



PANDEMIC INFLUENZA RESPONSE PLAN

SECTION TEN – HUMAN RESOURCE MANAGEMENT TABLE OF CONTENTS

	Page #
1) Target Audience / Introduction / Objectives	10-1
2) Staffing Complement – Regional Review (<i>To Be Updated</i>)	10-2
3) Staffing by Facility (Alphabetical by town)	10-3
i. Staffing Listing for Area Managers, Program Managers, Regional Office & Corporate Office Staff (<i>RLT Internal Directory</i>).....	Restricted Access
4) Pharmacy Contact Information.....	10-36
5) ARHA Maximum Tolerable Outage Scale	10-37
6) ARHA Maximum Tolerable Outage.....	10-38
7) ARHA Employee Retirement Report.....	10-51
8) ARHA Physician Retirement Report	10-51
9) QHR Reports.....	10-51
10) ARHA Physician Listing - Current	10-52
11) Alternate Source of Health Care Workers Traditional and Non-Traditional	10-58
9) EMS Business Continuity Plan	10-61
i. EMS Staffing Levels/Essential Services (Table 10.2).....	10-63

ii.	Essential Services	10-64
iii.	Regional Map.....	10-65
10)	Diagnostics	
i.	Diagnostic Employee Listing Report.....	10-66
ii.	Diagnostic Equipment Listing Lab Information.....	10-66
iii.	Diagnostic Site Menu List	10-67
iv.	Prioritization Stat List.....	10-68
v.	Service Vendors	10-69
vi.	Service Agreements	10-70
11)	References.....	10-71
i.	Appendix A – Declaration of Emergency	10-71
ii.	Appendix B – Essential Work Functions by Union Listing.....	10-72
12)	HR Framework Table of Contents (Restricted Access)	10-73

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.

Staffing Compliment as of 10-Oct-09	Full Time	Part Time	Casuals as of Aug 2008
Activities Department	11	47	13
Clinical Dieticians/Nutritionist	6	5	0
CSR	5	10	0
Diagnostics	0	0	0
Emergency Medical Services	42	19	161
Facility Coordinators	9	0	0
Home Care Program (Case Coordinators, Resource Coordinators, Support Workers & Home Care Aides)	24	289	9
Housekeeping / Laundry	71	145	71
Licensed Practical Nurses	65	229	71
Maintenance	44	14	15
Materials Management	4	2	0
Medical Records	4	12	0
Mental Health Program (Workers & Proctors)	20	2	0
Nutrition Services	55	175	76
Trained Health Care Aides	143	399	186
Palliative Care Coordinators	2	0	0
Pharmacists	1	4	0
Pharmacy Technicians	3	2	2
Public Health Program (PH Nurses, Baby First Home Visitors, Health Promotion, Speech Language, Social Worker)	30	31	16
Primary Health (RNEP)	2	0	0
Primary Health (RN)	0	3	0
Registered Nurses	84	193	86
Registered Psychiatric Nurses	2	15	4
RHA Admin	77	12	1
Site/Program Administration	70	68	21
	774	1676	732
Active Employees on MSSP (HC DSP & MH Proctors) as of October 10, 2009			278

2904 (current # of employees) + 278 =

3182
3182
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				1	
♦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

DELORAINE 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
♦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				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	