

Staffing Matrix Calculations Quiz

Can you create a staffing matrix that allows you to meet budget?

Case Study You are the charge nurse of a surgical stepdown unit
Your unit is budgeted for 12.0 Hrs/UOS
Your annual budgeted patient days are 3650

1. How many budgeted FTE do you have? _____
2. You have 5 fixed FTE, one manager, one CNS, and 3 Unit Secretaries. How many variable FTE do you have? _____
3. Your budgeted benefit time is 17%. What is the calculation to determine the number of variable FTE that are taken up by benefit or nonproductive time? Show the calculation below.
4. Your budgeted indirect is 3%. What is the calculation to determine the number of variable FTE taken up by indirect time? Show the calculation below.
5. How many variable FTE are thus budgeted for non-productive time? _____
6. How many variable FTE are thus budgeted for indirect time? _____
7. How many FTE are thus budgeted for variable direct time? _____
8. You should now know the number of variable FTE that you have to spread across your staffing matrix 24/7 and still meet your budget. What is that number of variable FTE? _____

9. Using an 8hour shift model, show your staff matrix or core staffing plan for your variable knowing that your ADC is 10.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
days	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____
evenings	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____
nights	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____	Chg RN ____ RNs ____ CNAs ____ Other ____
totals							
Conversion factor, shift to FTE							
Total FTE needed per day							

10. How do you convert the shifts above to FTE? What is the conversion factor? _____

11. What is your nurse patient ratio by day of the week and shift?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
days							
eves							
nights							

12. What are your Budgeted NHPPD? _____

13. How many total direct variable FTE do you need to meet your staffing matrix?

14. Does this matrix allow you to meet your budgeted HRS/UOS?? Yes / No

DEVELOPING YOUR STAFFING BUDGET

UNIT: _____

NUMBER OF BEDS _____
 ADC _____
 NHPPD _____

FIXED STAFF	HOURS	FTE
VARIABLE STAFF		
Required Care Hours/Day		
Required Care Hours/Year		
FTE Required for Direct Care		
Benefit Time Hours/Year		
Non-productive Time Hours/Year		
Staff Meetings		
Shared Governance		
Ed/Mtgs/Orientation		
Total Variable FTE		
SKILL MIX		
RN FTE		
CNA FTE		