

Instructions for completing the Annual Hospital Staffing Report

Report Guidelines and Definitions

1. The Annual Hospital Staffing Report, is due to the Department of Health no later than January 31, of the year. This report is required per Rhode Island statute as follows:

§ 23-17.17-8 Annual hospital staffing report. – Annually in the month of January, every licensed hospital shall submit to the Rhode Island department of health, its core-staffing plan. Such plan shall specify for each patient care unit and each shift, the number of registered nurses, licensed practical nurses and/or certified nursing assistants who shall ordinarily be assigned to provide direct patient care and the average number of patients upon which such staffing levels are based.

For the purposes of this section "core-staffing plan" shall mean the projected complement of nonmanagerial nursing staff that shall be assigned on each shift to a specified patient care unit.

"Nonmanagerial nursing staff" shall mean registered nurses, licensed practical nurses and/or certified nursing assistants who perform nonmanagerial direct patient care functions for more than fifty percent (50%) of their scheduled hours on a given patient care unit.

"Patient care unit" shall mean a designated area for assigning patients and staff for which discrete budget and staffing plans exist.

2. The form consists of a cover page for the hospital and a 2nd page form that must be completed for each patient care unit. Definitions have also been provided to assist with completion.
3. This form is available for each hospital as an Excel template file. Please complete the form in Excel and save it as an Excel document with a file name identifying your hospital or network.
4. **Please forward to the Department of Health:**
 - One signed hard copy of the report, sent to:
RI Department of Health
Office of Facilities Regulation, Room 306
3 Capitol Hill, Providence, RI 02908
 - One electronic copy of the Excel file to: ofr@health.ri.gov

Report Definitions

Types of Units:

Critical Care/ Intensive Care Unit- A unit within a hospital designated solely for the care and treatment of patients who are critically ill. The unit contains specialized equipment, medical and nursing staff, and monitoring devices necessary to provide intensive care.

Step-Down/ Intermediate Care Unit- A unit for patients requiring more intensive services than are available on a general medical/surgical unit, but not as intensive as a critical care/ intensive care unit.

General Medical/ Surgical Unit- A unit providing medical and surgical care, which may also include telemetry beds (for patients requiring continued cardiac monitoring) or observation beds.

Obstetrical Unit- A unit providing care to a patient before, during, and after the birth of a child. Please specify in the comment section whether this includes labor and delivery, post partum, and/or nursery.

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Psychiatric Unit- A unit designated for the care and treatment of patients with mental-health related illnesses.

Rehabilitation Unit- A unit designated for the medical care and treatment of patients requiring physical, occupational, and/or speech therapy.

Transitional Care Unit- A unit where patients continue to receive medical care as they transition from an inpatient hospital stay to home care.

Emergency Department- A hospital facility that is staffed 24 hours a day for the provision of unscheduled outpatient services to patients whose conditions require immediate care.

Age Groups:

Adult- Ages 18 years and older

Pediatric- Ages 17 years and younger

Newborn- Ages under 28 days

Staff:

Calculate staff in 8-hour shifts: Please convert staffing to 8-hour shifts. For example, if your hospital has 12 hour shifts, one staff person may be listed in days 8-hours and evenings 4 hours.

Other Staff: This includes direct care providers only. It may include mental health workers, child care workers, etc.

Comments: Add any information regarding this unit for clarification.

If you have any questions, please contact OFR directly at – 401-222-2566