



DOH 346-154

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**Fixed Staffing Matrix**

Minimum means the minimum number of RNs, LPNs, CNAs, and UAPs per shift based on the average needs of the unit such as patient acuity, staff skill level, and patient care activities. If a unit does not utilize certain staff for that shift please put "0", do not leave it blank.

<b>Unit/ Clinic Name:</b>	<b>MB Hematology Oncology Clinic</b>					
<b>Unit/ Clinic Type:</b>	<b>Ambulatory</b>					
<b>Unit/ Clinic Address:</b>	<b>311 S L St., Tacoma, WA, 98405</b>					
<b>Effective as of:</b>	<b>1/1/25</b>					
<b>Day of the week</b>						
Day of the week	Day of the week	Shift Length in Hours	Min # of RN's	Min # of LPN's	Min # of CNA's	Min # of UAP's
	Monday	8	4	0	0	1
	Tuesday	8	4	0	0	1
	Wednesday	8	4	0	0	1
	Thursday	8	4	0	0	1
	Friday	8	4	0	0	1



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**MB Hematology Oncology Clinic Information**

**Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Physician	X	X	X	X
Nurse Practitioner	X			
Massage Therapist (shared)	X			
Medical Assistant	X			
Social Worker	X			
Registered Nurse Navigator	X			
Program Coordinator	X			
Medical Receptionist	X			
Child life (shared)	X			
Registered Dietician (shared)	X			
Office Coordinator	X			
RN/Clinical Research Associate	X			
Pharmacist	X			
	X			
Chaplain (Shared)	X			

**Unit Information**

**Factors Considered in the Development of the Unit Staffing Plan  
(Check all that apply):**

Activity such as patient admissions, discharges, and transfers

Description: Referrals to the clinics are received from community providers, providers within Mary Bridge Children's Hospital and Health Center, and MultiCare Health System at large, the Emergency Department, or as a follow-up to an inpatient admission. If a patient requires admission to the hospital, this will be arranged Mary Bridge Children's Hospital. If the condition of the patient requires stabilization, the patient will be escorted to the Emergency Department for further evaluation and disposition. Patients are discharged from service to their primary care provider when the specialty provider deems no further specialty treatment is necessary.

Patient acuity level, intensity of care needs, and the type of care to be delivered on each shift

Description: Generally patients 0-21 year of age are served. We will care for patients up to age 26 years if it is in the patients best interest. Any pediatric patient who is currently on chemotherapy or has a new pediatric cancer diagnosis will continue to receive care regardless of age. Our Hematology/Oncology Clinic participates in the international Children's Oncology Group (COG) protocols, with selected staff attending biannual conferences. Referring providers are kept informed in detail about the child's diagnoses and treatment plan.

The children seen in the clinic are case managed across the spectrum of health care, to include, but not limited to school, home care, and hospice. Children seen in this clinic with Sickle Cell Anemia are also case managed under a Washington State grant. Our multidisciplinary team consists of: Registered Nurses, Physicians, Registered Dieticians, Social Workers, Nurse Navigator, Pharmacist, Psychology, and Child Life Therapists. Other specialists are available on a consultative basis. Weekly multidisciplinary team conferences are held to allow for collaborate care. All patients are cared for by a multidisciplinary team, in a setting designed exclusively for children and their families. Common diagnoses: Leukemia (ALL/AML), lymphoma, brain tumors, solid tumors, sickle cell anemia, anemias, hemoglobinopathies, bleeding disorders; Procedures: IV fluid and antibiotic administration, bone marrow aspiration and biopsy, lumbar punctures, central line access and care, pain management, chemotherapy and biotherapy administration, blood and blood product administration.

Skill mix

Description: Our multidisciplinary team consists of: Registered Nurses, Physicians, Registered Dieticians, Social Workers, Nurse Navigator, Pharmacist, Psychology, and Child Life Therapists. Other specialists are available on a consultative basis. Normal Staffing: 5 Physicians, 1 Nurse Practitioner, 4 Registered Nurse Navigators, 6 Registered Nurses, 2 Registered Nurses/Clinical Research Associates, 3 Medical Assistants, 1 Office Coordinator, 1 Program Coordinator, 1 clinical receptionist, 2 Social Worker (SW), 2 Child Life Specialists, 2 Pediatric Oncology Pharmacist. In accordance with regulatory requirements, all staff will participate in orientation and ongoing educational programs. Demonstration of competency in job performance is defined by job descriptions, position specific skills evaluations, and competency assessments to determine actual or real-life knowledge and skill in the work setting. Competency based practice integrates knowledge, skill, and behaviors to maintain a consistent standard of practice. The Position Specific Skills Checklist is kept in the employee's personnel folder. Annual Mandatory Education (AME) and required recertification is tracked in Workday.

Level of experience of nursing and patient care staff

Description: Bachelor's degree in Nursing, or obtained within three (3) years from the initial date of hire; RN with 25+ years of service may be considered in lieu of education agreement  
Advanced degree in Nursing (MSN, PhD, DNP, ARNP) preferred  
Washington State Registered Nurse license (RN)  
Current Health Care Provider level CPR certification required  
ACLS or NALS or PALS or TNCC or NRP certification, as required by facility or department  
Certification in specialty area preferred  
Minimum one (1) year of experience in acute care setting preferred

Need for specialized or intensive equipment

Description: Infusions (chemotherapy, biotherapy, blood, blood products), lumbar punctures, bone marrow aspirations, CVL access, blood draws/labs.

Architecture and geography of the unit such as placement of patient rooms, treatment areas, nursing stations, medication preparation areas, and equipment

Description: Total of 5 infusion rooms, 6 exam rooms RN workroom, MA work stations, medication room

Other

Description: