**How to Use the Staffing Hours Budget Worksheet**

1. **Set minimum staffing levels**
   Estimate the minimum number of staffers by day for pre- and post-op areas and the ORs for each day of the week. This is the number of staff needed to meet regulatory and operational requirements (excluding administrative staff). The days would be tight and everyone would be working tirelessly, but you could make it work. Enter these minimum estimates in the appropriate boxes on the worksheet.

<table>
<thead>
<tr>
<th>Maximums</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-/post-op</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>Surgery</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>13</td>
<td>7</td>
</tr>
</tbody>
</table>

2. **Set maximum staffing levels**
   Now estimate the maximum number of staffers — the amount that would let your team work at a comfortable pace with regular breaks, but without too much standing around. Think of scenarios where you have all the staff you need and everyone is present — not sick or on vacation — and you can easily meet regulatory and operational requirements. Enter these maximum estimates for each day of the week in the appropriate boxes on the worksheet.

3. **How many Tuesdays in the month?**
   Consult a calendar to figure out how many days of the week (Mondays, Tuesdays, Wednesdays and so on) there are in each month. Don’t include holidays. Enter the numbers in the appropriate columns. The worksheet will then automatically multiply the number of staffers needed per day by the number of days in each month to calculate monthly minimum and maximum staffing levels for pre- and post-op areas and the OR.

4. **Calculate monthly staffing hours**
   The worksheet will calculate monthly minimum and maximum staffing hours. It will automatically multiply your monthly staffing levels by the number of hours in your standard workday to calculate minimum and maximum staffing hours for each month.

5. **Overstaffed or understaffed?**
   As the year progresses, enter the actual monthly staffing hours in the column on the far right of this portion of the spreadsheet. This is your “budget-to-actual” staffing hours report. Do they fall within the budgeted range? If your actual staffing hours consistently fall below the estimated range, you might need to add additional staff. If the actual hours are often beyond the estimated range, you might need to streamline your staff or schedule more efficiently.

*Download your worksheet at outpatientsurgery.net/forms*