

Guidance for Calculating Direct Nursing Care Hours

December 2016

The Department of Health offers this information to guide nursing care facilities in the calculation of hours of direct nursing care provided for each 24 hour period.

When calculating nursing hours consider the following:

Surveyors will be requesting that the facility complete the attached table to document actual number of hours each nursing staff worked for the selected periods of time.

Direct care nursing staff are included for the purpose of calculating the daily number of hours of care per resident/day (PPD).

The following are examples of staff that should **not** be included in the calculation of daily nursing care hours:

- Orientees
- Light duty nursing staff who are not providing direct care
- RNACs
- Hospice staff
- Private caregivers
- Feeding assistants
- Student nurses
- Unit clerks (even if they are nurse aides)

Examples of hours that **may** be included:

- Light duty nursing staff providing direct care such as nail care, feeding or 1:1
- Meal times of staff who remain “on duty” (physically present & able to personally provide nursing care when needed).

The Department may cite the facility for including hours of charge nurses &/or unit managers who are observed to be engaged in duties other than providing direct care, if the facility is counting them for purposes of meeting the PPD. The Department may review the job description for these staff for the purpose of determining whether a citation is appropriate.



December 9, 2016

When reviewing the nursing schedules, facilities should assure that the correct number of RNs, LPNs and NAs are scheduled for each shift (day, evening and night) as per 28 PA Code 211.12(f)(1)(g) & (h).

<i>Census</i>	<i>Day</i>	<i>Evening</i>	<i>Night</i>
59 and under	1 RN	1 RN	1 RN or 1 LPN
60/150	1 RN	1 RN	1 RN
151/250	1 RN and 1 LPN	1 RN and 1 LPN	1 RN and 1 LPN
251/500	2 RNs	2 RNs	2 RNs
501/1,000	4 RNs	3 RNs	3 RNs
1,001/Upward	8 RNs	6 RNs	6 RNs

(g) There shall be at least one nursing staff employee on duty per 20 residents.

(h) At least two nursing service personnel shall be on duty.

To calculate the direct care hours per resident/day:

Add the total number of direct care nursing staff hours for each 24 hour period, using the actual number of hours each person worked. Divide the total hours for each 24 hour period by the total census for each day to calculate the PPD.

The PPD must be at least 2.7 to meet 211.12(i). If not, a citation will be issued.

If the facility meets the PPD of 2.7 for each day reviewed, the facility must also consider if the direct care hours are adequate to meet the needs of the residents. The facility is accountable for providing adequate direct nursing care to meet the needs of all residents, which may necessitate staffing that exceeds the minimum required 2.7 PPD.



December 9, 2016

NURSING CARE HOURS

Facility: _____

Hours needed: _____

Average number of hours provided: _____

Each block should be completed using the actual hours worked by each person for each shift.

	Date							Date							WEEK OF SURVEY						
DATE:																					
DAYS:	[Redacted]																				
RN																					
LPN																					
AIDES																					
TOTAL																					
EVENINGS:	[Redacted]																				
RN																					
LPN																					
AIDES																					
TOTAL																					
NIGHTS:	[Redacted]																				
RN																					
LPN																					
AIDES																					
TOTAL																					
Total Staff																					
Total Hours																					
Hrs/Resident																					
Total Census																					