

Hospital Staffing Advisory Committee Meeting

Minute Notes

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| Date | 1/16/2024 | | | |
| Meeting Topic | Hospital Staffing Matrix and Categories | | | |
| Note Taker | Holli Erdahl | | | |
| Attendees | Standing Attendees | | | |
| | WSHA | WSNA, SEIU, UFCW | | |
| | <input checked="" type="checkbox"/> | Chelene Whiteaker | <input checked="" type="checkbox"/> | Cara Alderson |
| | <input checked="" type="checkbox"/> | Darcy Jaffe | <input checked="" type="checkbox"/> | David Keepnews |
| | <input checked="" type="checkbox"/> | Jason Hotchkiss | <input checked="" type="checkbox"/> | Duncan Camacho |
| | <input checked="" type="checkbox"/> | Jennifer Burkhardt | <input checked="" type="checkbox"/> | Maureen Hatton |
| | <input checked="" type="checkbox"/> | Keri Nasenbeny | <input checked="" type="checkbox"/> | Tamara Ottenbreit |
| | <input type="checkbox"/> | Renee Rassilyer-Bomers | <input checked="" type="checkbox"/> | Vanessa Patricelli |
| | DOH | | L&I | |
| | <input type="checkbox"/> | Christie Spice | <input checked="" type="checkbox"/> | Caitlin Gates |
| | <input checked="" type="checkbox"/> | Holli Erdahl | <input checked="" type="checkbox"/> | Lizzy Drown |
| | <input type="checkbox"/> | Ian Corbridge | <input checked="" type="checkbox"/> | Carl Backen |
| | <input checked="" type="checkbox"/> | Julie Tomaro | | |
| | <input checked="" type="checkbox"/> | Kristina Buckley | | |
| | <input checked="" type="checkbox"/> | Tiffani Buck | | |
| | Alternates and Other Attendees | | | |
| | Krista Touros | | Lauren Platt | |
| | Anthony Cantu | | Trish Anderson | |
| | Barbara Friesen | | Ashlen Strong | |
| | Toni Swenson | | Bonnie Fryzlewicz | |
| | Jessica Hauffe | | Dawn Marick | |
| | Dino Johnson– Alternate for Renee Rassilyer Bomers | | Hanna Welander | |
| | Tim Bock | | Jacqueline Barton True | |
| Jacqueline Mossakowski | | Lindsey Grad | | |
| Matthew Erlich | | Trish Anderson | | |
| Kelsey McCauley | | Kara Yates | | |
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| Agenda Item | Notes |
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| Welcome and Roll Call | <ul style="list-style-type: none"> Attendance taken |

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| <p>Land and Labor Acknowledgement and Safety Topic</p> | <ul style="list-style-type: none"> • Safety Topic: Electrical Safety https://lni.wa.gov/licensing-permits/electrical/electrical-violators If you are looking to have electrical work done you can always look up electrical violations and confirm that someone is licensed at L&I's website |
| <p>Approve Prior Meeting Minutes</p> | <ul style="list-style-type: none"> • Approved last meeting minutes |
| <p>Action Item Follow Up</p> | <ul style="list-style-type: none"> • Welcome to Maureen Hatton who has joined the committee! • For meeting minutes changes, please send update requests in writing |
| <p>L&I Meal and Rest Break Policy Update</p> | <ul style="list-style-type: none"> • Still requesting feedback for the Meal and Rest Break Policy and Mandatory Overtime Policy • January 30 is the current deadline for feedback, public comment solicitation will begin 2/6/2024 • Please sent comments to HealthcareLaborStandards@lni.wa.gov |
| <p>DOH Draft Basic Form- Hospital Staffing Matrix and Categories</p> | <ul style="list-style-type: none"> • The goal is to get through all content today, and to vote at the next meeting in three weeks for recommendations <p>Inpatient Matrix</p> <ul style="list-style-type: none"> • HPPD – want to have it included, have concerns about including by individual specialty <ul style="list-style-type: none"> ○ Possibly keep HUC out of HPPD since they often don't reflect direct patient care • Maximum Beds, HPPD metrics, other thoughts? <ul style="list-style-type: none"> ○ HPPD is meant to be an average over a full year, it is expected to vary ○ Ranges in HPPD: <ul style="list-style-type: none"> ▪ could be more accurate as HPPD is not static ▪ ranges allow for staffing flexibility ▪ could be confusing to the public and unnecessary ▪ Census should have what the ideal/standard should be ranges take away from an accurate comparison ○ Enforcement action will not occur for one-off plan adjustments ○ Concerns around 80 percent compliance – how can we measure? ○ Census – should not have a range, but should have a minimum standard ○ Can we do an excel formula for HPPD based on specialty numbers? • Shifts: clarification, shift type formatting, should it be Day/Night, Day/Evening/Night? Will need to clarify time range for this once decided <p>Outpatient Matrix</p> <ul style="list-style-type: none"> • Similar to the Harborview model <ul style="list-style-type: none"> ○ UAP would contain MA's? Check WAC to confirm. ○ (69) "Unlicensed assistive personnel (UAP)" means individuals trained to function in an assistive role to nurses in the provision of patient care, as delegated by and under the supervision of the registered nurse. Typical activities performed by unlicensed assistive personnel include, but are not limited to: Taking vital signs; bathing, feeding, or dressing patients; assisting patient with transfer, ambulation, or toileting. Definition includes: Nursing assistants; orderlies; patient care technicians/assistants; and |

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| | <p>graduate nurses (not yet licensed) who have completed unit orientation. Definition excludes: Unit secretaries or clerks; monitor technicians; therapy assistants; student nurses fulfilling educational requirements; and sitters who are not providing typical UAP activities.</p> <ul style="list-style-type: none"> ○ If MA is not captured in the above, would we add them to the list? ● Can also add a checkbox for other roles <p>Emergency Department Matrix</p> <ul style="list-style-type: none"> ● Broken down by hour ● ER Techs – UAP, can get confirmation on if they are included ● Suggestion to use ranges since ED’s have a wide range of acuity ● Rather than ranges, we suggest utilizing the minimum staffing model ● Number of anticipated visits <ul style="list-style-type: none"> ○ Maybe it’s too confusing and data may not be readily available? ○ Data is available, and is used to make staffing decisions <p>Any other matrices we will need to create?</p> <ul style="list-style-type: none"> ● Working to get questions out to everyone for voting next meeting ahead of time. |
| Alternate Comment | <ul style="list-style-type: none"> ● Bonnie Fryzlewicz – Discussion on ranges – has worked well for Seattle Childrens ● Dawn Marick – Ranges of three to five, as a Charge RN would need to ask approval to go above minimum of three. Intent of using ranges on matrices seems confusing. ● Send additional comments to Hospitalstaffing@doh.wa.gov |
| Public Comment | <ul style="list-style-type: none"> ● Kara Yates – Seattle Childrens – factors can be subjective when using ranges. If ranges are used, there should be objective guidelines. Ambulatory staffing matrix – doesn’t always make sense to tie number of nurses on staff to number of patients seen, would be great to allow for clarity on forms |

| Action Items | Assignment | Deadline |
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| Determine if UAP contains MA, ER Techs in WAC definition | DOH | Next meeting |
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