

FORM N-02

112
N-6644

SUMMARY OF TOTAL NURSING WARD STAFFING POSITION

HOSPITAL

DATE

TITLE	POSITIONS AUTHORIZED BASED ON		DEFLECTIONS FROM BUDGETED	AVAILABLE BUDGET FOR WARD STAFFING	VACANCIES	POSITIONS	DISTRIBUTION*			POSITIONS REQUIRED	
	CENSUS	BED CAP.					TIE-INS	SPECIAL SERVICES	ON DUTY	ON DUTY VACANCIES AVAILABLE	ON DUTY
	A	R		(Col. 2 - 3 and 4)		(Col. 5-6)	(Col. 5 + 1.726)	(Col. 6 + 1.726)	(Col. 7 + 1.726)	A	B

Nursing Service

SUMMARY OF FORMULA REQUIREMENTS BASED ON N-OI CENSUS

HOSPITAL

Date

CLASSIFICATION

CENSUS	PER-SONNEL PAT. RATIO	AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED					
		R. N.		L.P.N.	P.T.	C.A.	ATTD.	R. N.		L.P.N.	P.T.	C.A.	ATTD.	R. N.		L.P.N.	P.T.	C.A.	ATTD.
		HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE				

Instructions For Preparing Staffing Forms N-02

SUMMARY OF FORMULA REQUIREMENTS BASED ON AUTHORIZED BED CAPACITY

HOSPITAL

DATE

CLASSIFICATION

BED CAPACITY	PER-SONNEL PAT. RATIO	AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED					
		R. N.		L.P.N.	P.T.	C.A.	ATTD.	R. N.		L.P.N.	P.T.	C.A.	ATTD.	R. N.		L.P.N.	P.T.	C.A.	ATTD.
		HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE				

FORM N-02-C

HOSPITAL

SUMMARY OF ON DUTY POSITIONS ASSIGNED TO SPECIAL SERVICES

(1/ Filled 2/ Vacant 3/ Total)

NAME OF SPECIAL SERVICE

DEPOSITORY COPY

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FORM N-02-D

HOSPITAL

NURSING UNIT ON DUTY NURSING POSITIONS

DATE

(1/ ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

Section or Service _____

Building _____

Nursing Unit _____

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE		
MEDICAL SURGICAL - INFIRM		
GERIATRIC		
PSYCHIATRIC, CHILDREN		
PSYCHIATRIC, ACUTE		
PSYCH. EXTENDED CARE - SELF		
PSYCH. EXTENDED CARE - CLOSED		
TOTALS		

SHIFT	HEAD NURSES			GRADUATE NURSES			PRACTICAL NURSES			PSY. TECHNICIANS			CHARGE ATTENDANTS			INST. ATTENDANTS		
	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/
DAY																		
EVENING																		
NIGHT																		
TOTAL																		

New Jersey Department of Institutions and Agencies, Division of Mental Health and Hospitals,

Remarks

1965 - '66

NS/ KAS
IS/ N97
1966

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ACKNOWLEDGMENT

I wish to express my gratitude to Mr. Alphonse Sotkoos, formerly Psychiatric Nursing Consultant, Division of Mental Health and Hospitals, New Jersey Department of Institutions and Agencies, the Nurse Directors of each of the New Jersey State Mental Hospitals, and their associates, who contributed many valuable suggestions for the content and organization of this Manual.

Since services and sections of our institutions are continually changing to meet improved developments and thinking in the Mental Health field, revision of this Manual will undoubtedly be necessary from time to time. It is hoped that all Nurse Directors, and their associates, hospitals and related groups will not only find this booklet valuable, but will participate in its revision by forwarding comments and suggestions designed to make the data more current to the Division of Mental Health and Hospitals, New Jersey Department of Institutions and Agencies, 135 West Hanover Street, Trenton, New Jersey.

V. Terrell Davis M.D.

V. Terrell Davis, M. D., Director
Division of Mental Health and Hospitals

DEPARTMENT OF INSTITUTIONS AND AGENCIES

NURSING SERVICE

INSTRUCTIONS FOR PREPARING STAFFING FORMS N-02

INTRODUCTION

A set of N-02 Nursing Service Ward Staffing forms have been designed to present a clear and understandable picture of:

- (a) The Nursing Staff authorized by the Division of Mental Health and Hospitals Formula Requirements.*
- (b) The Budgeted Nursing Staff available for service.
- (c) The On-Duty Nursing Staff distribution by nursing units.

The set of forms are as follows:

<u>NUMBER</u>	<u>TITLE</u>
N-02	Summary of Total Nursing Service Ward Staffing Positions
N-02-A	Summary of Formula Requirements Based on N-01 Census
N-02-B	Summary of Formula Requirements Based on Authorized Bed Capacity
N-02-C	Summary of On-Duty Positions Assigned to Special Services
N-02-D	Nursing Unit On-Duty Nursing Positions
N-02-E	Summary of Section or Service On-Duty Positions
N-02-F	Summary of Total Sections or Services On-Duty Nursing Positions

The method of use is explained in the succeeding paragraphs by steps supported by examples. Completed forms will be found to have many clinical and administrative uses.

* See Addenda - Formula for Nursing Service Ward Staffing.

PROCEDURE

After the N-01 Patient Status Forms have been received at the Nurse Director's office, they are to be examined in detail for completeness and accuracy and are then to be sent to the Central Office for machine tabulation.

Hand sorting and tabulation of the original data are to be used at the local hospital for single runs and will provide statistical information in areas for which the Central Office machines are not programmed.

When the results are received in tabular form, the steps used in completing Forms N-02, N-02-A, N-02-B, N-02-C, N-02-D, N-02-E, and N-02-F are as follows:

FORM N-02-A

Step 1. The Nurse Director of each institution will post the census by patient classification within each Section on Form N-02-A, "Summary of Formula Requirements Based on N-01 Census."

SUMMARY OF FORMULA REQUIREMENTS BASED ON N-OI CENSUS

Date

CLASSIFICATION	PER-SONNEL PAT. RATIO	P O S I T I O N S																	
		AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED					
		R. N. HEAD NURSE	L.P.N. P.T.	C.A. ATTD.	R. N. HEAD NURSE	L.P.N. P.T.	C.A. ATTD.	R. N. HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.ATTD.	R. N. HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A. ATTD.		
Section 1																			
Medical-Surgical, Acute	61																		
Medical-Surgical, Infirm	340																		
Sub-Total	401																		
Section 2																			
Geriatric	413																		
Section 3																			
Psychiatric Children	75																		
Section 4																			
Psychiatric, Acute	112																		
Psych. Ext. Care-Self	398																		
Psych. Ext. Care-Closed	996																		
Sub-Total	1506																		
Grand Totals	2395																		

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATT.D. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

FORM N-02-A

Step 2. Determine the number of nursing staff required. Use either of three methods shown in the addenda; (1) Formula Application, (2) Simplified Calculation; or (3) Direct Calculation. An example of the Direct Calculation method is as follows:

<u>SERVICE</u>	PATIENT CENSUS PER N-01 SURVEY	PERSONNEL RATIO FOR 1 BED	POSITIONS REQUIRED	STAFF COMPOSITION		
				R.N.	L.P.N. P.T.	C.A. ATTD.
Medical-Surgical, Acute	61	x .644	39 =	11	11	17
Medical-Surgical, Infirm	340	x .536	182 =	37	37	108
Geriatric	413	x .322	133 =	26	26	81
Psychiatric, Child.	75	x .644	48 =	14	14	20
Psychiatric, Acute	112	x .429	48 =	14	14	20
Psych. Extended Care, Self	398	x .107	43 =	0	22	21
Psych. Extended Care, Closed	<u>996</u>	x .215	<u>223 =</u>	<u>45</u>	<u>45</u>	<u>133</u>
Totals	2,395		716	147	169	400

Totals obtained from the above calculation are to be shown on Form N-02-A.

AUTHORIZED POSITIONS REQUIRED BY FORMULA

Total Supervisory Personnel	(not applicable)
Head Nurse	147
Graduate Nurse	
Practical Nurse	169
Psychiatric Technician	400
Charge Attendant	
Institutional Attendant	<hr/>
Total Ward Staff	716

FORM N-02-B

Step 3. Set aside Form N-02-A until later. Working with Form N-02-B, the Nurse Director of each institution will enter under Section or Services the authorized bed capacity by patient classification.

FORM N-02-B

HOSPITAL _____

SUMMARY OF FORMULA REQUIREMENTS BASED ON AUTHORIZED BED CAPACITY _____ DATE _____

CLASSIFICATION	BED CAPACITY	PER-SOONEL PAT. RATIO	P O S I T I O N S																	
			AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED					
			R. N. HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.	R. N. HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.	R. N. HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.
<u>Section 1</u>																				
Medical-Surgical, Acute	60																			
Medical-Surgical, Infirm	340																			
Sub-Total	400																			
<u>Section 2</u>																				
Geriatric	400																			
<u>Section 3</u>																				
Psychiatric, Children	75																			
<u>Section 4</u>																				
Psychiatric, Acute	200																			
Psych. Ext. Care-Self	525																			
Psych. Ext. Care-Closed	1200																			
Sub-Total	1925																			
Grand Totals	2800																			

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATTD. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

FORM N-02-B

Step 4. Based on the authorized bed capacity of the respective areas rather than on the number of patients, recalculate the number of nursing staff required. Use either of the 2 alternative methods mentioned in Step 2.

Step 4.

FORM N-02-B

HOSPITAL _____

DATE _____

SUMMARY OF FORMULA REQUIREMENTS BASED ON AUTHORIZED BED CAPACITY

CLASSIFICATION	BED CAPACITY	PER-SOONEL PAT. RATIO	AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED					
			R.N.		L.P.N.	P.T.	C.A.	ATTD.	R.N.		L.P.N.	P.T.	C.A.	ATTD.	R.N.		L.P.N.	P.T.	C.A.	ATTD.
			HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE				
Section 1																				
Medical-Surgical, Acute	60	.644	11	11	17															
Medical-Surgical, Infirm	340	.536	37	37	108															
Sub-Total	400		48	48	125															
Section 2																				
Geriatric	400	.322	26	26	77															
Section 3																				
Psychiatric, Children	75	.644	14	14	20															
Section 4																				
Psychiatric, Acute	200	.429	26	26	34															
Psych. Ext. Care-Self	525	.107	0	28	28															
Psych. Ext. Care-Closed	1200	.215	52	52	154															
Sub-Total	1925		78	106	216															
Grand Totals	2800		166	191	438															

(798)

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATTD. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

FORM N-02

Step 5: Copy on Form N-02, Column A, the Grand Total for each listed personnel title which was posted in Step 2.

For Column B, copy the Grand Total for each listed personnel title which was posted in Step 4.

For the purpose of this example, the allocation of titles as between Head Nurse and Graduate Nurse is not shown. However, in performing Step 5 it will be necessary to show specific numbers for each listed personnel title, Head Nurse, Graduate Nurse, Practical Nurse, etc.

Prepare an accompanying statement giving the criteria used in determining the distribution of titles between Head Nurse and Graduate Nurse; between Psychiatric Technician and L.P.N.; and between Charge Attendant and Institutional Attendant.

FORM N-02

Step 6. Post in column 2 of Form N-02 the number of budgeted nursing positions for each title. The information should reconcile with Business Office and/or Personnel records (BB-1-8 Salary Detail).

Step 6.

FORM N-02

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

HOSPITAL _____

DATE _____

TITLE	1		2	3		4	5	6	7	8			9			10		11	
	POSITIONS AUTHORIZED BASED ON CENSUS BED CAP.			BUDGETED	TIE-INS					DEDUCTIONS FROM BUDGETED	AVAILABLE BUDGETED FOR WARD STAFFING	LESS VACANCIES	FILLED POSITIONS	TOTAL ON DUTY	ON DUTY VACANCIES	ON DUTY	ON DUTY	CENSUS A	CENSUS B
	A	B					(Col. 2 - 3 and 4)	(Col. 5-6)	(Col. 5 + 1.726)	(Col. 6 + 1.726)	(Col. 7 + 1.726)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)					
DIRECTOR OF NURSING			1																
ASST. DIRECTOR OF NURSING			2																
ASST. DIR. - NURSING EDUCAT.			1																
INSTRUCTOR			3																
SUPERVISOR			15																
SUB-TOTAL (Supervisory)			22																
HEAD NURSE	147	166	21																
GRADUATE NURSE			27																
PRACTICAL NURSE	169	194	17																
PSYCHIATRIC TECHNICIAN			60																
CHARGE ATTENDANT	400	438	118																
INSTITUTIONAL ATTENDANT			281																
SUB-TOTAL (Ward staff)	716	798	524																
GRAND TOTAL			546																

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 7. Post the number of "tie-ins" for each title in Column 3, N-02. This information should also reconcile with the Business Office and/or Personnel records. A statement describing the tie-in is to be attached to N-02.

Step 7.

FORM N-02

HOSPITAL _____

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

DATE _____

TITLE	1		2	3	4	5	6	7	8			9		10		11	
	POSITIONS AUTHORIZED BASED ON CENSUS								DEDUCTIONS FROM BUDGETED	AVAILABLE BUDGETED FOR WARD STAFFING	LESS VACANCIES	FILLED POSITIONS	TOTAL ON DUTY	ON DUTY VACANCIES	ON DUTY VACANCIES	CENSUS A	CENSUS B
	A	B	TIE-INS	SPECIAL SERVICES	(Col. 2 - 3 and 4)	(Col. 5-6)	(Col. 5 + 1.726)	(Col. 6 + 1.726)	(Col. 7 + 1.726)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)
DIRECTOR OF NURSING			1														
ASST. DIRECTOR OF NURSING			2														
ASST. DIR. - NURSING EDUCAT.			1														
INSTRUCTOR			3														
SUPERVISOR			15														
SUB-TOTAL (Supervisory)			22	0													
HEAD NURSE	147	166		1													
GRADUATE NURSE			27														
PRACTICAL NURSE	169	194															
PSYCHIATRIC TECHNICIAN			60														
CHARGE ATTENDANT	400	438															
INSTITUTIONAL ATTENDANT			281	5													
SUB-TOTAL (ward staff)	716	798	524	6													
GRAND TOTAL			546	6													

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORMS N-02-C
N-02

Step 8. Set aside Form N-02 and complete Form N-02-C - "Summary of On-Duty Positions Assigned to Special Services." (See example of Form N-02-C shown as Step 8). The Nursing Service Ward Staffing Plan does not apply to nursing personnel requirements for such specialized services as: Surgery, Recovery Room or Unit, Central Supply, Insulin, Outpatient Department, Clinics, Day-Care, Night-Care, or other types of specialized functions. These will require individual assessment to determine the nursing personnel required.

Post the totals of each title from N-02-C to Column 4 of N-02.

SUMMARY OF ON DUTY POSITIONS ASSIGNED TO SPECIAL SERVICES

DATE

(1/Filled 2/Vacant 2/Total)

TITLE	NAME OF SPECIAL SERVICE														TOTAL		
	Operating Room		Central Supply		Surgery		Clinic										
	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	
Head Nurse						1	0								1	0	1
Grad. Nurse Psychiatric Technician	1	0	1					1	0	1							2
Charge Attendant	1	0	1	1	0	1		1	0	1					2	0	2
Attendant				1	0	1		4	0	4					5	0	5
Totals	2	0	2	2	0	2	2	5	0	5	2	0	2	5	11	0	11

Remarks

The Charge Attendant in central supply also serves in other areas; serves in identification; maintains control of various audio-visual aid equipment in medical department; relieves receptionist when necessary, etc.

Step 8.

FORM N-02

HOSPITAL

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

DATE

11

10

9

8

7

6

5

4

3

2

1

TITLE	POSITIONS AUTHORIZED BASED ON CENSUS		BUDGETED	DEDUCTIONS FROM BUDGETED		AVAILABLE BUDGETED FOR WARD STAFFING (Col. 2 - 3 and 4)	LESS VACANCIES	FILLED POSITIONS (Col. 5-6)	DISTRIBUTION*			POSITIONS REQUIRED BASED ON CENSUS		
	A	B		TIE-INS	SPECIAL SERVICES				ON DUTY (Col. 5+ 1.726)	VACANCIES AVAILABLE (Col. 6+ 1.726)	ON DUTY (Col. 7+ 1.726)	A	B	
DIRECTOR OF NURSING			1											
ASST. DIRECTOR OF NURSING			2											
ASST. DIR. - NURSING EDUCAT.			1											
INSTRUCTOR			3											
SUPERVISOR			15											
SUB-TOTAL (Supervisory)			22	0	0									
HEAD NURSE	147	166	21	1	1									
GRADUATE NURSE			27		2									
PRACTICAL NURSE	169	194	17		1									
PSYCHIATRIC TECHNICIAN			60											
CHARGE ATTENDANT	400	438	118		2									
INSTITUTIONAL ATTENDANT			281	5	5									
SUB-TOTAL (ward staff)	716	798	524	6	11									
GRAND TOTAL			546	6	11									

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 9. Complete Column 5 of N-02 by subtracting from Column 2 the sum of Columns 3 and 4.

Step 9.

FORM N-02

HOSPITAL _____

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

DATE _____

TITLE	1		2	3	4	5	6	7	8	9	10	11
	POSITIONS AUTHORIZED BASED ON CENSUS		BUDGETED	DEDUCTIONS FROM BUDGETED		AVAILABLE BUDGETED FOR WARD STAFFING	LESS VACANCIES	FILLED POSITIONS	DISTRIBUTION*		POSITIONS REQUIRED BASED ON	
	A	B		TIE-INS	SPECIAL SERVICES	(Col. 2 - 3 and 4)	(Col. 5-6)	TOTAL ON DUTY VACANCIES AVAILABLE	ON DUTY VACANCIES AVAILABLE	ON DUTY VACANCIES AVAILABLE	CENSUS A	CENSUS B
	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 1-5)	(Col. 5 + 1.726)	(Col. 6 + 1.726)	(Col. 7 + 1.726)	(Col. 1-5)	(Col. 1-5)
DIRECTOR OF NURSING			1			1						
ASST. DIRECTOR OF NURSING			2			2						
ASST. DIR. - NURSING EDUCAT.			1			1						
INSTRUCTOR			3			3						
SUPERVISOR			15			15						
SUB-TOTAL (Supervisory)			22	0	0	22						
HEAD NURSE	147	166	21	1	1	19						
GRADUATE NURSE			27		2	25						
PRACTICAL NURSE	169	194	17		1	16						
PSYCHIATRIC TECHNICIAN			60			60						
CHARGE ATTENDANT			118		2	116						
INSTITUTIONAL ATTENDANT			281	5	5	271						
SUB-TOTAL (ward staff)	716	798	524	6	11	507						
GRAND TOTAL			546	6	11	529						

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORMS N-02-A
N-02-B

Step 10. Post entries from Column 5, N-02 on Summary Forms N-02-A and N-02-B as deployed by services in each Section. (See examples N-02, N-02-A, N-02-B).

FORM N-02-A

HOSPITAL

SUMMARY OF FORMULA REQUIREMENTS BASED ON N-01 CENSUS

Date

CLASSIFICATION	PER-SONNEL PAT. RATIO*	AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED						
		R. N.		L.P.N.		C.A.		R. N.		L.P.N.		C.A.		R. N.		L.P.N.		C.A.		
		HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	HEAD NURSE	GRAD. NURSE	
Section 1																				
Medical-Surgical, Acute	.644	11		11		17		5		5		17		5		5		17		
Medical-Surgical, Infirmary	.536	37		37		108		10		16		107		10		16		107		
Sub-Total		48		48		125		15		21		124		15		21		124		
Section 2																				
Geriatric	.322	26		26		81		7		11		78		7		11		78		
Section 3																				
Psychiatric Children	.644	14		14		20		10		14		22		10		14		22		
Section 4																				
Psychiatric, Acute	.429	14		14		20		5		7		20		5		7		20		
Psych. Ext. Care-Self	.107	0		22		21		0		9		22		0		9		22		
Psych. Ext. Care-Closed	.215	45		45		133		7		14		121		7		14		121		
Sub-Total		59		81		174		12		30		163		12		30		163		
Grand Totals		117		169		400		44		76		387		44		76		387		

(507)

(716)

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATTD. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

SUMMARY OF FORMULA REQUIREMENTS BASED ON AUTHORIZED BED CAPACITY

DATE

CLASSIFICATION	BED CAPACITY	PER-SONNEL PAT. RATIO	AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED																																			
			R.N.		L.P.N.	P.T.	C.A.	ATTD	R.N.		L.P.N.	P.T.	C.A.	ATTD.	R.N.	HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.																													
			HEAD NURSE	GRAD. NURSE					HEAD NURSE	GRAD. NURSE																																								
Section 1																																																		
Medical-Surgical, Acute	60	.644	11		11		17							5		5																																		
Medical-Surgical, Infirm	340	.536	37		37		108							10		16																																		
Sub-Total	400		48		48		125							15		21																																		
Section 2																																																		
Geriatric	400	.322	26		26		77							7		11																																		
Section 3																																																		
Psychiatric, Children	75	.644	14		14		20							10		14																																		
Section 4																																																		
Psychiatric, Acute	200	.429	26		26		34							5		7																																		
Psych. Ext. Care-Self	525	.107	0		28		28							0		9																																		
Psych. Ext. Care-Closed	1200	.215	52		52		154							7		14																																		
Sub-Total	1925		78		106		216							12		30																																		
Grand Totals	2800		166		194		438							44		76																																		

(507)

(798)

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATTD. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

FORMS N-02-A
N-02-B

Step 11. Complete Forms N-02-A and N-02-B by subtracting the Available Budgeted - Ward Staffing positions from the positions Authorized by Formula and recording the resultant Net Required for full staffing complements.

FORM N-02-A

HOSPITAL

SUMMARY OF FORMULA REQUIREMENTS BASED ON N-OI CENSUS

Date _____

CLASSIFICATION	CENSUS	PER-SONNEL PAT. RATIO	P O S I T I O N S																			
			AUTHORIZED BY FORMULA						AVAILABLE BUDGETED FOR WARD STAFFING						NET POSITIONS REQUIRED							
			R. N.	HEAD NURSE	L.P.N.	P.T.	C.A.	ATTD.	R. N.	HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.	R. N.	HEAD NURSE	GRAD. NURSE	L.P.N.	P.T.	C.A.	ATTD.
Section 1																						
Medical-Surgical, Acute	61	.644	11		11	17						5	5	17						6	6	0
Medical-Surgical, Infirm	340	.536	37		37	108						10	10	107						27	21	1
Sub-Total	401		48		48	125						15	15	124						33	27	1
Section 2																						
Geriatric	413	.322	26		26	81						7	7	78						19	15	3
Section 3																						
Psychiatric Children	75	.644	14		14	20						10	10	22						4	0	(2)
Section 4																						
Psychiatric, Acute	112	.429	14		14	20						5	5	20						9	7	0
Psych. Ext. Care-Self	398	.107	0		22	21						0	0	22						0	13	(1)
Psych. Ext. Care-Closed	996	.215	45		45	133						7	7	121						38	31	12
Sub-Total	1506		59		81	174						12	12	163						47	51	11
Grand Totals	2395		147		169	400						44	44	387						103	93	13

(209)

(507)

(716)

Legend: R.N. = REGISTERED NURSE; L.P.N. = LICENSED PRACTICAL NURSE; P.T. = PSYCHIATRIC TECHNICIAN; C.A. = CHARGE ATTENDANT; ATTD. = INSTITUTIONAL ATTENDANT

* Personnel - Patient Ratio is to be completed only if direct calculation is used (See Addenda 6)

FORM N-02

Step 12. Post the number of vacancies for each title in Column 6, N-02.

This information should reconcile with the Business Office and/or

Personnel records.

FORM N-02

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

HOSPITAL _____

DATE _____

TITLE	POSITIONS AUTHORIZED BASED ON CENSUS BED CAP.		BUDGETED	DEDUCTIONS FROM BUDGETED		AVAILABLE BUDGETED FOR WARD STAFFING (Col 2 - 3 and 4)	LESS VACANCIES	FILLED POSITIONS (Col. 5-6)	DISTRIBUTION*			POSITIONS REQUIRED BASED ON CENSUS BED CAPACITY	
	A	B		TIE-INS	SPECIAL SERVICES				TOTAL ON DUTY (Col. 5) ON DUTY VACANCIES AVAILABLE (Col. 6) ON DUTY (Col. 7)	A	B		
	1	2	3	4	5	6	7	8	9	10	11	12	13
DIRECTOR OF NURSING		1			1								
ASST. DIRECTOR OF NURSING		2			2								
ASST. DIR. - NURSING EDUCAT.		1			1								
INSTRUCTOR		3			3		1						
SUPERVISOR		15			15		3						
SUB-TOTAL (Supervisory)		22	0	0	22		4						
HEAD NURSE		21	1	1	19		5						
GRADUATE NURSE		27		2	25		3						
PRACTICAL NURSE		17		1	16		10						
PSYCHIATRIC TECHNICIAN		60			60		7						
CHARGE ATTENDANT		118		2	116		20						
INSTITUTIONAL ATTENDANT		281	5	5	271		36						
SUB-TOTAL (Ward staff)		524	6	11	507		81						
GRAND TOTAL		546	6	11	529		85						

*1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 13. Complete Column 7 of N-02 by subtracting Column 6 from Column 5 and recording the resultant number of filled positions.

Step 13.

FORM N-02

HOSPITAL _____

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

TITLE	1		2	3	4	5	6	7	8			9			10			11			
	POSITIONS AUTHORIZED BASED ON CENSUS		BUDGETED	TIE-INS	DEDUCTIONS FROM BUDGETED	AVAILABLE BUDGETED FOR WARD STAFFING	LESS VACANCIES	FILLED POSITIONS	TOTAL ON DUTY	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	ON DUTY VACANCIES	
	A	B			SPECIAL SERVICES	(Col 2 - 3 and 4)		(Col. 5-6)	(Col. 5 + 1.726)	(Col. 6 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	(Col. 7 + 1.726)	
DIRECTOR OF NURSING			1			1		1													
ASST. DIRECTOR OF NURSING			2			2		2													
ASST. DIR. - NURSING EDUCAT.			1			1		1													
INSTRUCTOR			3			3		3													
SUPERVISOR			15			15		15													
SUB-TOTAL (Supervisory)			22	0	0	22	4	18													
HEAD NURSE	147	166	21	1	1	19	5	14													
GRADUATE NURSE			27		2	25	3	22													
PRACTICAL NURSE	169	194	17		1	16	10	6													
PSYCHIATRIC TECHNICIAN			60			60	7	53													
CHARGE ATTENDANT	400	438	118		2	116	20	96													
INSTITUTIONAL ATTENDANT			281	5	5	271	36	235													
SUB-TOTAL (Ward staff)	716	798	524	6	11	507	81	426													
GRAND TOTAL			546	6	11	529	85	444													

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 14. Divide the Sub-Total (Non-Supervisory) figure in Column 5, N-02 by 1.726* and post the result in the corresponding Sub-Total space of Column 8.

Next divide each figure in Column 5 from Head Nurse through Institutional Attendant by 1.726 and post the results in Column 8. The sum of these amounts must equal the figure posted in the Sub-Total space of Column 8. It may be necessary to adjust one of the computations which is nearest to a whole number in order to reconcile the two sums.

*The figure 1.726 represents the employment factor (1.6) for days off, annual leave, sick leave and holidays plus supplemental time allowance of 35 minutes per on-duty staff member for major housekeeping functions, coffee break and toilet needs of ward staff.

Step 14.

FORM N-02

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

HOSPITAL _____

DATE 11

TITLE	1		2	3		4	5	6	7	8	9		10	11	
	A	B		TIE-INS	SPECIAL SERVICES						AVAILABLE BUDGETED FOR WARD STAFFING (Col. 2 - 3 and 4)	LESS VACANCIES		FILLED POSITIONS (Col. 5-6)	TOTAL ON DUTY (Col. 5 + 1.726)
DIRECTOR OF NURSING			1				1		1						
ASST. DIRECTOR OF NURSING			2				2		2						
ASST. DIR. - NURSING EDUCAT.			1				1		1						
INSTRUCTOR			3				3	1	2						
SUPERVISOR			15				15	3	12						
SUB-TOTAL (Supervisory)			22	0	0		22	4	18						
HEAD NURSE			21	1	1		19	5	14	11					
GRADUATE NURSE		147	27		2		25	3	22	15					
PRACTICAL NURSE		169	17		1		16	10	6	9					
PSYCHIATRIC TECHNICIAN			60				60	7	53	35					
CHARGE ATTENDANT			118		2		116	20	96	67					
INSTITUTIONAL ATTENDANT			281	5	5		271	36	235	157					
SUB-TOTAL (Ward staff)		716	524	6	11		507	81	426	294					
GRAND TOTAL			546	6	11		529	85	444	294					

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 15. Follow the same steps defined in Step 14:

- (1) Divide the sub-total in Column 6, N-02 by 1.726, and post the result in Column 9.
- (2) Complete the individual postings by title.
- (3) Reconcile the two sums.

FORM N-02

HOSPITAL _____

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

DATE _____

TITLE	1		2	3	4		5	6	7	8	9		10	11	
	POSITIONS AUTHORIZED BASED ON CENSUS A	BED CAP. B	BUDGETED	TIE-INS	DEDUCTIONS FROM BUDGETED SPECIAL SERVICES	AVAILABLE BUDGETED FOR WARD STAFFING (Col. 2 - 3 and 4)	LESS VACANCIES	FILLED POSITIONS (Col. 5-6)	TOTAL ON DUTY (Col. 5 - 1.726)	ON DUTY VACANCIES AVAILABLE (Col. 6 - 1.726)	ON DUTY (Col. 7 - 1.726)	CENSUS A (Col. 1-5)	POSITIONS REQUIRED BASED ON BED CAPACITY B (Col. 1-5)		
DIRECTOR OF NURSING			1			1		1							
ASST. DIRECTOR OF NURSING			2			2		2							
ASST. DIR. - NURSING EDUCAT.			1			1		1							
INSTRUCTOR			3			3	1	2							
SUPERVISOR			15			15	3	12							
SUB-TOTAL (Supervisory)			22	0	0	22	4	18							
HEAD NURSE	147	166	21	1	1	19	5	14	11	3					
GRADUATE NURSE			27		2	25	3	22	15	2					
PRACTICAL NURSE	169	194	17		1	16	10	6	9	6					
PSYCHIATRIC TECHNICIAN			60			60	7	53	35	4					
CHARGE ATTENDANT			118		2	116	20	96	67	11					
INSTITUTIONAL ATTENDANT			281	5	5	271	36	235	157	21					
SUB-TOTAL (Ward staff)	716	798	524	6	11	507	81	426	294	47					
GRAND TOTAL			546	6	11	529	85	444	294	47					

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 16. Follow the same steps defined in Step 14:

- (1) Divide the sub-total in Column 7 by 1.726 and post the result in Column 10.
- (2) Complete the individual postings by title.
- (3) Reconcile the two sums.

FORM N-02

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

HOSPITAL

DATE

TITLE	1		2	3	4		5	6	7	8			9		10	11	
	POSITIONS AUTHORIZED BASED ON CENSUS A	POSITIONS AUTHORIZED BASED ON CENSUS B	BUDGETED	TIE-INS	DEDUCTIONS FROM BUDGETED SPECIAL SERVICES	AVAILABLE BUDGETED FOR WARD STAFFING (Col 2-3 and 4)	LESS VACANCIES	FILLED POSITIONS (Col. 5-6)	TOTAL ON DUTY (Col. 5-6)	DISTRIBUTION* ON DUTY VACANCIES (Col. 6-7)	ON DUTY AVAILABLE (Col. 7-8)	POSITIONS REQUIRED BASED ON CENSUS A (Col. 1-5)	POSITIONS REQUIRED BASED ON CENSUS B (Col. 1-5)				
DIRECTOR OF NURSING			1			1		1									
ASST. DIRECTOR OF NURSING			2			2		2									
ASST. DIR. - NURSING EDUCAT.			1			1		1									
INSTRUCTOR			3			3	1	2									
SUPERVISOR			15			15	3	12									
SUB-TOTAL (Supervisory)			22	0		22	4	18									
HEAD NURSE	147	166	21	1	1	19	5	14	11	3	8						
GRADUATE NURSE			27		2	25	3	22	15	2	13						
PRACTICAL NURSE	169	194	17		1	16	10	6	9	6	3						
PSYCHIATRIC TECHNICIAN			60			60	7	53	35	4	31						
CHARGE ATTENDANT	400	438	118		2	116	20	96	67	11	56						
INSTITUTIONAL ATTENDANT			281	5	5	271	36	235	157	21	136						
SUB-TOTAL (Ward staff)	716	798	524	6	11	507	81	426	294	47	247						
GRAND TOTAL			546	6	11	529	85	444	294	47	247						

* 1.726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02

Step 17.

1. Subtract from each figure recorded in Column I-A of Form N-02 the corresponding figure in Column 5 and post in Column II-A. These figures must agree with the Grand Totals recorded in the Net Required Column of Form N-02-A.
2. Subtract from each figure recorded in Column I-B of Form N-02 the corresponding figure in Column 5 and post in Column II-B. These figures must agree with the Grand Totals recorded in the Net Required Column of Form N-02-B.

At this step, Forms N-02, N-02-A, N-02-B, and N-02-C will have been completed, together with the justification statements mentioned under Step 5 and Step 7 of the procedure.

Step 17.

FORM N-02

HOSPITAL

SUMMARY OF TOTAL NURSING WARD STAFFING POSITIONS

DATE

11

10

9

8

7

6

5

4

3

2

1

TITLE	POSITIONS AUTHORIZED BASED ON CENSUS BED CAP.		BUDGETED	DEDUCTIONS FROM BUDGETED		AVAILABLE BUDGETED FOR WARD STAFFING (Col 2 - 3 and 4)	LESS VACANCIES	FILLED POSITIONS (Col. 5-6)	DISTRIBUTION*				POSITIONS REQUIRED BASED ON CENSUS BED CAPACITY		
	A	B		TIE-INS	SPECIAL SERVICES				TOTAL ON DUTY (Col. 5 + 1-726)	ON DUTY VACANCIES AVAILABLE (Col. 6 + 1-726)	ON DUTY (Col. 7 + 1-726)	A (Col. 1-5)	B (Col. 1-5)		
DIRECTOR OF NURSING			1			1		1							
ASST. DIRECTOR OF NURSING			2			2		2							
ASST. DIR. - NURSING EDUCAT.			1			1		1							
INSTRUCTOR			3			3	1	2							
SUPERVISOR			15			15	3	12							
SUB-TOTAL (Supervisory)			22	0	0	22	4	18							
HEAD NURSE			21	1	1	19	5	14	11	3	8	103	122		
GRADUATE NURSE			27		2	25	3	22	15	2	13				
PRACTICAL NURSE			17		1	16	10	6	9	6	3	93	118		
PSYCHIATRIC TECHNICIAN			60			60	7	53	35	4	31				
CHARGE ATTENDANT			118		2	116	20	96	67	11	56	13	51		
INSTITUTIONAL ATTENDANT			281	5	5	271	36	235	157	21	136				
SUB-TOTAL (ward staff)			524	6	11	507	81	426	294	47	247	209	291		
GRAND TOTAL			546	6	11	529	85	444	294	47	247	209	291		

* 1-726 represents employment factor and supplemental relief allowance (Addenda 4 and 6)

FORM N-02-D

Step 18. Prepare a separate Form N-02-D, "Nursing Unit On-Duty Nursing Positions" for each Nursing Unit of the entire hospital. Both code symbols and local designations are to be given for "Section", "Building" and "Nursing Unit." The Form is to be completed by the Nurse Director.

Entries which were recorded in Step 10 on Form N-02-A, "Available Budgeted-Ward Staffing" constitute the data on which these calculations are made. From information locally available, each figure from Head Nurse through Institutional Attendant is separated into: (A) The number of individuals currently employed.

(B) The number of vacancies.

Column 1 - On-Duty Available

Use only figures from (A) above.

- a. Divide each figure, from Head Nurse through Institutional Attendant by 1.726^{1/}
- b. Determine allocation by Day, Evening, and Night shift for each personnel category, and post in appropriate spaces in Column 1 on Form N-02-D^{2/}

Column 2 - On-Duty Vacancies

Use only figures from (B) above.

- a. Divide each figure, from Head Nurse through Institutional Attendant by 1.726
- b. Determine allocation by Day, Evening, and Night shift for each personnel category, and post in appropriate spaces in Column 2 on Form N-02-D.

Column 3 - Total On-Duty

Add Column 1 and Column 2 and post in appropriate spaces in Column 3.

Complete box labelled "Patient Classifications" for the Nursing Unit being reported. Reconcile "Census" and "Bed Capacity" totals with entries recorded on Form N-02-A and Form N-02-B.

^{1/} 5 Registered Nurses are shown on Form N-02-A
5 divided by 1.726 equals 3.
In order to have 3 On-Duty positions each day of the year it is necessary to have 5 positions assigned to the Nursing Unit. The employment factor and supplemental time allowance mentioned in the footnote to Step 14 account for the other two positions.

^{2/} In the example, 3 Registered Nurses are allocated as follows:
1 Head Nurse on Day Shift - Nursing Unit 1
1 Graduate Nurse on Evening Shift - Nursing Unit 1
1 Graduate Nurse on Day Shift - Nursing Unit 2

Step 18.

FORM N-02-D

HOSPITAL

NURSING UNIT ON DUTY NURSING POSITIONS

3-15-66
DATE

Section or Service 1 Medical-Surgical-
Acute
Building A Jones Bldg.

(1/ON DUTY AVAILABLE 2/ON DUTY VACANCIES 3/TOTAL ON DUTY)

Nursing Unit 1

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE	36	35
MEDICAL SURGICAL - INFIRM	0	0
GERIATRIC	0	0
PSYCHIATRIC, CHILDREN	0	0
PSYCHIATRIC, ACUTE	0	0
PSYCH. EXTENDED CARE - SELF	0	0
PSYCH. EXTENDED CARE - CLOSED	0	0
TOTALS	36	35

SHIFT	HEAD NURSES			GRADUATE NURSES			PRACTICAL NURSES			PSY. TECHNICIANS			CHARGE ATTENDANTS			INST. ATTENDANTS			
	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	
DAY	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	2
EVENING	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0
NIGHT	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
TOTAL	1	0	1	1	0	1	1	0	0	0	0	0	2	0	2	3	0	0	3

Remarks

Note: Head Nurse also works on Nursing Unit 2.

Step 18.

FORM N-02-D

HOSPITAL

NURSING UNIT ON DUTY NURSING POSITIONS

3-15-66
DATE

Section or Service 1 Medical-Surgical-Acute
Building A Jones Bldg.

(1/ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

Nursing Unit 2

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE	25	25
MEDICAL SURGICAL - INFIRM	0	0
GERIATRIC	0	0
PSYCHIATRIC, CHILDREN	0	0
PSYCHIATRIC, ACUTE	0	0
PSYCH. EXTENDED CARE - SELF	0	0
PSYCH. EXTENDED CARE - CLOSED	0	0
TOTALS	25	25

SHIFT	HEAD NURSES		GRADUATE NURSES		PRACTICAL NURSES		PSY. TECHNICIANS		CHARGE ATTENDANTS		INST. ATTENDANTS	
	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/
DAY	0	0	1	0	0	0	0	0	1	0	1	0
EVENING	0	0	0	0	0	0	1	0	0	0	1	0
NIGHT	0	0	0	0	0	0	1	0	0	0	1	0
TOTAL	0	0	1	0	0	0	2	0	1	0	3	0

Remarks

Note: A Head Nurse from Nursing Unit #1 (not shown above) works part time on this Nursing Unit.

FORM N-02-E

Step 10. When all Form N-02-D's are completed, add up the total by Sections, total each group and post the result to the Summary Form N-02-E of the Section or Services of which the nursing unit is part.

Complete the line 'Available Budgeted Full-Time Positions' by multiplying the On-Duty positions by 1.700 and entering the result in the space below each title. The total of all N-02-E's available budgeted positions for a ward staffing should agree with the total shown on Form N-02, N-02-A and N-02-B.

To complete the Planned On-Duty Ratio of Professional (RN) and Non-Professional divide the total census for the section:

- (1) By the total on-duty for Registered Nurses
- (2) By the total on-duty for Non-Professional Personnel

For example:

$$\text{Total Census—Section 1 Med. Surg. + Neph. + Inf. = 401}$$

$$401 \div 9 = 44.6 \text{ Professional (RN)}$$

$$401 \div 85 = 4.7 \text{ Non-Professional}$$

FORM N-02-E

HOSPITAL

3-15-66

DATE

SUMMARY OF SECTION OR SERVICE
ON DUTY NURSING POSITIONS

Section or Service 1 Med.-Surg. Acute-Infirm

Building A Jones Building

Nursing Unit 1,2,3,4,5,6,7,8

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE	61	60
MEDICAL SURGICAL - INFIRM	340	340
GERIATRIC	0	0
PSYCHIATRIC, CHILDREN	0	0
PSYCHIATRIC, ACUTE	0	0
PSYCH. EXTENDED CARE - SELF	0	0
PSYCH. EXTENDED CARE - CLOSED	0	0
TOTAL	401	400

(1/ ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

SHIFT	SUPERVISORS			HEAD NURSES			GRADUATE NURSES			PRACTICAL NURSES			PSY. TECHNICIANS			CHARGE ATTENDANTS			INST. ATTENDANTS			TOTALS		
	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/
DAY				2	0	2	2	0	2	1	0	1	3	0	3	7	2	9	21	1	22	36	3	39
EVENING				0	0	0	2	1	3	1	0	1	3	1	4	6	1	7	12	3	15	24	6	30
NIGHT				0	1	1	1	0	1	0	1	2	0	2	6	1	7	12	1	13	21	4	25	
TOTAL				2	1	3	5	1	6	2	1	3	8	1	9	19	4	23	45	5	50	81	13	94
AVAILABLE BUDGETED FOR WARD STAFFING				x 1.726	3	x 1.726	6	x 1.726	3	x 1.726	9	x 1.726	23	x 1.726	40	x 1.726	86	x 1.726	162	x 1.726	94	x 1.726		

PROFESSIONAL (R.N.) 1: 44.6
NON-PROFESSIONAL 1: 4.7

Remarks

FORM N-02-E

SUMMARY OF SECTION OR SERVICE
ON DUTY NURSING POSITIONS

(1/ ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

Section of Service 2 Geriatric

Building C Roger Bldg.

Nursing Unit 12,13,14

HOSPITAL
3-15-66

DATE

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE	0	0
MEDICAL SURGICAL - INFIRM	0	0
GERIATRIC	413	400
PSYCHIATRIC, CHILDREN	0	0
PSYCHIATRIC, ACUTE	0	0
PSYCH. EXTENDED CARE - SELF	0	0
PSYCH. EXTENDED CARE - CLOSED	0	0
TOTAL	413	400

SHIFT	SUPERVISORS			HEAD NURSES			GRADUATE NURSES			PRACTICAL NURSES			PSY. TECHNICIANS			CHARGE ATTENDANTS			INST. ATTENDANTS			TOTALS		
	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/
DAY				1	0	1	1	0	1	1	1	2	0	2	4	0	4	12	1	13	20	2	22	
EVENING				0	1	1	1	0	1	0	0	2	0	2	3	2	5	8	2	10	14	5	19	
NIGHT				0	0	0	1	0	1	0	0	1	1	2	2	1	3	7	3	10	11	5	16	
TOTAL				1	1	2	3	0	3	0	1	5	1	6	9	3	12	27	6	33	45	12	57	
AVAILABLE BUDGETED FOR WARD STAFFING				2 x 1.726			3 x 1.726			1 x 1.726			6 x 1.726			12 x 1.726			33 x 1.726			57 x 1.726		
PLANNED ON DUTY RATIO				3			5			2			10			21			57			98		
				PROFESSIONAL (R.N.) 1: 82.6			NON-PROFESSIONAL 1: 7.9																	

Remarks

FORM N-02-E

HOSPITAL

3-15-66

DATE

SUMMARY OF SECTION OR SERVICE
ON DUTY NURSING POSITIONS

Section or Service 3 Children

(1/ ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

Building B Smythe Bldg.

Nursing Unit 9, 10, 11

PATIENT CLASSIFICATIONS	CENSUS		BED CAPACITY	
	1/	2/	1/	2/
MEDICAL SURGICAL - ACUTE	0	0	0	0
MEDICAL SURGICAL - INFIRM	0	0	0	0
GERIATRIC	0	0	0	0
PSYCHIATRIC, CHILDREN	75	75	75	75
PSYCHIATRIC, ACUTE	0	0	0	0
PSYCH. EXTENDED CARE - SELF	0	0	0	0
PSYCH. EXTENDED CARE - CLOSED	0	0	0	0
TOTAL	75	75	75	75

SHIFT	SUPERVISORS		HEAD NURSES		GRADUATE NURSES		PRACTICAL NURSES		PSY. TECHNICIANS		CHARGE ATTENDANTS		INST. ATTENDANTS		TOTALS			
	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/	1/	2/	3/
DAY				1	0	1	1	0	1	2	0	1	4	0	4	10	0	10
EVENING				1	0	1	0	1	1	3	0	1	3	0	3	9	1	10
NIGHT				1	0	1	0	0	0	1	0	1	2	0	2	5	1	6
TOTAL				3	0	3	1	1	2	6	0	3	9	0	9	24	2	26
AVAILABLE BUDGETED FOR WARD STAFFING				3	3	3	2	2	2	6	0	3	9	9	9	24	26	26
				x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726	x 1.726
				5	5	5	4	10	5	16	45	16	45	16	45	45	45	45

PLANNED ON DUTY RATIO

PROFESSIONAL (R.N.) **1: 12.5**

NON-PROFESSIONAL **1: 3.75**

Remarks

FORM N-02-E

HOSPITAL
3-15-66
DATE

SUMMARY OF SECTION OR SERVICE
ON DUTY NURSING POSITIONS

Section or Service: 4 Acute Psych.&Ext. Care
Building: D, E, F. Deal, Williams,
Nursing Unit: James
Closed: 15, 16, 17; Ext. 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33

(1/ ON DUTY AVAILABLE 2/ ON DUTY VACANCIES 3/ TOTAL ON DUTY)

Care-Self 18, 19, 20, 21; Closed 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33

PATIENT CLASSIFICATIONS	CENSUS	BED CAPACITY
MEDICAL SURGICAL - ACUTE	0	0
MEDICAL SURGICAL - INFIRM	0	0
GERIATRIC	0	0
PSYCHIATRIC, CHILDREN	0	0
PSYCHIATRIC, ACUTE	112	200
PSYCH. EXTENDED CARE - SELF	328	525
PSYCH. EXTENDED CARE - CLOSED	996	1200
TOTAL	1506	1925

SHIFT	SUPERVISORS		HEAD NURSES		GRADUATE NURSES		PRACTICAL NURSES		PSY. TECHNICIANS		CHARGE ATTENDANTS		INST. ATTENDANTS		TOTALS						
	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/	1/	2/					
DAY			2	0	2	0	3	3	6	0	6	11	1	12	25	3	28	46	7	53	
EVENING			0	1	1	0	1	0	3	1	4	7	2	9	15	3	18	26	7	33	
NIGHT			0	0	0	0	0	0	3	1	4	7	1	8	15	4	19	25	6	31	
TOTAL			2	1	3	0	3	3	12	2	14	25	4	29	55	10	65	97	20	117	
AVAILABLE BUDGETED FOR WARD STAFFING			3 x 1.726	3 x 1.726	5	5	3 x 1.726	5	14 x 1.726	24	29 x 1.726	65 x 1.726	112	117 x 1.726	202						

PLANNED ON DUTY RATIO: PROFESSIONAL (R.N.) 1: 320.8 NON-PROFESSIONAL 1: 17.3

Remarks

FORM N-02-F

Step 20. Complete Form N-02-F, "Summary of Total Section or Services On-Duty Nursing Positions" by posting the totals recorded in the line: "Available Budgeted for Ward Staffing" on the appropriate N-02-E forms. The totals shown on N-02-F should reconcile with the distribution of On-Duty Positions recorded in Columns 8, 9 and 10 of Form N-02.

FINAL STEP. Forward two completed sets of all forms to the Division of
Mental Health and Hospitals, State Office Building, 135 West Hanover
Street, Trenton, New Jersey, 08625.

DEPARTMENT OF INSTITUTIONS AND AGENCIES
Division of Mental Health and Hospitals

FORMULA FOR NURSING SERVICE WARD STAFFING

The formula for ward staffing and the steps outlined for formula application have been developed to provide a standard approach to staffing nursing units to allow a basic level of acceptable care for patients in the categories that are identified.

The formulas are based on accurate classification of patients in accordance with the Operational Definitions for Patient Classification. When these standards have been achieved, any requests for additional nursing personnel will be based on actual or projected change in classification of nursing units.

The following classes have been defined and the number of hours of nursing care designated as follows:

Medical-Surgical, Acute	3	hours	daily	care	from	nursing	staff
Medical-Surgical, Infirm	2½	"	"	"	"	"	"
Geriatric	1½	"	"	"	"	"	"
Psychiatric, Children	3	"	"	"	"	"	"
Psychiatric, Acute (Intensive Treatment and Adm.)	2	"	"	"	"	"	"
Psychiatric, Extended Care (Self Care)	½	"	"	"	"	"	"
Psychiatric, Extended Care (Closed Section)	1	"	"	"	"	"	"

DEFINITIONS

Medical and Surgical

To include patients of any age and of any psychiatric diagnosis whose somatic disorder requires the type of professional care available in a general hospital accredited by the Joint Commission. The classification is divided into two components:

- A. Acute - Patients whose disorder requires maximal attention from the medical and nursing staffs.
- B. Infirm - Convalescent, chronically ill and permanently disabled patients, ambulant and non-ambulant, who require intensive nursing care under the close and continuing supervision of a physician.

Geriatric

To include patients (not in need of specialized psychiatric treatment) who have reached their 65th birthday; who, under staff supervision, are capable of considerable self-care and who are either ambulant or able to spend their day in a wheelchair. Disability in this classification of patients will be definitely less than for those on either component of the Medical and Surgical Service. Disorders will be of mild to moderate severity and will include, but

will not be limited to confusion, continuous or episodic; general enfeeblement; and permanent physical disability.

Psychiatric, Children

The group of 75 patients up to the age of 17 as defined in Board of Control policy who are not suffering from a disorder requiring transfer to and treatment on the Medical and Surgical Service. Children in the latter group should be classified as medical and surgical patients. (Note: At this point in programming it is necessary that the Children's Service be clearly identified and that recommendations for its staffing continue to stem from consistent principles. Institutionalized patients in excess of the authorized 75 who are under the age of 17 should, at this time, be classified in one of the following categories:)

Psychiatric, Acute (Intensive Treatment and Admissions)

Patients of any age who do not require transfer to and treatment in the Medical and Surgical, Geriatric, or Children's Service who (a) have been in hospital during the current admission for less than sixty days; or who (b) in the opinion of the professional staff will profit by continued intensive psychiatric treatment.

Psychiatric, Extended Care

To include all patients of any age not appropriately classified as Medical and Surgical; Geriatric; or children, who have been in hospital during the current admission for more than 60 days, and who in the opinion of the professional staff will NOT profit by intensive psychiatric treatment. The group should be divided into two components: "self-care and closed sections."

STAFFING FORMULAS AND STAFF COMPOSITION:

Medical and Surgical, Acute

3 hours per patient per day
 30% Registered Nurse
 30% L.P.N. - Technician
 40% Attendant

Medical and Surgical, Infirm

2½ hours per patient per day
 20% Registered Nurse
 20% L.P.N. - Technician
 60% Attendant

Geriatric

1½ hours per patient per day
 20% Registered Nurse
 20% L.P.N. - Technician
 60% Attendant

Psychiatric, Children

3 hours per patient per day
 30% Registered Nurse
 30% L.P.N. - Technician
 40% Attendant

Psychiatric, Acute

2 hours per patient per day
 30% Registered Nurse
 30% L.P.N. - Technician
 40% Attendant

Psychiatric, Extended Care (Self Care)

$\frac{1}{2}$ hour per patient per day
 50% Technician
 50% Attendant

Psychiatric, Extended Care (Closed Section)

1 hour per patient per day
 20% Registered Nurse
 20% L.P.N. - Technician
 60% Attendant

It is to be noted that these 7 groupings are based on characteristics related to behavior, age, acuity of illness and level of service required from the staff rather than on diagnostic classification. Certain categories of patients remain for whom individual determinations will be made in accordance with the following criteria:

Tuberculous

Patients with active tuberculosis will ordinarily be cared for on the Acute or Infirm Medical and Surgical Service depending on medical determination of individual need. They will be so classified for present purposes of reporting. Arrested cases will be appropriately classified in one of the remaining 5 categories: "Geriatric", "Psychiatric, Children", "Psychiatric, Extended Care", etc.

For hospitals operating a separate TB service, patients will be classified according to the same principles although it may be expedient for a single nursing unit to house patients of different classifications, e.g., "Acute Medical" and "Infirm Medical" or "Geriatric" and "Psychiatric, Extended Care".

Narcotic Addicts

During the brief period of withdrawal, patients presenting a drug abuse syndrome may properly be classified as "Medical and Surgical Acute" whether or not they are treated on an acute medical nursing unit. Subsequent to the physiologic crisis and dependent on age, patients are appropriately classified during the period of active psychiatric therapy as "Acute Psychiatric" or "Children". After the elapse of 60 days, classificatory decisions will be based on considerations elaborated in the definitions for the 7 patient classes.

For hospitals operating residential narcotic treatment centers with designated nursing units assigned to the exclusive management of patients with drug abuse syndromes, classification for present purposes of reporting will be carried out in the same manner.

Criminally Insane

Patients will be classified in one of the 7 established patient classes although it may be expedient for a single nursing unit to house patients of different classification. Under these circumstances, final nursing staff ratios will be composite, reflecting the heterogeneity of the nursing unit. In the event that on-duty personnel established by these criteria are insufficient for security purposes, well-substantiated supplementary requests for additional personnel above calculated ratios may be requested to augment nursing staff.

Other Patient Groups

Classify in accordance with principles outlined in the above examples.

FORMULA APPLICATION:

- Step 1. The number of patients in a particular classification is multiplied by the number of nursing hours per patient per day indicated for this class of patients.
- Step 2. The total number of hours thus arrived at (Step 1 above) is divided by 8 to determine the number of on-duty positions required.
- Step 3A.^{1/} The number of on-duty positions arrived at (Step 2 above) will be multiplied by 35 minutes because of related necessary activities associated with the total on-duty function.
 - B. The total minutes arrived at will be divided by 60 to determine the number of man-hours this represents.
 - C. The total number of hours will then be divided by 8 to determine the number of on-duty positions this 35 minute factor represents.
- Step 4. The on-duty positions obtained in Step 2 and Step 3 are added to give the total number of on-duty positions required to staff the nursing unit.
- Step 5. The total on-duty positions are multiplied by the employment factor 1.6.

^{1/} Supplemental Time Allowance - In addition to the hours of patient care indicated for each of the categories an allowance of 35 minutes per on-duty staff member is added.

- (20 minutes - major housekeeping functions)
- (10 minutes - coffee break)
- (5 minutes - toilet needs of staff)

Step 6. The total number of positions arrived at in Step 5 are then multiplied by the percentages to determine the number of registered nurse personnel, psychiatric technician or licensed practical nurse, and the number of attendants to be considered in the staff composition of the unit. For example, if the total number of personnel required was 50 and the staff composition was to reflect 20% Registered Nurse; 20% Psychiatric Technician or L.P.N., and 60% Attendant, this unit would require

$$\begin{aligned} 20\% \times 50 &= 10 \text{ Registered Nurses} \\ 20\% \times 50 &= 10 \text{ Psychiatric Technicians or L.P.N.} \\ 60\% \times 50 &= 30 \text{ Attendants} \end{aligned}$$

In computing staff composition, decimal factors may result in a total that exceeds the total positions required obtained in Step 5. When this occurs, an adjustment will be made to insure that there is agreement with the figure obtained in Step 5.

In each of the above steps the computation should be carried out one decimal place and rounded out to the nearest whole number.

Example:

50 Bed Medical-Surgical, Acute

Step 1. $\begin{array}{r} 50 \text{ beds} \\ \times 3 \\ \hline 150 \text{ hours} \end{array}$

Step 2. $150 \div 8 = 18.7$ or 19 on-duty positions

Step 3A. $19 \times 35 \text{ minutes} = 665 \text{ minutes}$
 B. $665 \div 60 \text{ minutes} = 11.0 \text{ hours}$
 C. $11 \div 8 \text{ hours} = 1.3$ or 1 on-duty position

Step 4. $\begin{array}{r} 19 \text{ on-duty positions (Step 2)} \\ + 1 \text{ on-duty position (Step 3)} \\ \hline 20 \text{ on-duty positions} \end{array}$

Step 5. $\begin{array}{r} 20 \text{ on-duty positions} \\ \times 1.6 \text{ Employment factor} \\ \hline 32.0 \text{ Total positions required} \end{array}$

Step 6. $\begin{array}{r} 32 \times 30\% = 9.6 \text{ or } 10 \text{ Registered Nurses} \\ 32 \times 30\% = 9.6 \text{ or } 10 \text{ Psychiatric Technicians or L.P.N.} \\ 32 \times 40\% = 12.8 \text{ or } \underline{12} \text{ Attendants*} \\ \hline 32 \text{ Total} \end{array}$

* In this example the decimal was adjusted for attendants to meet the total positions requirement (Step 5). The adjustment could have been made for Registered Nurses, Psychiatric Technicians or Practical Nurses to achieve agreement with the total position requirement.

SIMPLIFIED CALCULATION

1. Number of Patients X Hours of Nursing Time ($\frac{1}{2}$ to 3) + 8 = Y
2. $Y \div 13.7$ (Personal Time Divisor)^{1/} = Z
3. $Y \div Z = R$ (On-Duty Personnel required)
4. $R \times 1.6$ (Employment Factor)^{2/} = Number of Personnel to be hired.

^{1/} Personal Time Divisor - 35 minutes in each working day is allotted every nursing service employee for necessary personal activities unrelated to his on-duty functions. The figure 13.7 is calculated in the following way:

- a. There are 480 minutes in a working day (8 hours x 60 minutes)
- b. 480 minutes divided by the personal time allotment of 35 minutes equals 13.7.

^{2/} Employment Factor - 365 days (1 year) - 137 days off (52 week ends, 12 paid holidays; 12 vacation days and 9 sick days) = 228 working days.
 $365 \text{ days} \div 228 \text{ working days} = 1.6 \text{ Employment Factor.}$

DIRECT CALCULATION

Using the appropriate decimals below, multiply the total number of beds and round out to the nearest whole number to arrive at the total number of personnel to be hired. Each decimal represents the personnel ratio required for one bed, in accordance with the formula application for each service.

SERVICE	HOURS	PERSONNEL RATIO REQUIRED FOR 1 BED	STAFF COMPOSITION		
			R. N.	LPN-TECH.	ATTENDANT
Medical-Surgical, Acute	3	.644	30%	30%	40%
Medical-Surgical, Infirm	2½	.536	20%	20%	60%
Geriatric	1½	.322	20%	20%	60%
Psychiatric, Children	3	.644	30%	30%	40%
Psychiatric, Acute	2	.429	30%	30%	40%
Psychiatric, Extended Care (Self Care)	½	.107	-	50%	50%
Psychiatric, Extended Care (Closed Section)	1	.215	20%	20%	60%

Example:

50 Bed Geriatric

Step 1. 50 Beds

X .322 Personnel Ratio Required for 1 Bed

16.100 or 16 Positions Required

Step 2. $16 \times 20\% = 3.2$ or 3 R.N.

$16 \times 20\% = 3.2$ or 3 L.P.N. - Tech.

$16 \times 60\% = 9.6$ or 10 Attendants

16 Total

APPENDIX

The following partial list of activities which involve ward nursing staff time indicate the variety of tasks for which nursing personnel assume responsibility. The numerals beside each item are rough estimates of the minutes required to provide this service each day to an average patient on the medical-surgical acute service. These give an idea of the way in which the three hours of nursing care time is expended:

Feeding	12/meal	Admission, Transfer, Discharge	1
Bathing and grooming	25	Activities and activities planning	1
Dressing	10	Doctors' rounds	2
Clothing supply and issue	2	Posting doctors' orders	2
Medication	2/med.	Assisting with examinations	1
Treatment	2	Laboratory requests	1
Records and reports	5	Change of shift reports	2
Telephone calls and inquiries	2	Ward staff supervision of care and treatment	2
Minor housekeeping tasks	20	Conferences, clinical and administrative	1
In-Service training	4	Bed checks and patient count	15
Escorting patients - clinics, laboratories, special activities	2	Linen supplies	4
Visitors	2	Ordering ward drugs	1
Toileting	15		
Planning patient care	1		

Some of the activities are removed from direct patient contact but are essential in carrying out a nursing care program. Some direct patient contact activities have been appropriate for time study. These reveal that showering a patient requires a minimum of 15 minutes of staff time; bed bath, 25 minutes; feeding a patient, 12 minutes; oral medication, 2 minutes per medication; changing incontinents, 15 minutes; shaving, 3 minutes; dressing and undressing, 12 minutes.

We hope that each of the hospitals will develop detailed time study analyses of nursing service functions for the remaining 6 classes of patients.

The formulas for staffing nursing units in the Division of Mental Health and Hospitals evolved after study of a number of mental hospital situations and related general hospital situations. Reference sources and guides used included Hospital Nursing Service Manual - American Hospital Association and National League for Nursing; American Psychiatric Association - Personnel patient ratios; Military Staffing plan for general hospitals and N. P. units; University of

Pennsylvania Study of Nursing Activities; Overbrook Hospital (N.J.) Study of Nursing Activities; New Jersey Division of Mental Health and Hospitals and Division of Mental Retardation studies done on ward personnel activities; New Jersey Nursing Home Staffing Standards; study of on-duty staffing in several New Jersey general hospitals.

It is to be noted that the staffing formula for the seven patient classifications applies to ward staff only. It does not include supervision and higher level administrative or instructor positions. The formula does not apply to nursing personnel requirements for such specialized services as: Surgery, recovery room or unit, central supply, insulin, outpatient department, major escort services, clinics, day care, night care or other types of specialized functions. These will require individual assessment to determine the nursing personnel required.

In small nursing units formula application may not provide adequate around-the clock coverage to insure safety, security, professional supervision, care and treatment requirements. These factors will be reviewed in establishing staffing needs.

Extended care, self care units will have appropriate and adequate planned supervisory visitation to insure awareness of patient status and safety.

This guide to staffing nursing units, with the special considerations noted, should facilitate an orderly and consistent approach to providing nursing staff requirements for developing and maintaining basic acceptable levels of patient care.