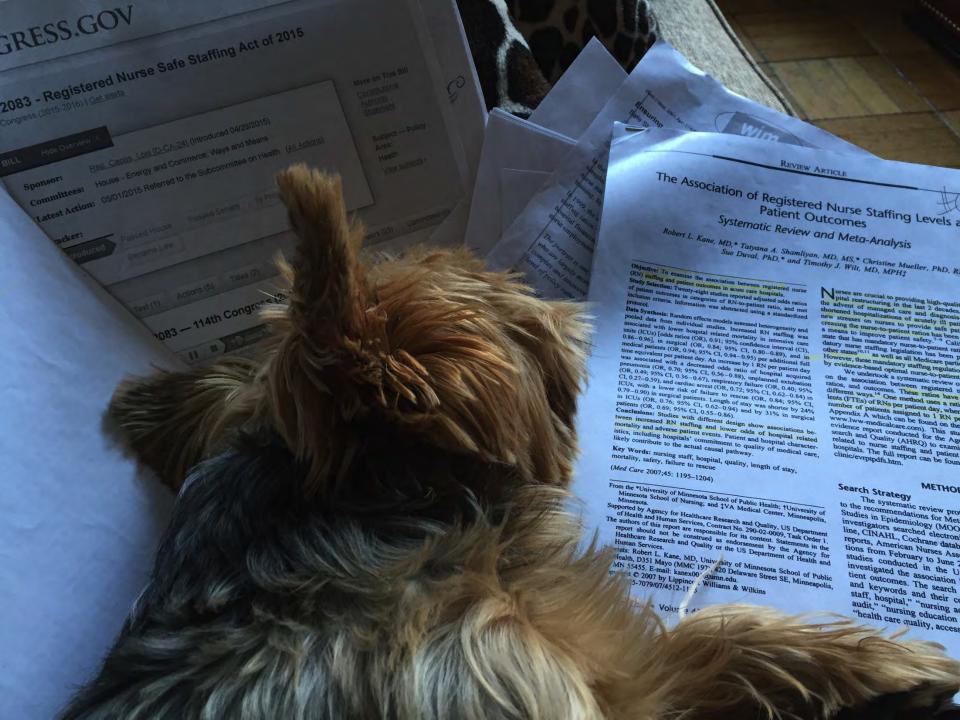
Nursing + Finance – Putting the Pieces Together





Why is it Important

- * External Influence
- * Value added
- * Knowledge
- * Language
- * Collaboration

External Influences

Affordable Care Act (2010)

DSH payments, Access, DSRIP, Medicaid expansion (2014)

Value Based Purchasing: (2012-2013)

- HCAPHS: (pain, noise, responsiveness, discharge instructions) voice of the patient, publicly reported, perception of their care reimbursement is based on result
- Quality/Safety Domain: Pneumonia, AMI, Immunization, Heart Failure, Immunization, CAUTI, CLABSI, Falls with Injury, Readmissions, HAC
- Joint Commission
- Department of Health (DOH)
- * Justice Center

Objectives

- * Key finance term definitions
- * Understand types of budgets
- * Overview budget process
- * Understand the connection between budget, scheduling and staffing
- * Calculations: FTE, BRF/CF
- * Staffing guideline development
- * Identify factors that effect staffing

What is a Budget

- * A plan, a projection for a specified period of time, usually 1 year.
- * Procurement, allocation and management of resources.
- * Annual budgets usually do not change during the year

Types of Budgets

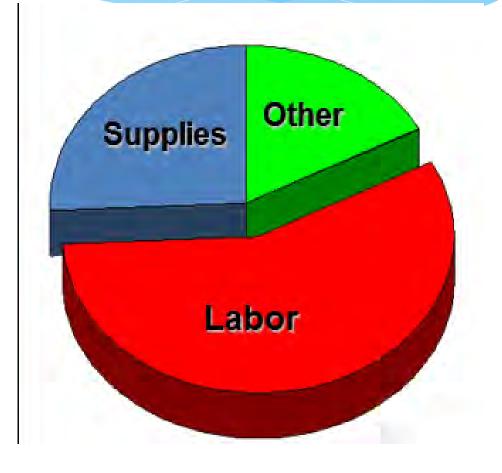
- * Revenue income for exchange of services
- Expense cost of providing services
 Operating Salary/Supplies (OTPS)
- * Capital large purchases, equipment, building projects, MRI

What is The Largest Component of a Hospital Budget?

Med/Surg Supplies
Pharmaceuticals/Implants
Salaries /Fringe Benefits
Malpractice Insurance
Utilities

Operating Budget

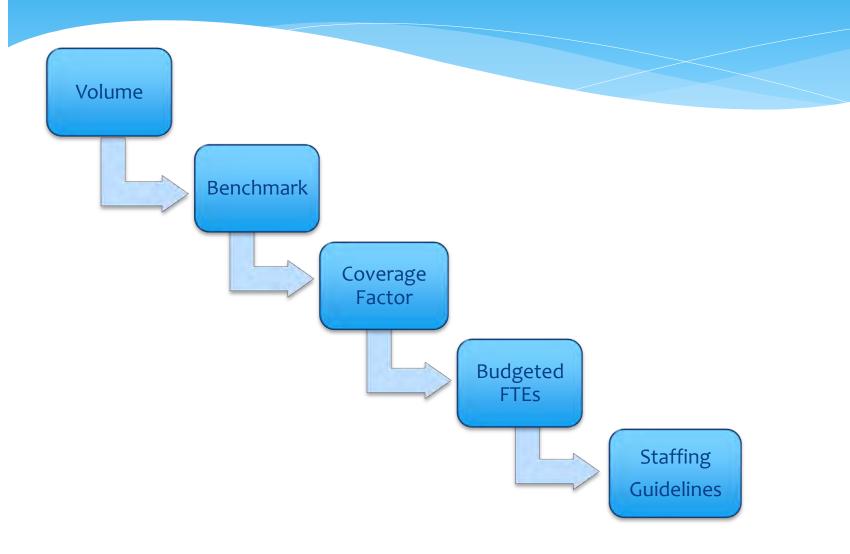
- Labor is the largest component of hospital costs 60% of Total Operating Cost
- Med Surg Supplies (OTPS)
- Utilities, insurance



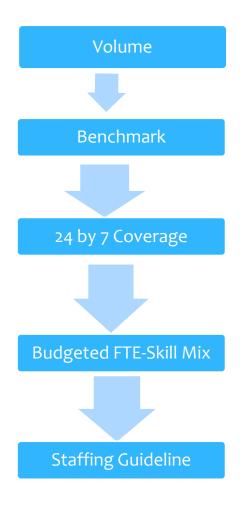
Financial Terms

- * Cost Center
- * Average Daily Census (ADC)
- * Unit of Service
- * Hours per patient day (HPPD), RN and total caregivers
- * Full time Equivalent (FTE) 1950 paid hrs. per year
- Benefit Relief Factor/Coverage Factor
- * Skill Mix
- * Productive/Non Productive Hours
- * Benchmark

Salary FTE Budget Process



5 Salary Budget Elements



- Volume Metric average daily census, cases, visits, procedures
- * Benchmark Hours Per Patient Day (HPPD) census units, Truven, Action OI
- * BRF/CF additional FTEs to cover benefit time and days off
- * Skill Mix Skill mix the % of licensed to non licensed personnel will vary by type of unit
- * Staffing Guidelines number of staff per shift. Budget and guidelines should align

Benefit Relief/ Coverage Factor Calculation for 24/7 Unit

7.5 Hr. Shifts

Type	Hours	Days
Vacation	150	20
Holiday/PD	90	12
Sick	90	12
	330	44
Days Off		104

Total non productive 148

Days working: 365-148 = **217**

BRF/CF: 148/217= .68

330/1950 = 16.9 %

12 Hr. Shifts

Type	Hours	Days
Vacation	150	12.7
Holiday/PD	90	7.5
Sick	_90	7.5
	330	27.7
Days Off		208

Total non productive **235.7**

Days working: 365-235.7 = **129**

BRF/CF: 235.7/129= **1.8**

330/1950 = 16.9%

Examples of FTE Calculations for 24/7 Unit

- * ADC x HPPD x BRF/ Shift length
- * ICU staffing 2 patients per RN
 # patients/ 2 = # RNs per shift x 2
 # RNs in 24 hrs. x BR/CF
- * Determination of HPPD Run Rate (FTE utilization) / ADC / BRF* Shift Length

Table Exercise - FTE Calculation 24/7 Patient Care Unit

- * ADC of 10
- * HPPD 12
- * BRF 2.8
- * Shift length 12 hrs.
- ICU staffing 2 patients per RN
 # patients/ 2 = # RNs per shift x 2
 # RNs in 24 hrs. x BR/CF
- Determination of HPPD

 Run Rate (FTE utilization) 28.0 FTEs
 10 ADC
 BRF 2.8
 Shift Length 12 hrs

Determination of Staffing Guidelines

- * Known number of FTEs divide by the BRF doubled 28 RN FTES budgeted / by $5.6 (2.8 \times 2) = 5$ per shift
- * Use HPPD as benchmark
- * Adjust for volume up and down, ADC, procedures
- * Peri Op, procedural areas adjust for break time
- ED adjust staffing for higher volume times

Staffing Guidelines

Census Unit Staffing

Job Title	Day	Eve	Night	HPPD
RN	5		5	12.0

ED Staffing

Job Title	Day	Eve	Night
Triage RN	1	2	1
Blue Team RN	2	3	2

Vacation Planning

Number of nurses accruing 4 weeks of vacation per year





Number of nurses accruing 5 weeks of vacation per year



of Weeks Available to Take Vacation

Factors Influencing Staffing

- Balanced Schedule Preparation
 - Evenly planned vacations
 - Weekend scheduling
 - Seasonality
- * Fluctuating Volume census, cases, visits
- * Patient needs, 1:1 coverage
- * Unplanned Absences sick calls, LOAs, vacancies
- Missed meal breaks
- * Incidental OT

Review of the Objectives

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QUESTIONS



