

**New Jersey Department of Health**

**INSTRUCTIONS FOR COMPLETING THE FORM HCQ-3,  
DAILY PATIENT CARE STAFFING: INPATIENT UNITS**

N.J.S.A. 26:2H-5f through 5h (P.L. 2005, c. 21) requires all general hospitals to post certain information on personnel providing direct care to patients after each daily shift. **Information for each shift should be posted NO LATER THAN one (1) hour after the end of the shift.**

Terms on the form are defined as follows:

<b>Term</b>	<b>Definition</b>
<b>Hospital Name:</b>	The specific name of the hospital, not the system if the hospital is part of a system.
<b>Date:</b>	The date that the Day shift begins and includes the month, date, and year (mm/dd/yyyy).
<b>Unit Name:</b>	The numeric or proper name that the hospital uses to refer to the unit, ex. 1 North, 2 South, Olsen Unit, Howard Pavilion, etc.
<b>Unit Type:</b>	Check ONE box only; select the listed description that matches the unit's licensure status.
<b>Shift:</b>	Shifts are standardized for posting and reporting purposes to either three eight (8) hour shifts or two twelve (12) hour shifts. Hospital units with other or mixed shift patterns must choose either the 8 or the 12 hour shift pattern in filling out the daily posting form. Hospital units may change from one shift pattern to the other but only on the first day of the quarter.
<b>Number of Patients:</b>	The number of patients admitted to a unit as of the time that is one (1) hour before the end of the shift. Include patients who are temporarily in a hallway in the unit awaiting a bed.
<b>Staff Type:</b>	Type of licensed or unlicensed personnel who give direct care to patients; do not include supervisory personnel who do not provide direct patient care.
<b>Actual Hours Worked:</b>	List for EACH staff type the total actual hours staff providing direct care worked during the shift. For example: <div style="margin-left: 40px;">                     6 registered professional nurses, each working 12.0 hours    <math>6 \times 12.0 = 72.0</math> hours                      3 registered professional nurses, each working 8.0 hours    <math>3 \times 8.0 = 24.0</math> hours  <span style="float: right;">96.0 hours</span> </div> ENTER this number for Actual Hours Worked (RNs).
<b>Number of Staff:</b>	One hour BEFORE the end of the shift, calculate the Number of Staff for EACH type of staff separately. Divide the total number of Actual Hours Worked by either 8 or 12 hours depending on the shift type selected. For example: <div style="margin-left: 40px;">                     96.0 RN hours divided by 12 = 8.0 RNs                      ENTER this number for Number of RN Staff.                 </div>
<b>Staff to Patient Ratio:</b>	DIVIDE the NUMBER OF PATIENTS by the NUMBER OF STAFF for each Staff Type category. For example: Number of patients is 47 <div style="margin-left: 40px;">                     Number of RNs is 8.0  <math>47/8.0 = 5.9</math> </div> The <b>ratio</b> is 1 RN : 5.9 Patients; ENTER this number for Staff to RN Ratio.