaluation to determine any psychiatric symptoms that may require further medical monitoring or that may pose a barrier to recovery efforts
  h. Individual treatment to better develop insight into maladaptive behaviors and explore lifestyle changes to support recovery
  i. Nursing assessment and physical examination
  j. Individual study assignments on the principles of recovery
  k. Weekly AA/NA meetings.
  l. Group therapy and educational lectures (i.e. Anger Management, Healthy Living, Stress Management, Relapse Prevention, Med Education)

This unit serves patients with chemical dependency issues, as well as patients with mental illness and other co-existing diagnosis. As a hospital-based program, the Detox/Rehab unit provides comprehensive care. Our interdisciplinary team approach includes board certified psychiatrists, psychiatric nurses, social workers, recreation therapists, and registered dietitians. It provides 24 hour nursing care by a team of psychiatric nurses and nursing assistants and mental health technicians. Nursing activities include but are not limited to admissions, discharges, medication administration, education and teaching, daily vital signs, assessments, transfers, urine toxicology screening, urine pregnancy screening, daily activities of daily living and infection control.

Specialized equipment for the unit includes spot vital signs machine, EKG if needed, oxygen concentrator as needed, IV pump for IV hydration only as needed, and Glucometer.

- Acute Psychiatric Unit (Adolescent) 12-17 years of age. A 10 bed unit designated for the care and treatment of patients with mental-health related illness to address the following conditions:

  a. Panic Disorder
  b. Bipolar Disorder
c. Schizophrenia
d. Adjustment Disorder
e. Depression
f. Post-partum depression
g. ADHD
h. Anxiety
i. Conduct Disorder
j. Schizoaffective Disorder
k. Dual Diagnosis
l. Mood Disorder
m. Psychotic Disorder
n. Grief and loss
o. Relationship issues
p. Post-traumatic stress disorder (PSTD)
q. Difficulty coping
r. Codependency
s. Anger issues

This unit serves patients with mental illness, as well as patients with mental illness and other co-existing diagnosis. As a hospital-based program, the Adolescent psychiatric unit provides comprehensive care. Our interdisciplinary team approach includes board certified psychiatrists, psychiatric nurses, social workers, recreation therapists, and registered dietitians. It provides 24 hour nursing care by a team of psychiatric nurses and nursing assistants and mental health technicians. Nursing activities include but are not limited to admissions, discharges, medication administration, education and teaching, daily vital signs, assessments, transfers, urine toxicology screening, urine pregnancy screening, daily activities of daily living and infection control.

Specialized equipment for unit includes spot vital signs machine, EKG if needed, oxygen concentrator as needed, IV pump for IV hydration only as needed, and Glucometer.

- Acute Psychiatric East 1 Unit  Bld II (Geriatric) 55 and older. An 18 bed inpatient unit Gero (Geriatric)-Psychiatry services designed to meet the needs of the elderly. This service provides treatments for such health problems as depression, anxiety, loss of control, thought disorders, suicidal tendencies and aggressive behavior. Behavioral Health Services provides mental health services to address the following conditions:
This unit serves patients with mental illness, as well as patients with mental illness and other co-existing diagnosis. As a hospital-based program, the Geriatric psychiatric unit provides comprehensive care. Our interdisciplinary team approach includes board certified psychiatrists, psychiatric nurses, social workers, recreation therapists, and registered dietitians. It provides 24 hour nursing care by a team of psychiatric nurses and nursing assistants and mental health technicians. Nursing activities include but are not limited to admissions, discharges, medication administration, education and teaching, daily vital signs, assessments, transfers, urine toxicology screening, urine pregnancy screening, daily activities of daily living and infection control.

Specialized equipment for unit includes spot vital signs machine, EKG if needed, oxygen concentrator as needed, IV pump for IV hydration only as needed, Enteral Pump feedings, Foley catheter care, wound care, Hoyer lift transfers, and Glucometer.

- **Acute Psychiatric** East 2 Unit Bld II (Adult) 18 and older
  
  An 18 bed inpatient unit Gero (Geriatric)-Psychiatry services designed to meet the needs of the elderly. This service provides treatments for such health problems as

  a. Panic Disorder
  b. Bipolar Disorder
  c. Schizophrenia
  d. Adjustment Disorder
  e. Depression
  f. Post-partum depression
  g. Addiction
    a. Alcohol
    b. Barbiturates
    c. Benzodiazepine (examples: Valium, Xanax)
    d. Cocaine
    e. Opiates (examples: Percocet, Oxycontin, Heroin, Vicodin)
  h. ADHD
  i. Anxiety
  j. Conduct Disorder
  k. Schizoaffective Disorder
  l. Dual Diagnosis
  m. Mood Disorder
  n. Psychotic Disorder
  o. Grief and loss
  p. Relationship issues
  q. Post-traumatic stress disorder (PSTD)
  r. Difficulty coping
  s. Codependency
  t. Anger issues
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b. Bipolar Disorder  
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d. Adjustment Disorder  
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f. Post-partum depression  
g. Addiction  
a. Alcohol  
b. Barbiturates  
c. Benzodiazepine (examples: Valium, Xanax)  
d. Cocaine  
e. Opiates (examples: Percocet, Oxycontin, Heroin, Vicodin)  
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This unit serves patients with mental illness, as well as patients with mental illness and other co-existing diagnosis. As a hospital-based program, the psychiatric unit provides comprehensive care. Our interdisciplinary team approach includes board certified psychiatrists, psychiatric nurses, social workers, recreation therapists, and registered dietitians. It provides 24 hour nursing care by a team of psychiatric nurses and nursing assistants and mental health technicians. Nursing activities include but are not limited to admissions, discharges, medication administration, education and teaching, daily vital signs, assessments, transfers, urine toxicology screening, urine pregnancy screening, daily activities of daily living and infection control.

Specialized equipment for unit includes spot vital signs machine, EKG if needed, oxygen concentrator as needed, IV pump for IV hydration only as needed, and Glucometer.
1. Director of Nursing considers the following factors in determining staffing needs:
   - Patient census and core staffing hours are used to determine staffing needs.
   - Patient acuity, unit special needs, number of admissions and discharges are factored in on a daily basis to ensure all patient needs are met.
   - A Registered Nurse is always available in house to assume charge duties on all units.
   - A Registered Nurse plans, assigns, supervises and evaluates the nursing care of each patient daily.
   - A Registered Nurse is responsible for the completion of an initial nursing assessment on all new admits.
   - A Registered Nurse is responsible for developing and implementing the patient’s initial plan of care based on the patient’s individual needs.
   - The unit will be staffed with an adequate number of RNs, LPNs and MHTs/C.N.A’s to maintain a therapeutic milieu and a safe environment.
   - All nursing students on the unit are under the responsibility of the instructor and the nursing staff is responsible for patients.

2. Director of Nursing:
   - Keeps a Nursing Staff Roster on file identifying all available full-time and PRN nursing staff.
   - Units are staffed based on census and need with an appropriate mix of nursing employees. At any time that census changes and patient needs change, staffing is adjusted accordingly to ensure a safe environment.
   - Other support staff and activities are considered in determining needs, e.g., patients may be on one to one protocol.

3. Director of Nursing will utilize the following criteria for adding staff:
   - High acuity/high-risk patient population identified by the charge nurse on the unit and may include, but is not limited to:
     a. Patients on 1:1 monitoring for high risk conditions such as suicidal or homicidal
     b. Patients are high fall risk
     c. Patients who have exhibited violent behaviors to self, staff and others
     d. Patients who have required multiple restraints or seclusions to maintain safety to self or others
   - Higher influx of anticipated admissions/discharges.
   - Scheduled special procedures/test preps
   - Peak activity times on unit; partial shift coverage or full shift flex staffing.
   - Classification of scheduled staff (licensed versus unlicensed) versus patient needs.
   - Skill level of employees (i.e., new hires, float staff, etc.).
• Patient activity, visitation hours, physician needs.
• Scheduled in-services.

4. Director of Nursing will utilize the following criteria for decreasing staff:
   • Decrease in patient census.
   • Anticipated discharges on one shift will affect scheduling on next shift.
   • Availability of other disciplines on unit.
   • Patient activities.
   • Level of patient needs and functioning.

5. Director of Nursing:
   • Each shift and situation will be assessed individually for needs and impact of various staffing patterns on care of the current population, keeping in mind the basic guidelines for the individual units and population on each unit.
   • Sequence and criteria for staff utilization:
     a. Full time unit staff.
     b. Availability of other resources from other units.
     c. PRN
     d. Utilization of overtime for full-time employees
   • Criteria for staffing:
     a. Minimum of (1) one Licensed Nurse on each unit at all times.

6. Director of Nursing:
   • Plans the Master Schedules for a four (4) week period that coincides with two (2) pay periods.
   • May utilize LPN’s as the licensed staff on each unit under the RN charge.
   • Utilize MHT’s whenever clinically appropriate and such staffing mix enhances patient care.
   • Posts daily unit assignment in staffing book.

7. Director of Nursing/House Supervisor – Daily, After Hours and Week-ends
   • Director of Nursing coordinates with House Supervisor daily to establish staffing.
   • Assesses the situation and needs for nursing staff. Makes appropriate adjustment utilizing PRN and full-time employees on overtime.
   • Communicates daily with the DON regarding staffing needs and coverage issues to ensure nursing and patient needs are met.
   • House Supervisor will manage patient case load of 4 patients or less if needed.
   • Director of Nursing will aggregate staffing data on a monthly basis and report to Committee of the Whole (COW)
# Staffing Plan

**Procedure Number:**

**POC-107**

**Issue Date:**

9/18/2013

**Revision Date:**

10/29/13, 5/19/14

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## Staffing/ Standard Acuity Guidelines

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- RN House Supervisor: 3 Ftes float all units. Manage Case load of 4 or less patients if needed.
- Medication Nurse: 2 Ftes Float North and South West unit
- *Unit scheduled to open 2014.
COMMENTS

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