



PANDEMIC INFLUENZA RESPONSE PLAN

SECTION TEN – HUMAN RESOURCE MANAGEMENT TABLE OF CONTENTS

	Page #
1) Target Audience / Introduction / Objectives	10-1
2) Volunteer Coordination	10-2
3) Staffing – Scheduling & Payroll.....	10-2
4) Staffing Complement – Regional Review (<i>To Be Updated</i>)	10-7
5) Staffing by Facility (Alphabetical by town)	10-8
i. Staffing Listing for Area Managers, Program Managers, Regional Office & Corporate Office Staff (<i>RLT Internal Directory</i>).....	Restricted Access
6) Pharmacy Contact Information.....	10-41
7) ARHA Maximum Tolerable Outage Scale	10-42
8) ARHA Maximum Tolerable Outage.....	10-43
9) ARHA Employee Retirement Report.....	10-56
10) ARHA Physician Retirement Report	10-56
11) QHR Reports.....	10-56
12) ARHA Physician Listing - Current	10-57
13) Alternate Source of Health Care Workers Traditional and Non-Traditional	10-63

9)	EMS Business Continuity Plan	10-66
	i. EMS Staffing Levels/Essential Services (Table 10.2).....	10-68
	ii. Essential Services	10-69
	iii. Regional Map.....	10-70
10)	Diagnostics	
	i. Diagnostic Employee Listing Report	10-71
	ii. Diagnostic Equipment Listing Lab Information.....	10-71
	iii. Diagnostic Site Menu List	10-72
	iv. Prioritization Stat List.....	10-73
	v. Service Vendors	10-74
	vi. Service Agreements	10-75
11)	References.....	10-76
	i. Appendix A – Declaration of Emergency	10-76
	ii. Appendix B – Essential Work Functions by Union Listing.....	10-77
12)	HR Framework Table of Contents (Restricted Access).....	10-102

HUMAN RESOURCE MANAGEMENT

Target Audience

All managers within the Assiniboine Regional Health Authority (ARHA)

Introduction

While Human Resource Services has been initially charged with the responsibility to address the human resources implications of being ready for the next respiratory disease outbreak, such as pandemic influenza; it is the view of Human Resource Services that it is necessary to think beyond respiratory disease and to take an all hazards approach to include any emergency to which the ARHA should be ready to respond to.

Mobilizing and tracking Health Care Workers (HCWs), staff mobility (assigning health care workers to other units, facilities within the ARHA region or external to the ARHA region), health information systems, vaccinations, pay and benefits, licensure, scope of practice/transfer of function, liability, insurance; including worker's compensation benefits, staff education and training, as well as employee recognition are some of the human resource issues that will be addressed. See HR Framework on Restricted Access Site.

Objectives

- Patient safety and/or general population safety is high priority when developing Emergency/Contingency plans and has been taken into consideration.
- Ethical considerations have been taken into account when developing protocols for service delivery during a health emergency as we determine how to deal with a surge in activity or staff shortages due to illness.

HUMAN RESOURCE MANAGEMENT

Volunteer Coordination

The Volunteer Coordinator will be initiated by the Human Resources Manager at the onset of a Pandemic Event. The Volunteer Coordinator will act as a central intake for all volunteers and will be the link between each community to coordinate the volunteer names and services/skills with which they can provide. This listing will be maintained by the Volunteer Coordinator.

Staffing: Scheduling/Payroll

The Employer will determine critical staffing levels as part of its planning. In an emergency situation, services will be reduced to critical functions - life and limb only. If a service has been identified as critical by the employer, then all efforts should be made to have staffing that meets these needs. A starting point to determine what functions are critical and the types and numbers of staff required can be assessed by reviewing prior essential services agreements negotiated as part of the collective bargaining process. In addition, any new critical functions directly resulting from the pandemic itself must be determined as well as the type and number of staff required.

The Employer has the right to ensure the most effective and efficient utilization of all staff, while also ensuring the safety of employees in the pandemic situation. The principle of work now grieve later would most certainly apply, and may in some unique situations need to be reinforced.

An employee absent due to illness, related symptoms or quarantine should be allowed to use sick days and/or short term disability benefits if available. Vacation, overtime and leaves of absence without pay should also be considered.

The majority of issues relating to the banking of overtime will be dealt with after the emergency situation is over. The priority considerations during the actual emergency itself would be to:

- ensure that all hours worked are tracked accurately
- ensure that the employees receive at the very least their normal pay based on their EFT, even if payroll resources are limited during the emergency situation
- ensure that following the emergency situation that all worked hours are reviewed and audited in comparison to the pay that the employee received and the employer's obligations under the collective agreement
- any monies still owed to the employee, should be paid as soon as possible
- any amounts overpaid to the employee should be communicated to the employee and a process for repayment agreed upon as soon as reasonably possible following the emergency.

A specific Payroll team member and Human Resources team member will be identified to trouble shoot and provide communication to Regional Leadership Team members in relation to pay and compliance with Collective Agreements and Employment Standards.

For attendance reporting purposes, time sheets should continue to be prepared and forwarded in the usual manner for all employees, whether or not they are working. Time should be coded, where possible, using a designated "pandemic code" obtained through your payroll office.

Scheduling (ESP Pod) Office Procedures

The duties that will be designated to the site Payroll personnel and Schedulers are as follows:

Payroll Duties At Sites:

- Liaison between the scheduling pod and the site.
- Look after new hires & employee terminations.
- Administration of employee benefits and the prepayments of employee benefits.
- Manage your employee's payroll files.
- Print pay slips for employees.
- First contact for employees in regards to their pay.
- Update the department schedules utilizing the completed "Daily Record Update" forwarded daily from the scheduling pod.
- Fax/send payroll information and flow sheets with changes and Employee Request for Leave forms.
- Print the following Reports from ESP:
 1. Daily – "Flow Sheet"
 2. Workbook – "Scheduling Tasks"
 3. Schedule – "Pool Schedules" 4 week and the 2 week is printed on blue paper.
 4. Bidding Process – Scheduling Tasks and Pools Schedules (printed on yellow paper marking clearly on top "Schedule for Employee Bidding").

Scheduler Duties:

- Assignments & Un-assignments – Keeping track & communicate to the Department Supervisors/Managers in regards to postings with the "Assignment Changes" worksheet.
- Assist in the Christmas scheduling.
- Booking off of vacation.

Completing the relief process for the bidding period:

- Initiate and complete the Employee Request for Leave forms for all short notice calls.
- Phone for relief.
- If no relief is found, send it back to the Department Supervisor/Manager for authorization of the next steps and make the phone calls to find the relief according to criteria or instructions.
- Enter overtime in the employee schedule or the timecards after the Department Supervisor/Manager approval.
- Check and edit timecards prior to submitting to payroll.
- "Book off" all Monday to Friday staff for stat holidays before the shift bidding process in which they fall.

Daily Flow Sheets:

- Daily flow sheets will be printed daily at approximately 2:00 pm for that day.
- Friday – print Daily Flow Sheets for Friday to Sunday and if there is a stat on Monday, print Monday as well for all departments.
- Check the "Exceptions" portion of the Flow Sheet and if these changes are not on the schedule, then you will have to update the schedule.

Daily - the Site Payroll person or designate will be responsible for faxing flow sheets with any changes and the corresponding Request For Leave Forms by approximately 9:00 a.m. to the Scheduling Office.

Request for Leaves – Short Notice Calls:

These are immediate requests such as sick, family sick etc.

- The Scheduler will initiate the form when the call is received and continue to find relief.
- If relief is not found, the Scheduler will report back to the CCC or Department Supervisor that they were unable to find relief.
- The Manager will need to make a decision of working short or continue with creative scheduling.
- The Manager may ask the scheduler to phone a different occupation if not already attempted to find relief. E.g. LPN work for a RN or Aide
- If overtime needs to be paid to fill the shift the Department Supervisor/Manager will be responsible to give the direction to the Scheduler.
- Daily - Changes will then be recorded on the Daily Record Update and emailed or faxed to the site around 2:00 p.m.

Request for Leaves – Bidding Process:

- All the “Request for Leave” forms are to be submitted to the Department Supervisor/Manager for approval and then forwarded to the scheduling office to be entered prior to the date of “Deadline for Submission of Request For Leaves” on the Schedule for Employee Bidding.
- The Schedulers will book off all requests and enter them in the workbook on the date of the “Deadline for Signing of Available Shifts” according to the Schedule for Employee Bidding
- *Note: You should not be booking shifts off outside of the current posting period.*
- The Site Payroll Personnel will print the Workbook Scheduling Tasks Report and the Pool Schedule (on yellow paper & mark on the top “Schedule for Employee Bidding”) for the period of the Schedule for Employee Bidding and post for the employees to sign up for relief.

Relief will be distributed as follows:

- Relief for the predicted shifts will be awarded from the sign up sheets. Shifts will be distributed as equitably as possible, with the total worked hours not exceeding 1.0 FTE. Refer to the Human Resources memo regarding the awarding of additional shifts and the Additional Available Shift Policy.
- Casual employees may sign up for the shifts. If no part-time employee has requested to work the shift, casual employees will be awarded the shifts. Casuals do not need to be awarded equitably, but you may want to for retention purposes.
- Any predicted shifts not signed for will be filled at random.
- Signing up on bid sheets equates to acceptance of those shifts, if awarded. Once the hours are posted as per the schedule all shifts are considered booked and it is the responsibility of all staff to check the posted pool schedules for any extra predicted shifts.
- Final approvals will not be given until relief is found. If there is no relief found firstly through the bidding process or filling them by random, notify the Department Supervisor/Manager.

- The Department Supervisor/Manager needs to make the decision of refusing the request because of no relief or attempt to fill the shift themselves.
- If the Request for Leave is denied, delete the Exception from the workbook so it does not print on the schedule.
- Department schedules will be printed on the date of “4 Week Schedule Posted” and “2 Week Schedule Posted” (printed on blue paper) as per the current Schedule for Employee Bidding and posted in the appropriate departments. Remember to remove any unfilled requests with the exception of approved annual vacation before printing the pool schedules. Once the schedules are printed for posting you can book off the exceptions that are not yet filled and continue to try and fill them.
- After each pay period is complete the Schedule will be filed appropriately at the site.

Request for Leaves – Miscellaneous:

These are requests such as WCB, Paid Compassionate Leave that were not included in the Bidding Process.

- All the “Request for Leave” forms are to be submitted to the Department Supervisor/Manager for approval and then forwarded to the scheduling office to be entered and relief found.
- Scheduler will phone for relief, versus a bidding sheet.
- If the request is received during the bidding process and you have enough time you may be able to fill the relief by the employees who sign for extra shifts during the bidding process (before the pool schedules are printed).
- If relief is not found, the scheduler will report back to the CCC or Department Supervisor that they were unable to find relief.
- The Department Supervisor/Manager will need to make a decision of working short or continue with creative scheduling.
- The Department Supervisor/Manager may ask the scheduler to phone a different occupation if not already attempted to find relief. e.g. LPN work for a RN or Aide
- If Overtime needs to be paid to fill the shift, the Department Supervisor/Manager will be responsible to give the direction to the scheduler.
- Changes will then be recorded on the Daily Record Update and emailed/faxed to the site around 2:00 p.m. daily.

Overtime:

- Overtime worked will be completed on the overtime sheets.
- Approval and overtime rates indicated by the Department Supervisor/Manager.
- Entered in the employee schedule or in the timecards by the Scheduler upon receipt of the “approved” overtime sheets.
- A member of the Human Resources team will be designated as the point person for questions and concerns relative to the provisions of the various collective agreements and/or Employment Standards Code.

Postings & Assignments:

- The site will send the posting information to HR.
- Upon the posting closing date, the site payroll or manger will send an email to Shoal Lake Payroll requesting the Seniority Hours for the employees applying for the position.
- The Scheduler will receive notification from the site in regards to the employee who is awarded the position.
- The Scheduler will reassign employees in ESP and enter the information on the Assignment Changes Spreadsheet.
- The Scheduler will email/fax the Assignment Schedule weekly to the Department Supervisor/Manager at the site for their information.

Payroll Advice & ROE:

All Payroll Advice forms & ROE Requests will be completed by the Site Payroll Person and sent/faxed to the Scheduler at the pod for entering.

The Scheduler will then forward the information to the Shoal Lake Payroll Department for inputting.

Payroll Advice forms can be sent directly to the Shoal Lake Payroll Office and not to the pod if it is to change the following:

- Bank Account
- Beverage or Parking
- Academic Allowance

Flow of Payroll Advice Forms:

1. Completed at each site.
2. The site will forward the Payroll Advice forms to their scheduling office.
3. The schedulers will enter the changes in ESP – please ensure that you initial at the bottom of the form – “Entered in ESP”.
4. The schedulers are responsible to fax the completed payroll advice form to the Shoal Lake Payroll Department.

Employee Benefit Forms:

Employee Benefits forms will be completed and the originals sent directly to the Shoal Lake Payroll Department. Copies should be taken and filed in the employee’s file.

Prepayments of Employee Benefits during LOA’s can be sent directly to the Shoal Lake Payroll Department, but it would be preferred if the prepayments were sent with the ROE request or Payroll Advice form.

Staffing Compliment as of 1-Jun-10	Full Time	Part Time	Casuals
Activities Department	11	50	13
Allied Health - Occupational and Physiotherapists; Pharmacy; Speech Language; Nutritionist; Clinical Dietician; Social Worker	22	21	4
Emergency Medical Services	39	13	166
Health Care Aides	139	402	174
Home Care Program - Case Coordinators, Resource Coordinators, Support Workers & Home Care Aides	23	11	252
Licensed Practical Nurses	58	241	58
Mental Health Program - Workers and Proctors	20	2	22
Public Health Program - PH Nurses, Baby First Home Visitors, Health Promotion	24	31	1
RHA Admin	57	14	1
RN / RPN / RN Extended Practice	103	208	110
Site/Program Administration	80	81	27
Support Services - Housekeeping/Laundry; CSR; Material Management; Nutrition Services	184	338	160
	760	1412	988
Active Employees on MSSP (HC DSP & MH Proctors)			264

as of June 2010

2896 (current # of employees) + 264 =

3160
3160
0

Legend: HC (home care), DSP (direct service provider), MH (mental health)

BALDUR HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)					
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	E7
Acute Care		1			1							1			1						
Long Term Care (LTC)											1					2		1	2		1
Operating Room (OR)																					
Oncology																					
Facility Coordinator																					
Client Care Coordinator	1																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6	D 6.5	D 9.69
Activites			1		
♦Adult Day Program				1	
Dieticians/ Nutritionists					
CSR					
Diagnostics		1			
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records					
Nutrition Services					
♦Cook					1
♦Dietary Aide		1			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk		1			
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

BIRTLE HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care		1			1							1			1					
Long Term Care (LTC)																2	1	1	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6	D 10	9.7
Activites			1		
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic				1	
♦Technician-Intermediate Paramedic				1	
Facility Coordinator (non-nursing)					
Housekeeping/Laundry					
Maintenance		2			
Materials Management					
Medical Records	1 Fridays only				
Nutrition Services					
♦Cook		1			1 Wknd
♦Dietary Aide		1			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler		1			
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				5
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse	1			
♦Families First	2			

BOISSEVAIN HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1		1	1							1		1	1						
Long Term Care (LTC)	1										1		1			2		2	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	9.69	5	6
Activites					1
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics		3			
EMS					
♦Technician			4		
♦Technician-Paramedic			1		
♦Technician-Intermediate Paramedic			1		
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records		1			
Nutrition Services					
♦Cook		3	2	2	
♦Dietary Aide			2		2
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk	1				
♦Receptionist					

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator		1		
♦Support Workers				
♦Home Care Attendant				10
♦Direct Service Nurses				1
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First	1			

WESTVIEW LODGE (Boissevain) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	1		1	1		1		1	1		1		1	1		1	1			1
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	9.7	6.5	6
Activites				1	1
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry	2				
Maintenance	1				
Materials Management					
Medical Records					
Nutrition Services					
♦Cook	2				
♦Dietary Aide	1				
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

CARBERRY PLAINS HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1		1	1							1		1	1						
Long Term Care (LTC)	1					1		1			1		1	1		5		4	1	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75			
Activites	1				
♦Adult Day Program	1				
Dieticians/ Nutritionists					
CSR					
Diagnostics	2				
EMS					
♦Technician	1				
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic	1				
Facility Coordinator (non-nursing)					
Housekeeping/Laundry	5				
Maintenance	2				
Materials Management					
Medical Records	1				
Nutrition Services					
♦Cook	2				
♦Dietary Aide	3				
Palliative Care	1				
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler	2				
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				15
♦Direct Service Nurses	1			5
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP	1			
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse	1			
♦Families First	1			

CARTWRIGHT HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)					
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	
Acute Care																					
Long Term Care (LTC)		1			1											1					
Operating Room (OR)																					
Oncology																					
Facility Coordinator																					
Client Care Coordinator																					

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 3	D 7	D 9.69 / 3.75
Activites			1		
♦Adult Day Program				1	
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician	CASUAL				
♦Technician-Paramedic			AND		
♦Technician-Intermediate Paramedic			ON CALL		
Facility Coordinator (non-nursing)					
Housekeeping/Laundry					
Maintenance		1			
Materials Management			1		
Medical Records					
Nutrition Services					
♦Cook					2
♦Dietary Aide					
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Area Manager					
♦Program Manager					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant	4			
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

Original 1-Mar-2007
Revised 10-Jan-2011

DELORAIN HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	7		3	4							6		5	5		10		3	7	
Long Term Care (LTC)	1										4		4							
Operating Room (OR)	1																			
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 4.5	D 9.69	D 6.5	D 4
Activites						
♦Adult Day Program		1				
Dieticians/ Nutritionists						
CSR		1				
Diagnostics		3				
EMS						
♦Technician						
♦Technician-Paramedic		1				
♦Technician-Intermediate Paramedic						
Facility Coordinator (non-nursing)	1					
Housekeeping/Laundry		7				
Maintenance		3				
Materials Management						
Medical Records			1			
Nutrition Services						
♦Cook		1				
♦Dietary Aide						2
Palliative Care						
Pharmacy						
♦Pharmacist						
♦Pharmacy Tech						
Administration						
♦Scheduler		2				
♦Payroll Clerk		1				
♦Receptionist		2				

Community Based

Work Hours (Please Complete)	D 7.25			CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				7
♦Direct Service Nurses	1			1
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse	1			
♦Families First				

BREN DEL WIN LODGE (Deloraine) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	3			2		1		1			5		4	1						
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 8.69	D 4
Activites				
♦Adult Day Program				
Dieticians/ Nutritionists				
CSR				
Diagnostics				
EMS				
♦Technician				
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)				
Housekeeping/Laundry		3		
Maintenance				
Materials Management				
Medical Records				
Nutrition Services				
♦Cook		1	2	2
♦Dietary Aide		2		2
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration				
♦Scheduler				
♦Payroll Clerk				
♦Receptionist				

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

ELKWOOD MANOR Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)													1	1		2		1.5	1	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 5.25	D 4.5
Activites ♦Adult Day Program			1	
Dieticians/ Nutritionists				
CSR				
Diagnostics				
EMS ♦Technician ♦Technician-Paramedic ♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)				
Housekeeping/Laundry	3			
Maintenance	1			
Materials Management				
Medical Records				
Nutrition Services ♦Cook ♦Dietary Aide	1		2	
Palliative Care				
Pharmacy ♦Pharmacist ♦Pharmacy Tech				
Administration ♦Scheduler ♦Payroll Clerk ♦Receptionist				1

Community Based

Work Hours (Please Complete)				
Home Care ♦Case Coordinator ♦Resource Coordinator ♦Support Workers ♦Home Care Attendant ♦Direct Service Nurses				
Mental Health (MH) ♦Child and Adolescent ♦Adult MH Worker ♦Proctors				
Primary Care Nurses ♦RNEP ♦Primary Care Nurse				
Public Health ♦Home Visitor ♦Admin Staff ♦Public Health Nurse ♦Families First				

ERICKSON HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)					
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	E5
Acute Care		1			1							1			1	2		1			1
Long Term Care (LTC)																					
Operating Room (OR)																					
Oncology																					
Facility Coordinator																					
Client Care Coordinator	1																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 11.63	D 4	Casual
Activites		1			
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics		1		1	
EMS					
♦Technician			1		2
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic			1		
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		2			
Maintenance		1			
Materials Management					
Medical Records					
Nutrition Services					
♦Cook					
♦Dietary Aide		3			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration				1	
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)	D 7.25	D 7.75	D ?	Cas
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers			2	
♦Home Care Attendant				14
♦Direct Service Nurses	2			5
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse		1		
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

GLENBORO HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care		1			1							1			1					
Long Term Care (LTC)											1		1			2		2		
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	9.7	7.5
Activites	1			
♦Adult Day Program	1			
Dieticians/ Nutritionists				
CSR				
Diagnostics		1		
EMS				
♦Technician				
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)				
Housekeeping/Laundry		3		
Maintenance		1		
Materials Management				
Medical Records				1
Nutrition Services				
♦Cook			1	
♦Dietary Aide		1		
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration				
♦Scheduler				
♦Payroll Clerk				
♦Receptionist				1

Community Based

Work Hours (Please Complete)	7.5			CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				19
♦Direct Service Nurses				1
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff	1			
♦Public Health Nurse	1			
♦Families First	1			
♦Uris Nurse	1			

HAMIOTA HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care		2			1							1			1	1-D5			1-E4	
Long Term Care (LTC)	1												1	1		3	1-D5		3	1
Operating Room (OR)																				
Oncology	1																			
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 4		
Activites	1				
♦Adult Day Program			1 (x2 days/wk)		
Dieticians/ Nutritionists		1			
CSR	1(x 3 days/wk)				
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)	1				
Housekeeping/Laundry	5				
Maintenance	2				
Materials Management					
Medical Records	1				
Nutrition Services					
♦Cook	2				
♦Dietary Aide	3				
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler	2				
♦Payroll Clerk					
♦Receptionist	1				

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator				
♦Support Workers				1
♦Home Care Attendant				7
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP	1			
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff	1			
♦Public Health Nurse	1			
♦Families First	1			
♦Parent-Child Coord.	1			

HARTNEY HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	1		1	1												2	1	1	1	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 5.5		
Activites ♦Adult Day Program			1		
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS ♦Technician ♦Technician-Paramedic ♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		2			
Maintenance		1			
Materials Management					
Medical Records					
Nutrition Services ♦Cook ♦Dietary Aide			2		
Palliative Care					
Pharmacy ♦Pharmacist ♦Pharmacy Tech					
Administration ♦Scheduler ♦Payroll Clerk ♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care ♦Case Coordinator ♦Resource Coordinator ♦Support Workers ♦Home Care Attendant ♦Direct Service Nurses				
Mental Health (MH) ♦Child and Adolescent ♦Adult MH Worker ♦Proctors				
Primary Care Nurses ♦RNEP ♦Primary Care Nurse				
Public Health ♦Home Visitor ♦Admin Staff ♦Public Health Nurse ♦Families First				

HOLLAND CLINIC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)																				
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75			
Activites					
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry					
Maintenance					
Materials Management					
Medical Records					
Nutrition Services					
♦Cook					
♦Dietary Aide					
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Area Manager					
♦Program Manager					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse	1			
♦Families First				

TRI LAKE HC (Killarney) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1		1	1							2		1	1					1	
Long Term Care (LTC)											2		2	2		8			6	2
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6.5	D 6.25
Activites				2
♦Adult Day Program			1	
Dieticians/ Nutritionists		1		
CSR		1		
Diagnostics				
EMS				
♦Technician		1		
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic		3		
Facility Coordinator (non-nursing)	1			
Housekeeping/Laundry		8		
Maintenance		3		
Materials Management				
Medical Records	1			
Nutrition Services				
♦Cook		2		
♦Dietary Aide		4		
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration				
♦Scheduler				
♦Payroll Clerk				
♦Receptionist				

Community Based

Work Hours (Please Complete)	D 7.25			CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				14
♦Direct Service Nurses	1			3
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor	1			
♦Admin Staff	2			
♦Public Health Nurse	2			
♦Families First	1			

MELITA HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1		1	1							1		1	1						
Long Term Care (LTC)	1										1		1			2			2	2 - 6.5
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6.5	D 4.5	D 8.0
Activites			1		
♦Adult Day Program			1		
Dieticians/ Nutritionists					
CSR					
Diagnostics					2
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records				1	
Nutrition Services					
♦Cook		1	1		
♦Dietary Aide			1		
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist		1	1		
♦Business Office Clerk		1			

Community Based

Work Hours (Please Complete)	D 7.25	D 3.63		CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				8
♦Direct Service Nurses	1			
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff		1		
♦Public Health Nurse	1			
♦Families First	1			

MINNEDOSA HOSPITAL Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	4		2	2							1		1			1		1	1	
Long Term Care (LTC)																				
Operating Room (OR)	3																			
Oncology																				
Facility Coordinator	1																			
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 9.69	Cas.
Activites				
♦Adult Day Program				
Dieticians/ Nutritionists				
CSR		3		
Diagnostics	1	4		3
EMS				
♦Technician				5
♦Technician-Paramedic			1	4
♦Technician-Intermediate Paramedic			4	2
Facility Coordinator (non-nursing)		1		
Housekeeping/Laundry		6		
Maintenance		2		
Materials Management				
Medical Records	2			
Nutrition Services				
♦Cook		2		
♦Dietary Aide		4		
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration	1			
♦Scheduler	2			
♦Payroll Clerk				
♦Receptionist	2			

Community Based

Work Hours (Please Complete)	D 7.75			CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				16
♦Direct Service Nurses	3			4
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker	1			
♦Proctors	2			
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff	1			
♦Public Health Nurse	1			
♦Families First	1			

MINNEDOSA PCH Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)						
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D6	D8	D12	E6	E8	N8	N12
Acute Care																						
Long Term Care (LTC)	1	1			1					1	1		1			3	4		4	4	2	
Operating Room (OR)																						
Oncology																						
Facility Coordinator																						
Client Care Coordinator																						

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 3.5	D 4.5	D 5	Cas
Activites		1		1		
♦Adult Day Program					1	
Dieticians/ Nutritionists						
CSR						
Diagnostics						
EMS						
♦Technician						
♦Technician-Paramedic						
♦Technician-Intermediate Paramedic						
Facility Coordinator (non-nursing)						
Housekeeping/Laundry		2				1
Maintenance		1				
Materials Management						
Medical Records						
Nutrition Services						
♦Cook						
♦Dietary Aide		2				
Palliative Care						
Pharmacy						
♦Pharmacist						
♦Pharmacy Tech						
Administration						
♦Scheduler						
♦Payroll Clerk						
♦Receptionist						

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

NEEPAWA HOSPITAL Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	2	2			2						1	1	1		1	2		1		
Long Term Care (LTC)																				
Operating Room (OR)	4																			
Oncology	1																			
Facility Coordinator	1																			
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6	D 6.5	D 9.69
Activites					
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR	2				
Diagnostics	5				
EMS					
♦Technician	2				
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic	2				
Facility Coordinator (non-nursing)					
Housekeeping/Laundry	5				
Maintenance	2				
Materials Management	2				
Medical Records	3				
Nutrition Services					
♦Cook	2				
♦Dietary Aide	1				
Palliative Care	1				
Pharmacy					
♦Pharmacist	2				
♦Pharmacy Tech	3				
Administration					
♦Scheduler	2				
♦Payroll Clerk					
♦Receptionist	3				

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff		1		
♦Public Health Nurse				
♦Families First				

COUNTRY MEADOWS PCH (Neepawa) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	1		1	1		1		1			3		3	1		12		10	5	
Operating Room (OR)																				
Oncology																				
Facility Coordinator	1																			
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75			
Activites	4				
♦Adult Day Program	1				
Dieticians/ Nutritionists		1			
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator/ Operations Coordinator (non-nursing)	1				
Housekeeping/Laundry	8				
Maintenance	3				
Materials Management					
Medical Records					
Nutrition Services					
♦Cook	3				
♦Dietary Aide	6				
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk	1				
♦Receptionist	1				

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP	1			
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				
♦Social Worker	1			

RESTON HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	1										1		2		2	3		2	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6.5		
Activites	1				
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records					
Nutrition Services					
♦Cook		3			
♦Dietary Aide			1		
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

RIVERS HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1	1										1			1	1			1	
Long Term Care (LTC)											1		1			2			2	2
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6		
Activites			1		
♦Adult Day Program			1		
Dieticians/ Nutritionists					
CSR					
Diagnostics	2				
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic			1		
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		4			
Maintenance		1			
Materials Management					
Medical Records		1			
Nutrition Services					
♦Cook		2			
♦Dietary Aide		1			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist		1			

Community Based

Work Hours (Please Complete)	7.8			CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				11
♦Direct Service Nurses	1			
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse	1			
♦Families First	1			

ROSSBURN HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D5	D12	D5	N8	N12
Acute Care																				
Long Term Care (LTC)		1			1							1			1	1	2	1		1
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 9.69		
Activites	1				
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR		1 (1 day/wk)			
Diagnostics		1			
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records	1 (1 day/wk)				
Nutrition Services					
♦Cook			1		
♦Dietary Aide			1		
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				1
♦Home Care Attendant				8
♦Direct Service Nurses				2
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse	1			
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

RUSSELL HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)					
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	
Acute Care	1	2	1		1						1	1			1	1	1			1	
Long Term Care (LTC)											Wknds & 1 day/wk	Sometimes 2				Fridays/some Thurs					
Operating Room (OR)																					
Oncology	1 (4 days/wk)																				
Facility Coordinator																					
Client Care Coordinator																					

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	6.2	5.25
Activites				
♦Adult Day Program				
Dieticians/ Nutritionists				
CSR		1		
Diagnostics				
EMS				
♦Technician				
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)	1			
Housekeeping/Laundry		5		
Maintenance		1		
Materials Management				
Medical Records				2
Nutrition Services				
♦Cook		2		
♦Dietary Aide				
Palliative Care				
Pharmacy				
♦Pharmacist	1			
♦Pharmacy Tech	1			
Administration				
♦Scheduler	1		1	
♦Payroll Clerk				
♦Receptionist	1			

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				1
♦Home Care Attendant				23
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff	1			
♦Public Health Nurse	2			
♦Families First	2			

NOTE: Ward Clerk - 5.25 hr shift; Financial - 7.5 hr shift

RUSSELL PCH Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)					
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	
Acute Care																					
Long Term Care (LTC)	1		1			1					1			1		4	1	4	2		
Operating Room (OR)	only wknds & Wed					Not wknds															
Oncology																					
Facility Coordinator																					
Client Care Coordinator																					

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	5		
Activites			1		
♦Adult Day Program		1	1		
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		2	1 on wknds		
Maintenance					
Materials Management					
Medical Records					
Nutrition Services					
♦Cook		2			
♦Dietary Aide		1 (sometimes 2)			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff	1			
♦Public Health Nurse	2			
♦Families First	2			

SANDY LAKE PCH Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)	1		1			1							1	1		4		3	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 4		
Activites		1			
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		3			
Maintenance		1			
Materials Management					
Medical Records					
Nutrition Services					
♦Cook		3			
♦Dietary Aide					
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk			1		
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

SHOAL LAKE/STRATHCLAIR HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care		1			1							1			1					
Long Term Care (LTC)	1					1							1			5		4	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6	D 5
Activites	1			
♦Adult Day Program				
Dieticians/ Nutritionists				
CSR				
Diagnostics				
EMS				
♦Technician				
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)				
Housekeeping/Laundry	3		2	
Maintenance	2			
Materials Management			1	
Medical Records	1			
Nutrition Services				
♦Cook	2			
♦Dietary Aide	1		1	1
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration				
♦Scheduler				
♦Payroll Clerk			1	
♦Receptionist				1

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				4
♦Home Care Attendant				14
♦Direct Service Nurses				1
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

SOURIS HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1	1			1							1	1		1					
Long Term Care (LTC)	1										2		2	1						
Operating Room (OR)																				
Oncology																				
Facility Coordinator	1																			
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75			
Activites		1			
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR		1			
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry		7			
Maintenance		2			
Materials Management					
Medical Records		2			
Nutrition Services					
♦Cook		2			
♦Dietary Aide		3			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler		2			
♦Payroll Clerk		1			
♦Receptionist		1			

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				9
♦Direct Service Nurses	1			
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

TIGER HILLS HC (Treherne) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care	1		1	1							1		1	1		1				
Long Term Care (LTC)											1			1		2		1.5	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	3.75	6.25	5.50
Activites				1	
♦Adult Day Program		1			1
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)					
Housekeeping/Laundry	3				
Maintenance		2			
Materials Management					
Medical Records			1		
Nutrition Services					
♦Cook		2			
♦Dietary Aide		1			
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler					
♦Payroll Clerk		1			
♦Receptionist					

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	1			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				5
♦Direct Service Nurses				1
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

VIRDEN HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E4	N8	N12
Acute Care		3			3						2		1			1		1		
Long Term Care (LTC)																				
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 9.7		
Activites					
♦Adult Day Program					
Dieticians/ Nutritionists					
CSR	1				
Diagnostics	1	5			
EMS					
♦Technician					
♦Technician-Paramedic			2		
♦Technician-Intermediate Paramedic			2		
Facility Coordinator (non-nursing)					
Housekeeping/Laundry	1	2			
Maintenance		4			
Materials Management	2	3			
Medical Records	1				
Nutrition Services					
♦Cook					
♦Dietary Aide					
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration					
♦Scheduler	2				
♦Payroll Clerk					
♦Receptionist	1				

Community Based

Work Hours (Please Complete)				CAS
Home Care				
♦Case Coordinator	2			
♦Resource Coordinator	1			
♦Support Workers				
♦Home Care Attendant				17
♦Direct Service Nurses	2			1
Mental Health (MH)				
♦Child and Adolescent	1			
♦Adult MH Worker	1			
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor	3			
♦Admin Staff	2			
♦Public Health Nurse	2			
♦Families First	3			
♦Uris Nurse	1			
♦Promise Years Coord.	1			

SHERWOOD NURSING HOME (Virden) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)											1		2	1		3		2	1	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator																				

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 7	E 7	E 6	D 6.5
Activites			1	1		
♦Adult Day Program			1			
Dieticians/ Nutritionists		2				
CSR						
Diagnostics						
EMS						
♦Technician						
♦Technician-Paramedic						
♦Technician-Intermediate Paramedic						
Facility Coordinator (non-nursing)	1					
Housekeeping/Laundry		3				1
Maintenance		1				
Materials Management						
Medical Records						
Nutrition Services						
♦Cook		2				
♦Dietary Aide		1			1	
Palliative Care						
Pharmacy						
♦Pharmacist						
♦Pharmacy Tech						
Administration						
♦Scheduler						
♦Payroll Clerk						
♦Receptionist	1					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				
♦Baby Steps Dietician	1			

WESTMAN NURSING HOME (Virden) Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care																				
Long Term Care (LTC)				3							2		1	1		7		6	2	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator						1														

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75			
Activites					
♦Adult Day Program	2				
Dieticians/ Nutritionists					
CSR					
Diagnostics					
EMS					
♦Technician					
♦Technician-Paramedic					
♦Technician-Intermediate Paramedic					
Facility Coordinator (non-nursing)	1				
Housekeeping/Laundry		5			
Maintenance					
Materials Management					
Medical Records					
Nutrition Services					
♦Cook			2		
♦Dietary Aide			4		
Palliative Care					
Pharmacy					
♦Pharmacist					
♦Pharmacy Tech					
Administration	1				
♦Scheduler					
♦Payroll Clerk					
♦Receptionist					

Community Based

Work Hours (Please Complete)				
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				
♦Direct Service Nurses				
Mental Health (MH)				
♦Child and Adolescent				
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP				
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First				

WAWANESA HC Staffing

Patient Care Area: Nursing

Please Identify what shifts are used	Registered Nurses Staffing (Days/Evenings/Nights)					Registered Psychiatric Nurses Staffing (Days/Evenings/Nights)					Licensed Practical Nurses Staffing (Days/Evenings/Nights)					Health Care Aides Staffing (Days/Evenings/Nights)				
	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12	D8	D12	E8	N8	N12
Acute Care													1	1						
Long Term Care (LTC)											1					2		2	1	
Operating Room (OR)																				
Oncology																				
Facility Coordinator																				
Client Care Coordinator	1																			

Facility Staff: Non-Nursing

Hours	D 7.5	D 7.75	D 6.5	D 9.69
Activites			1	
♦Adult Day Program				
Dieticians/ Nutritionists		1		
CSR				
Diagnostics				
EMS				
♦Technician				
♦Technician-Paramedic				
♦Technician-Intermediate Paramedic				
Facility Coordinator (non-nursing)				
Housekeeping/Laundry		3		
Maintenance		1		
Materials Management				
Medical Records		1		
Nutrition Services				
♦Cook				1
♦Dietary Aide		1		
Palliative Care				
Pharmacy				
♦Pharmacist				
♦Pharmacy Tech				
Administration				
♦Scheduler				
♦Payroll Clerk	1			
♦Receptionist				

Community Based

Work Hours (Please Complete)	D 7.75	D 7.25	D 7.50	CAS
Home Care				
♦Case Coordinator				
♦Resource Coordinator				
♦Support Workers				
♦Home Care Attendant				3
♦Direct Service Nurses				2
Mental Health (MH)				
♦Child and Adolescent		1		
♦Adult MH Worker				
♦Proctors				
Primary Care Nurses				
♦RNEP	1			
♦Primary Care Nurse				
Public Health				
♦Home Visitor				
♦Admin Staff				
♦Public Health Nurse				
♦Families First			1	