SIH

Standard Operating Procedure

SITE: COVID Units	EFFECTIVE DATE:
SUBJECT: Staffing	REVISION DATE:
DOCUMENT NUMBER:	LOCATION OF TEMPLATE:
AUTHORIZED BY:	DATE:
SOP OWNER:	

PURPOSE: To establish staffing guidelines for COVID units at MHC and HH.

SCOPE:

MHC Units: ICU; SDICU; PCU; 4M; 4S; 4PCU
HH Units: ICU; IMCU; Medical (West); Medical/Surgical (North); Ortho; ARC
Flex Pool

ASSOCIATED DOCUMENTS & PROCEDURES: N/A

DEFINITIONS: N/A

INDICATIONS: Staff will be assigned to the COVID Units based on patient's level of care (Example: If medical/surgical patients are admitted to the COVID Unit, medical/surgical nurse's will staff the unit)

COVID Unit Staffing	
Item Detail	**Responsible Person**
1. Each department will be responsible for rotating staff to COVID units; Staffing grid can be utilized if desired. Department managers will be responsible for determining rotational status to COVID unit.	**Department Managers**
2. House Charge will be responsible to assign staff to COVID unit based on patient level of care on a daily basis.	**House Charge**
3. COVID unit staffing ratio with PCT included in staffing grid with the following parameters: <table><tr><th>Patient Status</th><th>RN/PCT**</th></tr><tr><td>Medical Status</td><td>3 patients:1 nurse</td></tr><tr><td rowspan="2">PCU / SDICU /IMCU Status</td><td>3 patients:1 nurse (stable patients)</td></tr><tr><td>2 patients:1 nurse (unstable patients)</td></tr><tr><td rowspan="2">ICU Status</td><td>2 patients:1 nurse (stable patients)</td></tr><tr><td>1 patient:1 nurse (unstable patients)</td></tr></table>	**Charge Nurse on COVID Unit making assignments**
4. Additional staff (PCT's and/or additional RN/LPN's) will be incorporated into COVID unit staffing to assist with miscellaneous delegated responsibilities based on availability using the following parameters: *For every 5 COVID patients: 1 additional staff (RN runner or PCT) will be assigned to COVID Unit*	**Charge Nurse on COVID Unit making assignments**

***Please Note: These are only suggested guidelines and are subject to change depending on staff availability and patient acuity.

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5. If no additional staff are available to staff the COVID unit, the staffing ratio parameters can be adjusted based on the acuity of the patients in the units.	**Charge Nurse on COVID Unit making assignments**
• The following are examples (not an exclusive list) of *suggested* responsibilities that can be assigned to additional staff (NOT an all exclusive list): All Additional Staff: • Carry pocket phone to be reached by all nursing staff • Answer unit phone and call lights at nurse's station: take message if RN unable to speak with family • Hourly rounding • Check blood sugars on diabetic patients • Fill cups with ice and set in freezer in nutrition room for nurses to grab and go for main med pass time (0800 to 1000) & (2000 to 2200) • Distribute all meal trays in a timely manner • Stock Linens as needed; At Lease Once per Day • Check Ante Rooms and supply carts, clear out extra supplies, ensure Sani-wipes are stocked, gloves in every ante room • Gather bathing items for nurses and place on isolation carts (gown, 2 towels, bath wipes, lotion, etc.) • Help with ADL's: bathing and daily care, etc.; Night shift staff-perform baths • Help settle new admits/Take out discharges when needed • Clean and put up CAPR helmets that are not currently in use • Exchange out Batteries on CAPR cart throughout the day • Help take out Trash and Linen bags in Ante Rooms and Patient Rooms as needed RN's/LPN's only • Get medications and supplies for nurses while in the COVID rooms • Help Relieve nurses for lunches • Administer medications as delegated by bedside nurse	**Charge Nurse on COVID Unit making assignments**

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