

Minimum Staffing Requirements – Updated 5/31/2017, 1/16/2019

Monday			Tuesday			Wednesday			Thursday			Friday				
5	4	3	4 5	3	3	4 5	3	3	4 5	3	3	4 5	3	3	*Providers	Gold
4	3	2	4	3	2	3	3	2	3	3	2	3	3	2	RNs	
2	2	1	2	2	1	2	2	1	2	2	1	2	2	1	MAs	
3	1	1	2.5	1	1	2	1	1	2.5	1	1	2.5	1	1	Providers	Green
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	RNs	
2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	MAs	
3	2	NA	3	2	NA	3	2	NA	3	2	NA	3	2	NA	Lab	
1	1	NA	1	1	NA	1	1	NA	1	1	NA	1	1	NA	Pharmacy	
1	1	NA	1	1	NA	1	1	NA	1	1	NA	1	1	NA	X-Ray	

Fully Staffed

\*\*Pool or block schedules to maintain

(Operational Minimums)  
\*\*\* Pool or cancel schedules to maintain

- \* There must be an MD accessible at all times to operate.
- \*\* "Pool or Block": Nurse Lead attempts to arrange pool staff to meet these levels. Numbers may change in times of high-volume or special events (e.g. one additional MA pool, or if not available RN pool, is authorized on immunization days). Where pool are not available unscheduled staff time should be *blocked* by Medical Records Lead in advance to meet Gold minimums.
- \*\*\* "Pool or Cancel" (aka Operational Minimums) are those numbers required for normal business operations; use these numbers in evaluating leave requests. Vacation time should generally not be submitted and is unlikely to be approved if it would drop the clinic below this level. If unplanned staff leave would cause staffing *below* these levels and pool are not available, staff are to be moved between *gold/green* to meet operational minimums and appointments should be *cancelled* accordingly if needed to meet Gold minimums. If it is not possible to meet operational minimums in both clinics simultaneously, the Green clinic is closed for the day. If it is not possible to meet Gold minimums entirely or an MD cannot be available even via phone, then the Gold and Green clinics close for the period of time.