M4A1: Calculating FTE hours

In staffing, it is important for an organization to understand the calculations of full-time equivalent (FTE) hours it must comply with healthcare and labor laws. FTE hours is a way to measure how many full-time employees would be required to perform the work done in an organization. With the calculation of FTE’s, the staffing budget can forecast the cost of staffing, benefits, hopefully minimize overtime, and identify trends for a particular department or unit, which is important for budgeting. Metropolis Health System information is used to calculate FTE hours with given data within this activity.

Metropolis Health System (MHS) uses a basic work week of 40 hours throughout the system. Thus, one full-time employee works 40 hours per week. MHS also uses a standard 24-hour scheduling system of three 8-hour shifts. The Director of Nursing needs to compute the staffing requirements to fill the Operating Room positions. Since MHS is a trauma center the OR is staffed 24 hours a day, 7 days a week. At present, staffing is identical for all seven days of the week, although the Director of Nursing is questioning the efficiency of this method.

The Operating Room Department is staffed with 2 nursing supervisors on the day shift and 1 nursing supervisor apiece on the evening and night shifts. There are 2 technicians on the day shift, 2 technicians on the evening shift, and 1 technician on the night shift. There are 3 RNs on the day shift, 2 RNs on the evening shift, and 1 RN plus 1 LPN on the night shift. In addition, there is one aide plus one clerical on the day shift only.

**Required**

1. Use the Excel workbook you downloaded in Module 1 titled: HSC/NUR414 Finance Workbook
2. Open the tab “M4A1”.
3. Complete each position and shift with number of positions on each shift and total FTE hours for each shift.
4. Compute the total number of FTEs required to fill the Operating Room staffing positions.