



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 Orthopedic 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	1	0	0	3
	Tuesday	8	1	0	0	3
	Wednesday	8	1	0	0	3
	Thursday	8	1	0	0	3
	Friday	8	1	0	0	3



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**MB Orthopedic Clinic Information**

**Additional Care Team Members**

Occupation	Shift Coverage			
	Day	Evening	Night	Weekend
Orthopedic Surgeon	X	X	X	X
Physician Assistant	X	X	X	X
Advanced Registered Nurse Practitioner	X	X	X	X
Medical Assistant	X			
Surgery Schedulers	X			
Front Office Coordinator	X			
Medical Receptionist	X			
Child Life	X			
Xray Technician	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: The purpose of the Orthopedic Clinic is to provide specialty orthopedic services to children in our region. The clinic serves as a referral center for diagnosis, treatment and follow-up of many orthopedic conditions. Patients come to this clinic for medical evaluation and follow-up. The Physician Medical Director and Nurse Manager serve as the health care team leaders in this clinic. Referrals to the clinic are received from self-referrals, 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 immediate admission to the hospital, this will be arranged through the inpatient nursing supervisor. The patient and family will be escorted to Mary Bridge 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 further specialty treatment is no longer necessary.

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

Description: Patients 0-18 years of age are typically served. Occasionally a young adult may be scheduled if that patient is followed in the Mary Bridge Specialty Clinics for a childhood diagnosis requiring specialists who are available here.

Skill mix

Description: Orthopedic Surgeons, Physician Assistants, Advanced Registered Nurse Practitioners, Orthopedic Technicians, Registered Nurses, Medical Assistants, Surgery Schedulers, Front Office Coordinators, Medical Receptionist, Xray Techs, Child Life, Orthotics, Social Work. Specifically: 5 Physicians  
 6 Physician Assistants/Advanced Registered Nurse Practitioners  
 5 Orthopedic Technicians  
 4 Registered Nurses  
 5-9 Medical Assistants  
 2 Front Office Coordinator  
 2 Surgery Scheduler

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 the Learning Management System. RQI (BLS) is required on a quarterly basis.

Description: 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 the Learning Management System. RQI (BLS) is required on a quarterly basis.

Description: Xray, cast saws, hoier lift

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

Description: Patient rooms near xraysuite, treatment room near exit door, workroom near patient rooms, hoier lift in treatment room

Other

Description: