

UNIT MATRIX CCSU						
CENSUS	0700-1930			1900-0730		
	RN/LPN	NA	Unit Clerk	RN/LPN	NA	Unit Clerk
39	10	6	1	9	5	1
38	10	6	1	9	5	1
37	10	6	1	9	5	1
36	9	6	1	8	5	1
35	9	5	1	8	5	1
34	9	5	1	8	5	1
33	9	5	1	8	5	1
32	8	5	1	7	4	1
31	8	5	1	7	4	1
30	8	5	1	7	4	1
29	8	5	1	7	4	1
28	7	4	1	6	4	1
27	7	4	1	6	4	1
26	7	4	1	6	4	1
25	7	4	1	6	4	1
24	6	4	1	5	4	1
23	6	4	1	5	3	1
22	6	4	1	5	3	1
21	6	3	1	5	3	1
20	5	3	1	4	3	1
19	5	3	1	4	3	1
18	5	3	1	4	3	1
17	5	3	1	4	3	1
16	4	3	1	4	3	1
15	4	3	1	3	2	1
14	4	2	1	3	2	1
13	4	2	1	3	2	1
12	3	2	1	3	2	1
11	3	2	1	2	2	1
5/1/2014						
Ratios:	Days 07-1930			Night 19-0730		
	RN	1:3-4		RN	1:4-5	
	NCA	1:7		NCA	1:8	
CCSU Addendum to Staffing Matrix:						
1-2 Vents, staff up by 1 RN						
3-4 Vents, staff up by 2 RN's						
5-6 Vents, staff up by 3 RN's						
Should you have any questions or concerns please contact Sue Wolka, Eric Quenneville or Marie Reinman						

CCSU

Post



UNIT MATRIX CCSU							
CENSUS	0700-1930				1900-0730		
	RN/LPN	NA	Unit Clerk	Charge RN	RN/LPN	NA	Unit Clerk
39	10	6	1	1	9	5	1
38	10	6	1	1	9	5	1
37	10	6	1	1	9	5	1
36	9	6	1	1	8	5	1
35	9	5	1	1	8	5	1
34	9	5	1	1	8	5	1
33	9	5	1	1	8	5	1
32	8	5	1	1	7	4	1
31	8	5	1	1	7	4	1
30	8	5	1	1	7	4	1
29	8	5	1	1	7	4	1
28	7	4	1	1	6	4	1
27	7	4	1	1	6	4	1
26	7	4	1	1	6	4	1
25	7	4	1	1	6	4	1
24	6	4	1	1	5	4	1
23	6	4	1	1	5	3	1
22	6	4	1	1	5	3	1
21	6	3	1	1	5	3	1
20	5	3	1	1	4	3	1
19	5	3	1	1	4	3	1
18	5	3	1	1	4	3	1
17	5	3	1	1	4	3	1
16	4	3	1	1	4	3	1
15	4	3	1	1	3	2	1
14	4	2	1	1	3	2	1
13	4	2	1	1	3	2	1
12	3	2	1	1	3	2	1
11	3	2	1	1	2	2	1
9/4/2014							
Ratios:	Days 07-1930				Night 19-0730		
	RN	1:3-4			RN	1:4-5	
	NCA	1:7			NCA	1:8	
CCSU Addendum to Staffing Matrix:							
★ 1-2 Vents, staff up by 1 RN							
3-4 Vents, staff up by 2 RN's							
5-6 Vents, staff up by 3 RN's							
Should you have any questions or concerns please contact							
Sue Wolka, Eric Quenneville or Marie Boyle Reinman							
★ When staffing up for vent volume, be sure to adjust total matrix. For example, if total census is 28, but there are 5 vents, the 23 non-vented patients would require 6 RNs with an additional 3 for the vented patients - not 3 additional to the matrix of 7 for 28 patients.							

CCSU

Office Copy

Due September 19th to Becky for typing

(Unit) Staff Mins September 2014

Thank You/ Congratulations/ Birthdays Can be unit specific or Nsg Dept, depends. Can also encompass both.	① Congratulations to Rachel Potestato for winning the good catch award for August. ② Congratulations to Christina Crawford for her saluting our stars nomination for August.
Patient Satisfaction (Unit & Hospitals) Reminder about service recovery	Please continue to answer call lights in a timely manner. Patients put a lot of emphasis on staff response time!
Employee Engagement (Standard of the Quarter will be supplied by Becky) You supply your employee engagement info.	Thank you for your participation in the Employee engagement survey, results are coming soon!
Culture of Safety 	Congratulations on a very good culture of safety survey. The unit again reach target. Thanks for all your hard work.
PSQI's: (Unit Specific Reports and Solutions) NEW!!!!	Rachel Potastato PSQI showed that the Dr. incorrectly charted <u>RT</u> foot amputation, when in fact the amputation was the <u>LT</u> foot.
EC to IP 	

<u>Welcome New Staff</u> List any new staff to the unit here	① Beth Dillon RN midnights. ② Kelly Rons RN midnights. ③ Sarah McGuckin RN midnight. ④ Natalie Olsen RN Part-time Days.
<u>Staffing (Open Positions)</u>	① part-time NCA position midnights. ② Full-time NCA position midnights. ③ 1 team leader position. ④ Part-time NCA Person Dayshift
<u>Joint Commission/ CMS</u>	The hospital had a very good joint commission survey. Thanks for all your hard work.
<u>Unit Practice Council</u>	August UPC canceled. Next Meeting 9/24
<u>Equipment and Supplies</u>	- New batteries ordered for Spectralink phone. - 6 cordless scanners ordered to replace the Scanners with Cords.
<u>Competencies/ Education for the Month</u>	① RN education sessions for Aug/Sept. 2014. Please sign up on Halogen. The class will be 3 hours for CCSU staff. ② Yearly competencies were due

by 7/31/2014. Please hand-in your check-off sheets to Sue and Eric.

<u>Daisy & Rose Winner for the Month</u>	Becky will supply the latest.
<u>Volume: Unit and Hospital</u>	(Becky will supply numbers from Marti's report. You can add any comments here.)
<u>Nsg License/ Vacation Request</u> (monthly or seasonal items due)	
<u>Unit Announcements</u> <p>① Please complete your self appraisal by September 15th.</p> <p>② If you are a multi-rater please complete your evaluations by August 31st.</p> <p>③ Dayshift will be testing the use of the "T" call on a daily basis for the next 3 months.</p>	

Old Nags (Typically Unit Specific)

- ① As the old saying goes... "If it is not charted it is not done." Remember to chart your turning schedules and SCD's. ANM's will perform "spot checks" on your documentation. If the patient refuses, the RN is required to document this.
- ② If a patient own medication needs to be checked by pharmacy, please do not tube it. Please walk down the medication, many medications have been lost in the tube system.
- ③ WCN's please remember to document linen changes, and assistance with hygiene/baths.
- ④ Many telemetry strips are placed in the wrong chart. Remember to place tele strips in the correct chart and place in correct order.
- ⑤ Remember when calling a physician about a pt, have all the necessary info ~~to~~ on hand before you place the call. ex: vital signs, labs, etc.

BEAUMONT GROSSE POINTE GUIDELINES FOR CCSU CHARGE NURSE

The Charge Nurse assumes responsibility for the daily operations of the shift. The Charge Nurse works under the direction of the Assistant Nurse Manager (ANM) and/or Director.

Responsibilities of Charge Nurse:

1. Uses the phone designated as the "charge phone" for their unit and carries the "admission pager."
2. Creates the staff assignments according to the staffing matrix, previous shift information and continuity of care.
3. Distribute assignment and verify all patients have caregivers.
4. Assigns break relief and facilitates staff to take their lunch.
5. Collaborates with admitting personnel to assign proper patient placement.
6. Rounds regularly to assess the unit and staff needs.
7. Monitors the staff rounding to assure staff has completed their rounds and, the IRT or pulled staff know the rounding expectation.
8. Coordinates changes (ADT-admissions, discharges and transfers) throughout shift and updates the assignment sheets as needed.
9. Consults with the Clinical Assistant (assigned at the desk) on admissions, discharges, and bed status.
10. Works with the NBO/Administrative coordinator to secure additional staff through the NBO to meet the staffing matrix during the current shift and/or to plan for the next shift.
11. If staff is pulled to another unit, note it on the exception log and the unit pull book/log.
12. Contact the ANM or the Administrative Coordinator with problems/issues that require additional direction.
13. Properly initiates and uses the chain of command.
14. Assure completion (some to be delegated) of the tasks throughout shift (i.e. audits, pyxis discrepancies, crash carts, tele boxes, glucometer checks, suction setup, completion of the nursing dashboard and workbench reports).
15. Complete the charge communication list and return it to the communication folder at the end of the shift. Assure follow up of any outstanding items.
16. You are a resource and are there to assist the staff with issues involving patient/families, as well as patient care activities, as needed.
17. Share the weekly flyer with each staff member on that shift.
18. Assist the ANM with leader rounding; assure rounding has been done on all newly admitted patients in the past 24 hrs (esp. when the ANM is off).
19. Facilitate the safety/shift huddle and collaborative rounds.
20. Take a patient assignment (minimal) as needed
21. Act as a resource with expiration procedures and for staff assistance in communicating with Gift of Life.
22. Provides overall shift report to oncoming Charge Nurse.

Q/T Code Checklist

Date: _____ RN Name: _____

(Please leave in ANM Mailbox when complete)

☐ **Dashboard** – What's left for the next shift to complete?

☐ **Crash Cart** – Is surface clear of debris and dust (Quality Dept audit)

☐ #1 ☐ #2

☐ **Pyxis** – Discrepancies unreconciled? Who?

☐ **Telemetry Monitors**-checks that all monitors are accounted for using Telemetry Tracking Log.

☐ Attend **Collaborative Rounds**, Monday-Friday @ 1030

☐ Glucometer – QC done and strips checked? (Make sure all are checked)

☐ Hand Hygiene Audit – at least 3 completed (Write on back of sheet)

☐ Sitters – what rooms?

☐ Rounds on Unit to make sure hallways are clear and equipment is properly stored.

☐ Core measures – sheets completed?

☐ Bed priorities completed?

☐ Nurse leader rounding – attach list with appropriate notes

☐ Contact cards given

UNIT SPECIFIC ISSUES:

- ~~• check Buck's traction for ortho~~
- ~~• TPN for 3W~~
- Tele rounding with cardiologist on CCSU
- Update HUC with TRMF transfers on CCSU