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**GATEWAY REGIONAL
MEDICAL CENTER**

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Owner Aimee Monrotus:
Chief Nursing
Officer (CNO)
Area PT CARE SVCS -
NURSING
Applicability Gateway
Regional Medical
Center
Tags Acuity,
Staffing

Nurse Staffing Matrices and Acuity Tools for Inpatient Units

Audience:

All employees

Purpose:

To ensure safe, effective, and patient-centered care by establishing a minimum nurse staffing matrix for inpatient units. Acuity tools are used to determine the complexity of care required for each patient in compliance with Illinois Department of Public Health (IDPH) requirements.

Policy Statement:

Gateway Regional Medical Center shall:

- Maintain adequate numbers of licensed and unlicensed nursing personnel to meet patient needs at all times.
- Utilize a written staffing plan developed by a Nurse Staffing Committee.
- Base staffing on patient acuity, not fixed ratios alone, while maintaining baseline staffing levels.
- Prohibit staffing decisions based solely on budgetary constraints.

Definitions:

Acuity: Measurement of nursing care complexity and intensity required by a patient.

Direct Care Nurse: RN providing bedside care.

Staffing Matrix: Tool outlining minimum staffing levels per unit based on census.

Nurse Staffing Committee (Staffing Acuity Meeting): Group of clinical staff responsible for nurse staffing plan development. Committee is comprised of at least 55% direct care nurses, meets at least 6 times per year and is lead by the Chief Nursing Officer and elected co-chair who is a direct care nurse. The committee reviews complaints and uses the data to make enhancements to staffing tools.

General Considerations and Responsibility:

In the event minimum staffing cannot be met, the manager and/or director of the unit (or their designee such as house supervisor) will implement escalation procedures including, but not limited to:

- Reassignment of qualified staff
- Use of float pool personnel
- Utilization of on-call staff

Practice:

- All minimum nursing staffing matrices and acuity tools will be posted on the units visible to staff and patients.
- Nursing staff have the ability to report discrepancies or complaints to the Nurse Staffing Committee without fear of retaliation.
- Nursing staff have the ability to report complaints to IDPH without fear of retaliation.
- Meeting minutes are posted on the Hospital Intranet Website.

Attachments:

- Nurse Staffing Committee Complaint Form
- Contact information for IDPH
- Matrices for inpatient nursing units with acuity tools

References:

IDPH Administrative Code (77 Ill. Adm. Code 250) [Illinois General Assembly - ADMINISTRATIVE CODE](#)

Illinois Hospital Licensing Act (210 ILCS 85) [Illinois General Assembly - -](#)

Illinois Nurse Staffing by Patient Acuity Act (210 ILCS 86) [REGULATION - HEALTH FACILITIES AND REGULATION](#)

CMS Conditions of Participation (42 CFR 482.23 Nursing Services) [eCFR :: 42 CFR 482.23 – Condition of participation: Nursing services.](#)

Attachments

- [GRMC Staffing Concern Form](#)
- [IDPH Memo w/contact info](#)
- [Inpatient Staffing Matrix and Acuity tool](#)

Approval Signatures

Step Description	Approver	Date
Regulatory Review for IDPH action planning	Brittany Davison: Director Clinical Informaticist	04/2026
Policy Owner	Brittany Davison: Director Clinical Informaticist	04/2026

Applicability

Gateway Regional Medical Center

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