

Trust Board of Directors October 2014

Nurse Staffing Report for September 2014

Executive Summary

This report provides an overview of the nursing and midwifery staffing position for September 2014. The nurse staffing levels for September were uploaded onto UNIFY in line with the national deadline of the 15th September 2014.

Five inpatient areas had a fill rate of less than 90% and of those five areas, only the neonatal unit had a fill rate of less than 80%, which was related to Health Care Assistant (HCA) shifts. No inpatient area had a fill rate of less than 85% for Registered Nurses.

Additional Health Care Assistant shifts on night duty have continued to increase. Mansfield Community Hospital utilised a large number of these shifts. This was due to the transfer of an increased number of sub acute patients from Kings Mill Hospital and the increased demands in 1-1 care for a patient with mental health needs. This patient has been transferred to another location.

On 30th September 2014, all Kings Mill Hospital ward sisters were seen by the Director of Nursing and Director of Operations to reinforce establishment and rota controls and provide clarity in relation to the numbers and skill mix they are working within. Meetings with Mansfield Community and Newark Hospitals ward sisters are planned for the beginning of November. It is expected these measures will provide greater control.

There were a total of 91 Datix incidents related to falls, pressure ulcers, medication errors or staffing incidents. Three of these harm events (falls, pressure ulcers and medication incidents) occurred in wards that fell below the 90% threshold. Triangulating the ward assurance information with two wards (22 and 32) demonstrate positive outcome measures for falls, pressure ulcers and serious incidents, indicating the slight fall in fill rate has not adversely affected the quality metrics.

The inpatient wards, in particular medicine, are particularly reliant on the use of bank and agency nurses to bridge gaps. This risk is managed consistently by the ward sisters and the matrons to ensure staffing risks are mitigated. Ongoing recruitment, including a recent visit to Ireland, is challenging but being proactively managed. This nurse staffing risk is recorded on the corporate risk register and will be included within the updated Board Assurance Framework.

The Board are asked to:

- Note the outcomes of the UNIFY submission
- Understand mechanisms are in place to manage the current risk in relation to nurse staffing
- Receive a full six month staffing review in November

1.0 Introduction

The Board of Directors receive a monthly nurse staffing report of which provides detailed data analysis on a shift by shift basis of the planned and actual staffing levels across our inpatient wards. This includes an exception report where the actual nurse staffing levels have either fallen below a 90% or have exceeded a 110% threshold.

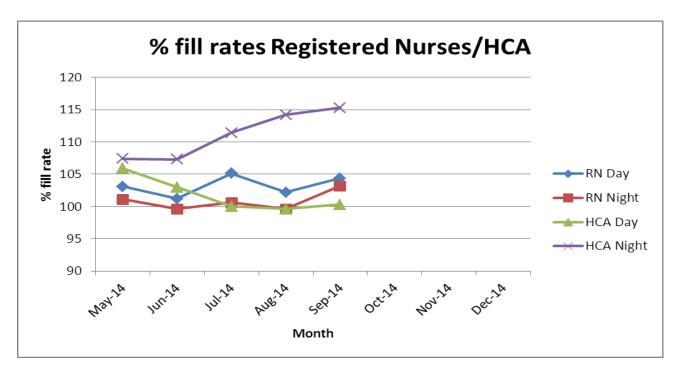
The report forms part of the organisation's commitment in providing open and honest information, through publication of this data on the Trust's Website. This includes a copy of the monthly UNIFY data submission that is published on the NHS Choices website.

2.0 Registered Nurse & Health Care Assistant (HCA) Staffing Analysis (Planned versus Actual) September 2014.

The Trust submitted and uploaded Registered Nurse (RN) & Health Care Assistant (HCA) staffing data (Planned versus Actual) for September. Information is summarised in the following table:

September 2014	Day	Day	Night	Night
Site Name	Average Fill Rate RN/RM	Average Fill Rate HCA	Average Fill Rate RN/RM	Average Fill Rate HCA
Kings Mill Hospital	102%	103%	101%	109%
Mansfield Community Hospital	110%	100%	100%	130%
Newark Hospital	100 %	105%	99%	106%

The graph below illustrates the actual % fill rates for RNs and HCAs from May – September 2014. This shows that average fill rates remain within the agreed parameters, with the exception of the HCA fill rates during night duty periods. This was particularly significant across the sub acute geriatric rehabilitation wards at Mansfield Community hospital, where a patient required enhanced observation for the whole of September and a number of patients with sub acute care needs were transferred from Kings Mill Hospital.



There are more staff members available during the day and the ward sisters and charge nurses have been charged with meeting the needs of all or most of the enhanced observation and care within their daytime staffing levels. However, this 'buffer' doesn't exist at night so the sisters and charge nurses ensure patient safety by ensuring that patients who require enhanced observation have 1:1 care.

During September, the existing nursing resources were further stretched by the need to open additional, 'un-established' beds, to meet increased demand for in-patient care; EAU, Ward 54, Day Case Unit (opened at weekends x 3 in month).

On 30th September 2014, all Kings Mill Hospital ward sisters were seen by the Director of Nursing and Director of Operations to reinforce establishment and rota controls and provide clarity in relation to the numbers and skill mix they are working within. Meetings with Mansfield Community and Newark Hospitals ward sisters are planned for the beginning of November. It is expected these measures will provide greater control.

3.0 UNIFY Data Submission September 2014

Analysis of the UNIFY Nurse Staffing data submission for September (Appendix 1), Matron Exception Report (Appendix 2) and Ward Staffing Information (Appendix 3) has highlighted the following themes in month:

- 1. During September the wards recorded an overall increase in overall RN utilisation (19% increase during day shifts and 6% increase during night shifts). This represents a 3% reduction on the previous month's figures.
- 2. During September a total of 545 additional Health Care Assistant shifts were utilised across the organisation to provide enhanced patient support to clinical areas. Of those a total of 204 shifts were filled with Agency HCAs (37%). This is a 3% reduction compared to August.
- 3. A total of 5 wards that had failed to achieve the 90% threshold include: Ward 22, Ward 32, Ward 25, NICU, inpatient Maternity.

Note: The staffing levels are pre-'Keogh investment' – i.e. do not reflect the uplift agreed to enhance and improve our skill mix and staffing levels.

The following section provides further information regarding each of these areas both in terms of rationale and future mitigation.

Ward 22 (RN – 89%) In recognition of the increasing patient dependency on the ward, especially the demands of caring for dementia patients, the ward establishment has been uplifted to enable a 4th RN on the day shift; the ward then recruited additional permanent staff. However, recruitment has not kept pace with recent staff turnover, and the ward can only currently staff the 'old' staffing levels of 3 RNs on the day shift. This shows up a shortfall in the UNIFY data.

Ward 32 (RN=112%; HCA=85%) The ward is transitioning to the first milestone of the revised nurse establishment of a 60:40 skill mix, resulting in an over fill of RNs and an under fill of HCAs against their current (50:50) staffing levels. Once a critical mass balance is achieved, the establishment will be adjusted to reflect this change. This is anticipated to be achieved by December 2014.

Ward 25 (RN 88% day; 97% night) The variation between the planned and actual staffing resources recorded is complex and multi factorial and is in response to:

- 1. Seasonal variation
- 2. Activity fluctuations
- 3. Planned capacity reductions over the weekends.

The demand and thus the staffing levels required fluctuate more within paediatrics than other in-patient (adult) wards. The demand is assessed and managed daily by senior nursing staff to ensure quality and safety standards are being maintained at all times; unfortunately, the UNIFY tool does not reflect or facilitate this level of adjustment to demands and staffing capacity.

Maternity (RM 89% day; 82% night) The variation between the planned and actual staffing resources required in month within maternity services was in response to the variation in activity experienced, and current vacancies within the RM workforce. During periods of increased activity, midwifery resources were flexed between the in-patient and community midwifery teams. All shifts were risk assessed by the unit co-ordinator to ensure quality and safety standards were being maintained at all times. If this flexing of staff is no longer able to meet staffing requirements during periods of high demand, the unit is closed to admissions until such time that the service can safely resume. This is usually a rare occurrence at KMH; however, during September, the unit closed twice, for 4 hours and 6 hours (full RCAs are being undertaken).

NICU (Neonatal) During September the unit had 2 HCA vacancies. Due to the specialist nature of this speciality the unit was unable to source bank or agency HCA support, therefore RN resources were increased to address this deficit, from amongst their own staff (the unit had reduced number of cots and level of care during this time). This area is requiring close scrutiny by the divisional team to ensure cots are safely staffed and is recorded on the trust risk register.

4.0 Quality and Safety

A monthly review is undertaken by the senior nursing team to triangulate any correlations between staffing levels and any instances of patient harm. Caution is exercised when looking for causative factors and correlation, given the large number of variables which can impact and effect patient outcomes.

The following table identifies the total number of Datix incidents recorded during September specifically relating to:

- 1. Patient falls that resulted in harm
- 2. Medication errors that resulted in harm
- 3. Avoidable pressure ulcers
- 4. Nurse staffing incidents

			Correla	ation betw	een nurse staff	ing fill rates and patient o	utcomes	
	DA'	Y %	Nig	ht %				
Ward	RN	HCA	RN	HCA	Falls (Harm)	Medication Errors(Harm)	Avoidable Pressure Ulcers	Staffing incidents
EAU	103.5%	103.6%	100.0%	106.1%	4	7	0	1
11	100.0%	112.2%	100.0%	116.7%	2	0	0	0
12	97.8%	122.8%	100.0%	100.0%	2	1	0	0
14	100.0%	99.4%	100.0%	101.7%	0	0	0	0
21	100.4%	97.9%	101.1%	97.8%	2	0	0	0
22	85.8%	117.8%	100.0%	140.0%	0	0	0	0
23	99.0%	99.2%	99.3%	100.0%	1	0	0	0
24	98.9%	103.3%	101.1%	100.0%	1	1	0	0
31	105.0%	100.6%	100.0%	106.7%	0	0	0	0
32	112.2%	85.0%	98.9%	106.7%	0	1	0	0
33	99.4%	97.2%	100.0%	103.3%	3	2	0	0
34	97.8%	121.7%	98.9%	125.0%	3	0	0	1
35	100.0%	102.2%	102.2%	100.0%	2	0	0	0
36	124.4%	123.3%	100.0%	143.3%	5	2	0	0
41	100.0%	110.0%	100.0%	115.0%	3	0	0	0
42	117.8%	101.1%	102.2%	125.0%	3	1	1	0
43	100.0%	98.9%	100.0%	100.0%	2	0	0	0
44	104.4%	101.1%	97.8%	120.0%	4	0	1	1
51	100.0%	116.7%	96.7%	153.3%	0	1	0	0
52	110.8%	93.8%	101.1%	96.7%	2	4	0	0
Stroke Unit	110.4%	119.0%	128.0%	116.7%	5	1	0	1
ICCU	112.5%	95.0%	112.9%	96.7%	0	0	0	0
NICU	118.9%	58.3%	105.6%	76.7%	0	1	0	0
Ward 25	88.8%	100.0%	97.2%	N/A	0	0	0	1
Inpatient	00.00/	05.00/	04.00/	00.00/				
maternity	89.2%	85.9%	94.6%	82.3%	1	0	0	2
DCU	100.0%	93.5%	93.8%	95.5%	0	0	0	0
Chatsworth	109.2%	96.1%	100.0%	109.1%	3	0	0	0
Lindhurst	120.0%	104.4%	100.0%	183.3%	1	0	0	1
Oakham	102.5%	101.7%	100.0%	100.0%	3	0	0	0
Sconce	100.8%	107.5%	98.9%	113.3%	5	0	0	0
Fernwood	100.0%	100.0%	100.0%	95.0%	1	1	0	0
Totals					58	23	2	8

Of a total of 91 incidents which occurred within clinical ward environments, 3 of these harm events (falls, pressure ulcers and medication incidents) occurred in wards that fell below the 90% threshold. Triangulating the ward assurance information (Wards 22 and 32) show positive outcome measures for falls, pressure ulcers and serious incidents, indicating the slight fall in fill rate has not adversely affected the quality metrics.

Triangulating with Ward Assurance Matrix during September:

Ward 22 experienced:

- 1 case of C difficile
- 0 Grade 2, 3, or 4 hospital acquired pressure ulcers
- 0 falls causing harm
- 0 serious incidents
- 63% response rate in their family and friends test with a score of 4.7 stars

Ward 32 experienced:

- 0 case of C difficile
- 0 Grade 2, 3, or 4 hospital acquired pressure ulcers
- 0 falls causing harm
- 0 serious incidents
- 49% response rate in their family and friends test with a score of 4.7 stars

These are excellent quality results

5.0 Achievement of Planned Staffing Requirements – Organisational Capacity and Capability

New for September 2014

Daily staffing levels, including skill mix and enhanced care requirements, are formally reported, recorded and collated **three times daily** through the capacity and flow meeting. Required actions are identified and quickly addressed to mitigate any shortfalls and balance out staffing requirements and resources across the trust.

On a shift by shift basis, ward sisters and charge nurses, are responsible for ensuring that their areas are safely and appropriately staffed. Duty rotas and staffing levels are regularly reviewed by the matrons, with constant risk assessments and decisions to mitigate the greatest risks.

To further improve our management of staffing levels across the organisation, a new daily review system has been implemented during September. Daily staffing levels, including skill mix and enhanced care requirements, are formally reported, recorded and collated **three times daily** through the capacity and flow meeting. Required actions are identified and quickly addressed to mitigate any shortfalls and balance out staffing requirements and resources across the trust.

Currently there are 70.03 nursing and midwifery vacancies across the Trust. A greater proportion of these vacancies are within Emergency Care and Medicine. There is currently a reliance on agency and bank to ensure safe staffing levels are maintained.

A comprehensive recruitment strategy specifically designed to attract RNs is on-going. This includes overseas recruitment from other EU countries. Many of these new recruits have required extended periods of enhanced support and remain in a supernumerary status; however, most have or are approaching full competency and will be able to make a fuller contribution to our staffing levels during October. Despite this campaign, there are still 70.03 (5.92%) vacancies and there remains a heavy reliance upon temporary staffing solutions to satisfy our staffing requirements of which is reflected locally and nationally. This is recorded as a risk of 15 on the Trusts risk register.

6.0 External Regulators

During September the Care Quality Commission requested further information regarding staffing levels in EAU and SAU. A comprehensive response was given in which we described the establishment, skill mix, current vacancies, current numbers and the tools used to assess staffing requirements which include professional judgement, Telford and the use of the Safer Nursing Care Tool. This response was shared with the non executive chair of the Quality Committee. No further information has been requested.

7.0 Conclusion

Analysis of our planned and actual nurse staffing levels demonstrates that the majority of wards fulfil the required standards. The more robust operational systems and processes put in place during September ensure that shortfalls are more quickly identified and addressed. Recruitment continues to fill existing vacancies and to enable (some of) the wards to reach the first phase of the 'Keogh' uplift. The reliance on temporary staffing solutions is still significant and continues to be an operational challenge within the organisation, but is being managed consistently and equitably across the nursing workforce.

Susan Bowler

Executive Director of Nursing and Quality

Appendix 1 – Unify staffing information. For the purpose of the RAG rating anything between 80% - 90% is amber and anything 79% and below is red rated

September. 2014						Monthl	y Hours					
			DAY						Night			
	•	stered s/nurses		Care	Staff		•	stered s/nurses		Care	Staff	A.,
	Total	Total	Average fill rate -	Total	Total	Average fill	Total	Total	Average fill rate -	Total	Total	Average fill rate -
Ward name	monthly	monthly	registered	monthly	monthly	rate - care	monthly	monthly	registered	monthly	monthly	care
	planned	actual	nurses/midwives (%)	planned	actual	staff (%)	planned	actual	nurses/midwives (%)	planned	actual	staff (%)
	staff	staff hours		staff hours	staff hours		staff hours	staff		staff hours	staff hours	(13)
	hours	nours		Hours		re and Surge		hours		Hours	Hours	
Ward 11	1080.00	1080.00	100.0%	1080.00	1212.00	112.2%	990.00	990.00	100.0%	660.00	770.00	116.7%
Ward 12	1080.00	1056.00	97.8%	1080.00	1326.00	122.8%	990.00	990.00	100.0%	660.00	660.00	100.0%
Ward 21	1440.00	1446.00	100.4%	1080.00	1074.00	97.9%	990.00	1001.00	101.1%	990.00	968.00	97.8%
Ward 31	1080.00	1134.00	105.0%	1080.00	1086.00	100.6%	990.00	990.00	100.0%	660.00	704.00	106.7%
Ward 32	1080.00	1212.00	112.2%	1080.00	918.00	85.0%	990.00	979.00	98.9%	660.00	704.00	106.7%
ICCU	2880.00	3240.00	112.5%	360.00	342.00	95.0%	2640.00	2981.00	112.9%	330.00	319.00	96.7%
DCU	1104.00	1104.00	100.0%	552.00	516.00	93.5%	528.00	495.00	93.8%	242.00	231.00	95.5%
Totals	9700.00	10272.00	104.0%	6312.00	6474.00	101.0%	8118.00	8426.00	101.0%	4202.00	4356.00	102.9%
						diatrics						
NICU	1080.00	1284.00	118.9%	360.00	210.00	58.3%	990.00	1045.00	105.6%	330.00	253.00	76.7%
Ward 25	2520.00	2238.00	88.8%	720.00	720.00	100.0%	1980.00	1925.00	97.2%	0.00	22.00	#DIV/0!
Totals	3600.00	3522.00	103.9%	1080.00	930.00	79.2%	2970.00	2970.00	101.4%	330.00	275.00	
101	100000	1000.00	100.00/	400000		and Children			100.00/			101 =01
Ward 14	1080.00	1080.00	100.0%	1080.00	1074.00	99.4%	990.00	990.00	100.0%	660.00	671.00	101.7%
Inpatient Maternity	3720.00	3318.00	89.2%	1488.00	1278.00	85.9%	3069.00	2904.00	94.6%	1364.00	1122.00	82.3%
Totals	4800.00	4398.00	94.6%	2568.00	2352.00	92.7%	4059.00	3894.00	97.3%	2024.00	1793.00	92.0%
		ı				edicine	•	T				
EAU	3240.00	3354.00	103.5%	2160.00	2238.00	103.6%	2310.00	2310.00	100.0%	1980.00	2101.00	106.1%
Ward 22	1440.00	1236.00	85.8%	1080.00	1272.00	117.8%	990.00	990.00	100.0%	660.00	924.00	140.0%
Ward 23	1800.00	1782.00	99.0%	720.00	714.00	99.2%	1650.00	1639.00	99.3%	330.00	330.00	100.0%
Ward 24	1080.00	1068.00	98.9%	1080.00	1116.00	103.3%	990.00	1001.00	101.1%	660.00	660.00	100.0%
Ward 33 Ward 34	1080.00	1074.00	99.4%	1080.00	1050.00	97.2%	990.00	990.00	100.0%	660.00	682.00	103.3%
Ward35	1080.00	1056.00 1080.00	97.8%	1080.00 1080.00	1314.00	121.7%	990.00 990.00	979.00 1012.00	98.9%	660.00 660.00	825.00 660.00	125.0%
Ward 36	1080.00 1080.00	1344.00	100.0% 124.4%	1080.00	1104.00 1332.00	102.2% 123.3%	990.00	990.00	102.2% 100.0%	660.00	946.00	100.0% 143.3%
Ward 41	1080.00	1080.00	100.0%	1080.00	1188.00	110.0%	990.00	990.00	100.0%	660.00	759.00	115.0%
Ward 42	1080.00	1272.00	117.8%	1080.00	1092.00	101.1%	990.00	1012.00	102.2%	660.00	825.00	125.0%
Ward 43	1440.00	1440.00	100.0%	1080.00	1068.00	98.9%	1320.00	1320.00	100.0%	660.00	660.00	100.0%
Ward 44	1080.00	1128.00	104.4%	1080.00	1092.00	101.1%	990.00	968.00	97.8%	660.00	792.00	120.0%
Ward 51	1080.00	1080.00	100.0%	1080.00	1260.00	116.7%	990.00	957.00	96.7%	660.00	1012.00	153.3%
Ward 52	1440.00	1596.00	110.8%	1440.00	1350.00	93.8%	990.00	1001.00	101.1%	660.00	638.00	96.7%
Stroke Unit	2880.00	3180.00	110.4%	1800.00	2142.00	119.0%	1650.00	2112.00	128.0%	1320.00	1540.00	116.7%
Chatsworth	720.00	786.00	109.2%	1080.00	1038.00	96.1%	660.00	660.00	100.0%	330.00	360.00	109.1%
Lindhurst Ward	720.00	864.00	120.0%	1080.00	1128.00	104.4%	660.00	660.00	100.0%	330.00	605.00	183.3%
Oakham Ward	720.00	738.00	102.5%	1080.00	1098.00	101.7%	660.00	660.00	100.0%	330.00	330.00	100.0%
Sconce Ward	1440.00	1452.00	100.8%	1440.00	1548.00	107.5%	990.00	979.00	98.9%	990.00	1122.00	113.3%
Fernwood	360.00	360.00	100.0%	720.00	720.00	100.0%	330.00	330.00	100.0%	660.00	627.00	95.0%
Totals	25920.00	26970.00	104.2%	23400.00	24864.00	105.9%	21120.00	21560.00	101.3%	14190.00	16398.00	117.3%

Appendix 2- Matron Exception Report.

					Sept 2014 Monthly Nurse st	affing Summary		
						Report fro	om Matron	
Ward	% fill Registered (Day)	% fill Registered (Night)	% fill HCA (Day)	% fill HCA(night)	Analysis of gaps	Impact on quality/outcomes	Actions in place	Matron assurance statement
Ward 11	100.0%	100.0%	112.2%	116.7%	Ward 11 is established to provide elective orthopaedic care; recently they have been utilised to care for trauma patients. The increase in HCA resources were utilised to provide enhanced support to patients presenting with delirium and cognitive impairment who were deemed to be at an increase of falls and harm	No impact	The ward sister and the matron are closely monitoring the quality aspects including the nurse metrics, friends and family data and complaints. There is no evidence for the current month that any of these aspects have been impacted upon.	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward12	97.8%	100.0%	122.8%	100.0%	The increase in HCA resources were utilised to provide enhanced support to patients presenting with delirium and cognitive impairment who were deemed to be at an increase of falls and harm	No impact	The ward sister and the matron are closely monitoring the quality aspects including the nurse metrics, friends and family data and complaints. There is no evidence for the current month that any of these aspects have been impacted upon.	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward22	85.8%	100.0%	117.8%	140.0%	The reduced registered nurse percentage in the day relates to the return to 3 registered nurses being on shift some days and not the agreed increase to 4. This is due to increased vacancies. The increased percentages that are seen in the day and night for health care assistants corresponds to the need to offer enhanced observations for several patients. This has been complicated by one of these patients requiring isolation due to infection and therefore a designated 1-1 HCA. The reduced numbers of staff at night has made the need for additional staff for enhanced care greater then within the day where flexible staffing methods have been used,	The reduced registered nurse numbers has placed pressure on the remaining team and this impact is demonstrated through the increased short term sickness rates. The ward has a considerable overspend and the ward sister is being supported with this. It includes monitoring the quality impact the reduced numbers have had and observing for any trends or increased prevalence of incidents. The support received from the additional HCA's has assisted in counter balancing the potential impact the registered nurse reduction has made.	The ward sister and the matron are closely monitoring the quality aspects including the nurse metrics, friends and family data and complaints. There is no evidence for the current month that any of these aspects have been impacted upon.	All requests for enhanced care/observation (1-1) continue to be challenged, risk assessments reviewed by Matron and all other interventions considered before additional staffing put in place. Through close monitoring and observation, the matron is assured that every effort to support staff is in place, that recruitment is high on the ward sister's agenda, sickness management utilising the new policy is maintained and that quality remains the key aspect the wards strives for.
Ward32	112.2%	98.9%	85.0%	106.7%	The ward is transitioning to the first milestone of the revised nurse establishment of a 60:40 skill mix, resulting in an over fill of RNs and an under fill of HCAs against their current (50:50) staffing levels. Once a critical mass balance is achieved,	No increase in incidents or adverse effect on quality metrics	Proactive recruitment strategy in place across division	All shifts safely staffed. Temporary staff used as necessary for patient dependency

					the establishment will be adjusted to reflect this change.			
Ward34	97.8%	98.9%	121.7%	125.0%	Ward 34 has 5wte band 5 vacancies and 1 band 6 on secondment into the Dementia specialist nurse post. All vacant posts have RTF completed and we are actively recruiting through both domestic and overseas routes. One newly qualified nurse recruited and starting October.	Reduction in skill mix on the ward with support put in from temporary staff where required. No increase in incidents	Proactively recruiting to vacant posts with an increased escalation through division around progress	Ward leader ensures that all shifts have appropriate level of staffing to meet safe care standards using temporary staff where required. Risk assessment have taken place where necessary and increased care staff have been utilised for enhanced care
Ward 36	124.4%	100.0%	123.3%	143.3%	The additional increase in unregistered nurse's results from the number of enhanced care (1:1) resource required. One patient has required 1:1 for the duration of her stay which is 100 days so far. When ward 36 was established at the end of last year it was recognised the skill mix and leadership was very junior. As a contingency one additional registered nurse was rostered onto every shift to improve patient safety and quality.	Interim band 7 made substantive.	Agreed to reduce RN to 3 in the day in line with current establishment and other equivalent wards. Focus on ensuring correct transfers and pathways are followed so that appropriate patient mix is admitted to the ward that can be safely managed within establishment	Review of all risk assessments and requests for additional staffing by matron. To ensure all other actions have been considered and are in place
Ward41	100.0%	100.0%	110.0%	115.0%	The increased percentages that are seen in the day and night for health care assistants is in correspondence to the need to offer enhanced observations for several patients, this has been monitored and the correct documentation has been produced to evidence the need.	The ward has the increased challenge that patients who are undergoing rehabilitation are at greater risk of falls when they are encouraged to be independent, this is carefully managed and the appropriate action is to facilitate this utilising support from additional care staff.	The use of the trusts enhanced observation policy and documentation is undertaken effectively, and the need is assessed on a daily basis, the additional staff are then requested relating to the identified need.	The ward sister has many years of caring for rehabilitation patients and managing her team, she clearly demonstrates her expectations and the matron is assured by her thorough processes.
Ward42	117.8%	102.2%	101.1%	125.0%	Ward 42 have 4.5wte Band 5 vacancies and 1 RGN super numeracy due to formal capability which is resulting in overfill.	Reduction in skill mix on the ward with support put in from temporary staff where required. No increase in incidents.	Proactively recruiting to vacant posts with an increased escalation through division around progress. Review of other speciality areas to move staff to support while recruitment takes place.	Ward leader ensures that all shifts have appropriate level of staffing to meet safe care standards using temporary staff where required. Risk assessment has taken place where necessary and increased care staff have been utilised for enhanced care. Meeting arranged to put into action plan to move staff from other better established respiratory wards to support
Ward44	104.4%	97.8%	101.1%	120.0%	Ward 44 do not have qualified vacancies and have been successful in recruiting to enhanced staff numbers.	No impact	Ward 44 will be supporting ward 42 by providing a qualified nurse to cover gaps	There has been an increased use of HCA on nights to support enhanced care of some at risk patients, all risk assessments have been completed and temporary staff have been brought in to support

Ward51	100.0%	96.7%	116.7%	153.3%	The increased percentages that are seen in the day and night for health care assistants is in correspondence to the need to offer enhanced observations for several patients, this has been monitored and the correct documentation has been produced to evidence the need.	The ward has recently had an increase in falls causing harm and some of the recommendations following relate to the need to utilise the extra care staff for enhanced observations, and ensure that they are then used effectively	The use of the trusts enhanced observation policy and documentation is undertaken effectively, and the need is assessed on a daily basis, the additional staff are then requested relating to the identified need	The ward sister has a clinical educator awareness to the falls risks and is able to offer her team the support they require, she is able to respond to the needs of each patient and strives to provide the best care to all, the matron is assured that all actions are taken with the patients best interests being the basis for decisions.
ICCU	112.5%	112.9%	95.0%	96.7%	Extra RNs requested when unit increased to take patients over and above normal capacity, enabling the unit to flex up and reduce need for cancellations or delays in transfers in	No impact		National standards for staffing in critical care areas are followed for ICCU
Stroke unit	110.4%	128.0%	119.0%	116.7%	The increased percentages evident for registered staff are in relation to the actions taken to open the dayroom for extra bed occupancy. The reason the nights percentage is substantially higher relates to the decreased staffing numbers on the unit for this shift. The increased percentages that are seen in the day and night for health care assistants is in correspondence to the need to offer enhanced observations for several patients, this has been monitored and the correct documentation has been produced to evidence the need and also the increased bed capacity	It should be noted that the dayroom is a converted inpatient bay, hence the ability to be adapted as needed. The impact on the ward is the need to use increased agency and for the ward sister to monitor closely the impact this has on the quality of the experience of patients. The ward does have an increase in concerns relating to the ability to supply all the necessary equipment but no issues have been identified relating to care.	The dayroom is only utilised now following discussion with the senior management team, when all other options have been explored. The use of the trusts enhanced observation policy and documentation is undertaken effectively, and the need is assessed on a daily basis, the additional staff are then requested relating to the identified need.	As with all areas the ward sister strives to provide the best care and supports her team to facilitate this, the stroke unit has the added advantage of a unit based specialist nurse who assists with the quality aspects of all stroke patients. The matron is assured that the team works together effectively and manages the needs of each individual under their care to the highest standard possible, she has witnessed the team undertaking the thrombolysis process and is proud that they are recognised in not only the region and nationally but internationally as the leading trust for door to needle response time.
NICU	118.9%	105.6%	58.3%	76.7%	2.03wte HCA vacancies to be recruited to this month	No increase in incidents or adverse effect on quality metrics, but the unit does require close scrutiny	Proactive recruitment strategy in place across division but staffing levels closely monitored by the Matron and Divisional team	HCA shortfalls are covered by RN nurses as there is none or little bank/agency specialist HCA available.
Ward25	88.8%	97.2%	100.0%	N/A	6.42 WTE Band 5 vacancies. 2wte recruited to.	No increase in incidents or adverse effect on quality metrics	Proactive recruitment strategy in place across division	Every day the ward nurse staffing levels are monitored and recorded against the expected staffing levels. If any shift has a shortfall, a review of the patient acuity and workload is undertaken by the ward leader and/or matron and actions agreed to meet the shortfall, if required. On some occasions, the shortfall and subsequent staffing level is deemed within safe levels, given the patient acuity and workload for that shift.

In patient Maternity	89.2%	94.6%	85.9%	82.3%	The gaps are a mixture of sickness, maternity leaves and vacancies.	As is traditional maternity services have had a busy month in terms of activity and as such has closed services twice during the month. On both occasions this was not related to staffing but capacity and volume of presentations. We have seen no impact on incident reporting or outcome measures but have had to review home birth provision on several occasions.	Fully utilised and redeployed staff not within in patient establishments e.g. senior and specialist midwives. Reviewed activity and instigated Escalation policy to maintain safety. Re prioritised elective work. Internal recruitment to fill unqualified roles why the bank can't currently support with cover	Unit closed on 2 occasions to maintain safety, but not linked to staff availability. No Increase in incidents or apparent effect on outcomes. Gaps in rota compounded by activity and acuity. Vacancies covered with effect w/c 6th October (qualified). Sickness challenged at confirm and challenge and all actions in progress.
Lindhurst	120.0%	100.0%	104.4%	183.3%	Increase in RN due to recruitment, increasing RN figures but in supernumery status, 1:1 required all through September mostly managed using supernumery staffing on days but extra HCA required at night. Sub acute patients admitted from Kings Mill, so additional support to provide safe care	Other patients definitely protected from harm, falls reduced to an absolute minimum but not completely due to physical strength and determination of patient to stand and walk. Very complex case. Without 1:1 several falls per shift would have occurred	No longer requiring 1:1 patient transferred to Mental Health Setting	All shifts staffed to provide safety to all patients, all appropriate pathways followed correctly.
Sconce	100.8%	98.9%	107.5%	113.3%	Extra HCA's have been used to safely staff level 4 enhanced care patients.	To minimise patient falls and Maximise patient/family experience	Daily review as to whether patient can be stepped down from Level 4 care	All shifts safely staffed. Temporary staff used as necessary for patient dependency

Appendix 3 Ward Staffing

Data

A.A all																																
Month		Ward																														
Sep-14	T	EAU				1	Actuo	I Off D																								
	Days in Mon					.	Actua	IOIID	uty																							
30	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Shifts	Baseline	01/09/14	02/09/14	09/09/14	04/09/14	05/09/14	06/09/14	07/09/14	00/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	35/09/14	17/09/14	18/09/14	29/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	
Early Trained	9	8	6	8	9	7	6	8	6	7	7	8	8	7	8	8	9	7	9	9	8	7	7	8	8	9	9	7	7	9	8	
Early Trained Agency		2	2	2	1	2	3	1	3	3	3	1	1	2	1	2	1	2	1	1	1	2	2	2	2	1	1	1	3	1	1	
Early HCA	6	7	7	6	7	6	6	6	4	6	6	7	6	7	7	6	5	6	6	5	7	6	6	6	7	6	5	6	6	6	6	
Early HCA Agency				2														1	1	1		2										
Late Trained	9	7	7	6	7	6	6	8	6	7	6	7	8	6	7	7	9	7	8	8	7	9	7	9	8	9	8	8	7	8	9	
Late Trained Agency		2	2	3	1	2	3	1	3	3	3	1	1	2	2	2	1	2	2	2	1	1	2	1	2	1	1	2	3	1	1	
Late HCA	6	7	7	6	7	6	6	5	5	6	6	5	5	7	7	6	6	6	6	4	6	4	6	6	7	5	5	3	6	6	6	
Late HCA Agency				2															1	1		2										
Night Trained	7	6	5	6	6	6	5	4	4	5	5	5	4	5	4	5	4	5	6	5	6	6	5	5	5	5	4	5	5	5	7	
Night Trained Agency			1	1	1	1	1	3	3	2	2	4	2	2	3	2	3	2	1	2	1	1	2	2	3	2	2	2	3	2	1	
Night HCA	6	5	6	6	6	5	5	7	6	6	7	6	5	5	5	6	6	6	6	5	6	6	7	6	6	6	6	6	5	6	6	
Night HCA Agency		1				1	1								1					1	1	1										
Twilight Trained	0																															
Twilight Trained Agency																																
Twilight HCA	0																															
Twilight HCA Agency																																
Total over 24 hours	43	45	43	48	45	42	42	43	40	45	45	44	40	40	45	44	44	44	47	44	44	47	44	45	46	44	42	40	45	44	45	
Sister/Charge Nurse Supervisory	isory Shifts	Y							v									Y						Y	Y	Y						
(Enter Y or leave blank for N		-							•															7		r						
The Enhanced Patien																																
	DAY	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	
	Baseline	01/09/14	02/09/14	09/09/14	04/09/34	05/09/14	06/09/14	07/08/34	00/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/34	24/09/14	25/09/14	26/09/34	27/09/14	28/09/14	29/09/14	30/09/14	
Early HCA EPO	0																								1		1					
Barly HCA Agency																																
Late HCA EPO	0																								1		1					
Late HCA Agency																																
Night HCA EPO	0																						-				_		_			
Night HCA Agency	0										1												2	1			3		2			
Twilight HCA EPO Twilight HCA Agency	0																															
Twingnt HCA Agency Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	,	0	0										2	,	2	0	-	0	,	0	0	*********
rotal stay per 24 hrs																					0							u u	-	U	v	
1	should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately													0	0	0	0	0	0	0	0	0	-		-							
The Reasons below s	hould exc	lude En		Patient (Observa	tion (EP	O) as the	ese are n	ow reco	rded se	perately				0	0	0	0	0	0	0	0	-		-							
The Reasons below s		lude En		Patient (Observa Thu	tion (EPI	O) as the	se are n	ow reco	rded sej Tue	perately Wed		Fri	Sat	Sun	Mon	0 Tue	0 Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
			hanced			_	_			_	-	,												Tue 23/09/34			Fri 26/09/34	Sat 27/09/14	Sun 28/09/14	Mon 29/09/24	Tue 30/39/14	
Reasons for Shortfall/C Action codes		Mon	hanced Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon		Wed	Thu	26/09/34				$\overline{}$	
Reasons for Shortfall/O Action codes Early Trained		Mon	hanced Tue 02/09/24	Wed 48/09/14	Thu	Fri 05/09/14 S	Sat 06/09/14 S	Sun 07/09/34 S	Mon as/as/as	Tue 09/09/24	Wed 10/09/14	Thu 11/09/14	Fri 12/08/14 5	Sat 13/09/14	Sun 14/09/14	Mon 25/08/24	Tue 16/09/14	Wed 57/09/14	Thu	Fri 19/09/14	Sat	Sun	Mon 22/09/14	23/09/14	Wed 24/08/14	Thu	36/09/34 jp	27/09/14	28/09/14	29/09/14	30/09/14 ir	
Reasons for Shortfall/O Action codes Early Trained Early HCA		Mon as/as/se	hanced Tue 02/08/24 S	Wed as/os/14	Thu 04/09/14	Fri 05/09/14 S	Sat 06/09/14 5 5	Sun 07/09/24 5 5	Mon at/09/14 S ae	Tue	Wed 10/09/34	7hu 11/08/14 S	Fri 12/08/14 5	Sat 13/09/14 S	Sun 14/09/14 S	Mon 25/09/24	Tue	Wed 17/09/14 S	Thu	Fri 19/09/14	Sat 20/08/24	Sun	Mon 22/09/24 S		Wed 24/08/14	Thu	26/09/34	27/09/14 S		29/09/24 [30/09/14	
Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained		Mon	hanced Tue 02/09/24	Wed as/as/14 U S	Thu	Fri 05/09/14 S S i	Sat 06/09/24 S S S	Sun 67/09/24 S S S	Mon as/as/s4 S ae S	Tue 09/09/24 İ	Wed squaysa e s	Thu supayse S	Fri 12/09/14 S a S	Sat 13/09/14	Sun 14/09/14	Mon 25/09/24 S S	Тие 16/09/14 ai	Wed styleysu S	Thu	Fri 18/08/24 j	Sat	Sun	Mon 22/09/24 S	28/08/24	Wed 24/08/14	Thu zs/os/sa j	јр т	27/09/14	28/08/14 S	29/09/14 r S	30/08/14 ir S	
Reasons for Shortfall/(Action codes Early Trained Early HCA Late Trained Late HCA		Mon es/es/se is	hanced Tue 02/09/14 S	Wed 48/09/14 U S	Thu 64/09/14 S	Fri 05/09/14 S S S i S S	Sat 06/09/14 S S S	Sun 67/09/34 S S S	Mon au/os/14 s ae s ie	Тие 08/09/14 i	### Wed 19/09/34 e S e	Thu 11/09/14 S	Fri 12/09/14 S a S is	Soft 13/08/14 S	Sum 14/09/14 S	Mon 15/09/34 S S S	7ue 16/09/14 ai	Wed 17/09/14 S	Thu 15/09/24	Fri 19/09/14	Sat 20/08/24	Sun	Mon 22/09/14 S	23/09/34 S	Wed 24/08/14	Thu	jp m is	27/09/14 S	28/09/14	29/09/24 Г S Г	30/09/14 ir	
Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained		Mon as/as/se	hanced Tue 02/08/24 S	Wed as/as/14 U S	Thu 04/09/14	Fri 05/09/14 S S i	Sat 06/09/24 S S S	Sun 67/09/34 S S S S	Mon as/as/s4 S ae S	Tue 09/09/24 İ	Wed sq/os/su e s e s	Thu supayse S	Fri 12/09/14 S a S is	Sat 13/08/14 S is	Sun 14/09/14 S	Mon 25/09/24 S S	Тие 16/09/14 ai	Wed styleysu S	Thu	Fri 18/08/24 j	Sat 20/09/24 j d	Sun	Mon 22/09/14 S	28/08/24	Wed 24/08/14	Thu zs/os/sa j	јр т	27/09/14 S	24/09/24 S	29/09/14 r S	30/08/14 ir S	
Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA		Mon es/es/se is	hanced Tue 02/09/14 S	Wed 48/09/14 U S	Thu 64/09/14 S	Fri 05/09/14 S S S i S S	Sat 06/09/14 S S S	Sun 67/09/34 S S S	Mon au/os/14 s ae s ie	Тие 08/09/14 i	### Wed 19/09/34 e S e	Thu 11/09/14 S	Fri 12/09/14 S a S is	Soft 13/08/14 S	Sum 14/09/14 S	Mon 15/09/34 S S S	7ue 16/09/14 ai	Wed 17/09/14 S	Thu 15/09/24	Fri 18/08/24 j	Sat 20/08/24	Sun	Mon 22/09/14 S	23/09/34 S	Wed 24/08/14	Thu zs/os/sa j	jp m is	27/09/14 S	28/08/14 S	29/09/24 Г S Г	30/08/14 ir S	
Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained		Mon es/es/se is	hanced Tue 02/09/14 S	Wed 48/09/14 U S	Thu 64/09/14 S	Fri 05/09/14 S S S i S S	Sat 06/09/14 S S S	Sun 67/09/34 S S S S	Mon au/os/14 s ae s ie	Тие 08/09/14 i	Wed sq/os/su e s e s	Thu 11/09/14 S	Fri 12/09/14 S a S is	Sat 13/08/14 S is	Sum 14/09/14 S	Mon 15/09/34 S S S	7ue 16/09/14 ai	Wed 17/09/14 S	Thu 15/09/24	Fri 18/08/24 j	Sat 20/09/24 j d	Sun	Mon 22/09/14 S	23/09/34 S	Wed 24/08/14	Thu zs/os/sa j	jp m is	27/09/14 S	24/09/24 S	29/09/24 Г S Г	30/08/14 ir S	
Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA		Mon es/es/se is	hanced Tue 02/09/14 S	Wed 48/09/14 U S	Thu 64/09/14 S	Fri 05/09/14 S S S i S S	Sat 06/09/14 S S S	Sun 67/09/34 S S S S	Mon ou/os/14 s ae s ie	Тие 08/09/14 i	Wed sq/os/su e s e s	Thu 11/09/14 S	Fri 12/09/14 S a S is	Sat 13/08/14 S is	Sum 14/09/14 S	Mon 15/09/34 S S S	7ue 16/09/14 ai	Wed 17/09/14 S	Thu 15/09/24	Fri 18/08/24 j	Sat 20/09/24 j d	Sun	Mon 22/09/14 S	23/09/34 S	Wed 24/08/14	Thu zs/os/sa j	jp m is	27/09/14 S	24/09/24 S	29/09/24 Г S Г	30/08/14 ir S	
Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained		Mon as/as/se is ei	hanced Tue 02/08/24 S S	Wed as/os/14 U S U S	Thu ca/cs/sa	Fri (05/09/14) S S S S S S S S S S S S S S S S S S S	Sat 06/09/24 S S S S is	Sun 67/09/34 S S S S S	Mon au/os/su s ae s ie g	Tue an/an/su i i S	Wed sayonya e s e s e s o	Thu 11/09/14 S	Fri 12/09/14 S a S is aS aS	Sat 11/08/14 S is s a	Sum seyonyse S S	Mon 15/09/34 S S S	7ue 16/09/14 ai	Wed 17/09/14 S	Thu 15/09/24	Fri 18/08/24 j	Sat 20/09/24 j d	Sun	Mon 22/09/14 S	23/09/34 S	Wed 24/08/14	Thu zs/os/sa j	jp m is	27/09/14 S	24/09/24 S	29/09/24 Г S Г	30/08/14 ir S	

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall Reasons
а	Sickness (short notice)
b	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

m = over sight on booking - escalated to DNM no other areas needed cover

Ì	Code	Shortfall Reasons
	h	Other (enter a comment)
	i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14		EAU				Ī	Actua	I Off D	utv	Ī																						
						ı	-		,	+																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	0
Shortially Overrill	Baseline	01/09/14	02/09/14	08/09/14	04/09/14	05/09/14	06/09/14	07/09/34	00/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	27/09/14	18/09/14	18/08/14	20/09/24	21/09/14	22/09/14	23/09/34	24/09/14	25/09/14	26/09/34	27/09/14	28/09/14	29/09/14	30/09/14	00/01/00
Early Trained	9	1	1	1	1					1	1					1	1		1	1				1	1	1	1	1	1	1		
Earty HCA	6	1	1	2	1				2			1		1	1		1	1	1		1	2			1		1					
Late Trained	9				1	1				1		1		1			1		1	1	1	1		1	1	1		1	1		1	
Late HCA	6	1	1	2	1			1	1			1	1	1	1				1	1					1	1	1	3				
Night Trained	7	1	1				1					2	1												1		1		1		1	
Night HCA	6							1			1		1	1							1	1	1						1			
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observa																															
	t Observa	Mon	Tue	Wed	Thu	Pri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA									Mon 08/08/14	Tue as/as/su	Wed 10/09/34	Thu 11/09/14	Fri 12/08/14	Sat 13/09/14	Sun 14/09/14	Mon 15/08/14	Tue 16/09/14	Wed 17/89/ы	Thu 18/09/34	Fri 19/09/14	Sat 20/09/14	_		Tue 23/09/34	Wed 24/08/14	Thu 25/09/14	Pri 26/08/34	Sat 27/09/14	_	Mon 29/09/14	Tue agraysa	_
EPO - HCA Barly HCA EPO	t Observa 0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Barly HCA Agency	0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Barly HCA EPO Barly HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Borly HCA EPO Borly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Barly HCA EPO Barly HCA Agency Late HCA EPO Night HCA Agency Night HCA Agency Twilight HCA Agency	0	Mon	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 62/69/24	Tue	Wed	Thu GA/GB/3A	Pri	Sat	Sun	08/09/34				_	_	_		16/09/14		-	19/09/14		_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Lite HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Inciden	o o o ts (Falls)	Mon 62/69/24	Tue	Wed	Thu	Pri	Sat	Sun	_				_	_	_				-			_		_	_		_	_	_	_	_	_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	o o o ts (Falls)	Mon 62/69/24	Tue	Wed	Thu GA/GB/3A	Pri	Sat	Sun	08/09/34				_	_	_		16/09/14		-	19/09/14		_		_	_		_	_	_	_	_	_

	Total Number of Planned Shifts	1290
- 1	Total Number of Actual Shifts (including EPO)	1333

Total Number of Shortfall Shifts	29
Total Number of Overfill Shifts	70
(includes all overfill Agency & EPO)	12

Total Number of EPO shifts	13
Total Number of Agency EPO shifts	9

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	6	27%

Month		Ward																														
Sep-14	.	11				1 1	Actus	I Off D	utv	l																						
	Days in Mon						Actua	OILD	uty	l																						
	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	
Shifts	Baseline	05/09/54	02/09/14	03/09/14	04/09/14	05/09/54	06/09/14	67/09/54	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	54/09/54	15/09/14	15/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/54	23/09/14	24/09/54	25/09/14	25/09/14	27/09/14	23/59/14	29/09/14	30/09/14	
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Early HCA	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	
Late Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Night Trained	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	
Night Trained Agency		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	
Night HCA	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total over 24 hours	17	25	17	17	17	17	17	17	17	17	17	17	17	17	27	17	17	17	26	17	17	17	17	17	35	17	17	17	17	27	17	
exc Supervisor Sister/Charge Nurse Supervis (Enter Y or leave blank for No		Y	у	у	Y	Y										Y			Y	у					Y	Y					Y	
The Enhanced Patient	Observa	tion Nu	mbers (E	PO) belo	w must	NOT be	e include	ed in the	above n	number	2																					
	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
	Baseline	05/09/34	02/09/54	09/09/54	04/09/54	05/09/14	06/09/54	07/09/14	00/00/36	09/09/54	10/09/14	11/09/14	12/09/14	10/09/16	14/09/14	25/09/54	16/09/14	17/09/14	18/09/34	29/09/24	20/09/34	21/09/14	22/09/24	23/09/54	24/09/24	25/09/34	26/09/14	23/09/14	28/09/34	29/09/34	30/09/36	
Early HCA EPO	Daseline O	01/09/14	ez/09/54		04/09/54				as/09/34	09/09/24	10/09/14	11/09/14	12/09/14																_	29/09/14	30/09/34	
Early HCA EPO Early HCA Agency				08/09/56		05/09/34	06/09/54	07/09/54						12/09/56	14/09/14	25/09/54	16/09/14	17/09/14	18/09/34										_	29/09/14	30/09/56	
		1	1	01/01/54 1	1	05/09/24	26/09/54	07/09/34 1	1	1	1	1	1	23/09/34	14/09/14	25/09/24	16/09/34	17/09/54	18/09/34										_	29/09/24	30/09/34	
Early HCA Agency Late HCA EPO	0	1 0	1 0	00/09/54 1 0	1 0	05/09/24 1 0	1 0	07/09/24 1 0	0	1 0	0	1 0	1 0	28/09/56 O	14/09/14 O O	25/09/34 0 0	26/09/34 O O	13/09/54 O O	28/09/24 O O										_	29/09/14	30/09/54	
Early HCA Agency	0	1 0 1	1 0 1	03/09/54 1 0	1 0 1	1 0 1	1 0 1	1 0 1	1 0 1	1 0 1	1 0 1	1 0 1	1 0 1	0 0 0	0 0 0	0 0 0	0 0 0	23/09/54 0 0	0 0 0										_	29/09/14	.0/09/3d	
Early HCA Agency Late HCA EPO Late HCA Agency	0	1 0 1 0	1 0 1 0	01/09/14 1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	23/09/24 0 0 0 0	0 0 0 0										_	29/09/24	30/09/5d	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	1 0 1 0	1 0 1 0	1 0 1 0 1	1 0 1 0	1 0 1 0 1	1 0 1 0 1	1 0 1 0 1	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	1 0 1 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0										_	29/09/14	30/09/54	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	1 0 1 0 1	1 0 1 0 1	08/09/24 1 0 1 0 1 0	1 0 1 0 1	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 1 0 1	1 0 1 0 1 0	1 0 1 0 1	1 0 1 0 1	1 0 1 0 1	1 0 1 0 1	1 0 1 0 1	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0										_	29/09/24	30/09/34	
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	1 0 1 0 1 0	1 0 1 0 1 0	0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 1 0	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 1 0	1 0 1 0 1 0	1 0 1 0 1 0	1 0 1 0 1 0	1 0 1 0 1 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0										_	29/09/24	#0/09/54 0	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0	00/109/14 1 0 1 0 1 0 0 0 0	00/00/14 1 0 1 0 1 0 0 0 0 0	0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	29/09/24	20/09/54	21/09/14	22/69/24	28/09/54	24/09/24	25/09/14	26/09/54	23/09/14	28/09/24			
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Total Staff per 24 hrs	o o o o	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0	00/109/14 1 0 1 0 1 0 0 0 0	00/00/14 1 0 1 0 1 0 0 0 0 0	0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	29/09/24	20/09/54	21/09/14	22/69/24	28/09/54	24/09/24	25/09/14	26/09/54	23/09/14	28/09/24			
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Total Staff per 24 hrs The Reasons below sh	o o o o	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	0 1 0 1 0 0 1 0 0 0 0 3 Patient	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0 0	0)/00/14 1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0	23/09/36 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	55/b96/24 0 0 0 0 0 0 0 0 0 0	16/09/16 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/109/44 0 0 0 0 0 0 0 0 0	23/09/24 0	29/09/24	21/00/16	22/89/24	23/09/14	0 Wed	2/04/14	26/06/24	23/06/14 0 Sat	28/09/14	0	0	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes	o o o o	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 5 ot	0)/m/cs 1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0	1 0 1 0 1 0 0 0 0 0	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	24/08/24	zi/m/se	24/04/24 0	23/06/14	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained	o o o o	1 0 1 0 1 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	28/09/56 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed	zi/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA	o o o o	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	28/09/56 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	o o o o	1 0 1 0 1 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	28/09/56 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	o o o o	1 0 1 0 1 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o o o o	1 0 1 0 0 0 0 3 clude En Mon et/09/24	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	\$\$\text{\text{lin}\text{\text{lin}}}\$ 0 0 0 0 0 0 0 Thu \$\$\text{\$15\text{\text{lin}}\text{\text{lin}}}\$	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o o o o	1 0 1 0 1 0 0 0 3	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	18/68/04 0 0 0 0 0 0 0 0 0 Thu	23/09/24 0	zylvs/za o	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	o o o o	1 0 1 0 0 0 0 3 clude En Mon eq/mgas	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	\$\$\text{\text{lin}\text{\text{lin}}}\$ 0 0 0 0 0 0 0 Thu \$\$\text{\$15\text{\text{lin}}\text{\text{lin}}}\$	23/09/24 0	zylvs/za	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA	o o o o	1 0 1 0 0 0 0 3 clude En Mon eq/mgas	1 0 1 0 1 0 0 0 0 3	01/01/14 1 0 1 0 1 0 1 0 0 1 0 0 0 0 3 Patient Wed	1 0 1 0 1 0 0 0 0 3	0 0 1 0 0 0 0 3 tion (EPC	0 0 1 0 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0	0)/m/cs 1 0 1 0 1 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	\$\$\text{\text{lin}\text{\text{lin}}}\$ 0 0 0 0 0 0 0 Thu \$\$\text{\$15\text{\text{lin}}\text{\text{lin}}}\$	23/09/24 0	zylvs/za	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO Twillight HCA Agency Tetal Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twillight HCA Twillight Trained	o o o o	1 0 1 0 0 0 0 0 3 clude En Mon eu/en/a	1 0 1 0 1 0 0 0 0 3	OLIVENCE OLIVEN	1 0 1 0 0 0 0 3 Observan	OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE	0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	\$\$\text{\text{lin}\text{\text{lin}}}\$ 0 0 0 0 0 0 0 Thu \$\$\text{\$15\text{\text{lin}}\text{\text{lin}}}\$	23/09/24 0	zylvs/za	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Testal Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twillight HCA Twillight Trained Twillight Trained	o o o o o o o o o o o o o o o o o o o	1 0 1 0 0 0 0 0 3 clude En Mon eu/en/a	1 0 1 0 0 0 0 0 3 shanced Tue eq/m/se	OLIVENCE OLIVEN	1 0 1 0 0 0 0 3 Observan	OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE OLIVENCE	0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 3	1 0 1 0 1 0 0 0 0 0 0 3	1 0 1 0 1 0 0 0 0	1 0 1 0 1 0 0 0 0 0 3	23/09/36 0 0 0 0 0 0 0 0 0 0 0	14/06/14 0 0 0 0 0 0 0 0 0 0	5)/bs/se 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	16/09/14 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	\$\$\text{\text{lin}\text{\text{lin}}}\$ 0 0 0 0 0 0 0 Thu \$\$\text{\$15\text{\text{lin}}\text{\text{lin}}}\$	23/09/24 0	zylvs/za	21/09/16 0	22/89/24 0	28/09/24 0	0 Wed 24/08/24	z/m/se	24/04/24 0	23/06/14 0 Sat	28/09/14	0 Mon	0 Tue	

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	11]	Actua	I Off D	uty																							
	-					'				•																						
Shortfall/Overfill	DAY Baseline	Mon es/es/s4	Tue e2/bs/se	Wed os/os/se	Thu seyseyse	Fri 05/09/54	Sat 66/09/54	Sun aryteyse	Mon	Tue	Wed 19/99/14	Thu	Fri 12/09/14	Sat 18/09/34	Sun 14/09/14	Mon	Tue	Wed	Thu	Fri 19/09/14	Sat 20/09/14	Sun	Mon 22/89/34	Tue 29/09/54	Wed 24/09/14	Thu 25/09/34	Fri	Set	Sun	Mon 29/89/34	Tue	0
Early Trained	3	entrata	acycoyae	entrata se	anjung se	oskaskte	seyonyae	ov/en/ae	anyony an	onland te	1000/14	TVoting	12/03/14	14/mil/se	14/19/14	asyenyan	nahmá na	2000/20	Tehnelite	28/08/26	releasing.	21/04/26	22/09/10	20/mil/26	zeywyze	20/009/26	20/00/24	200924	20/00/24	28/09/14	Alychy at	only may be
Early HCA	3	1																														
Late Trained	3																															
Late HCA	3																								1							
Night Trained	3																															
Night HCA	2	1																	1													
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observo						rfill for l	EPO																								
EPO - HCA		Mon 01/09/14	Tue	Wed	Thu	Fri 05/09/14	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
											444504		494504	4450454	*****	40 000 004		4350004	44.004.004		Annual Control	24 500004	44.004.004	24 (24 (24	0.000.000	00 000 000	0400000	40004004	0000000	ALC: NAME OF STREET	40.000.000	
Early HCA EPO	0	1	62/09/34	1	96/09/34	1	1	07/09/14	4	09/09/14	10/09/14	11/09/14	12/09/14	18/09/56	14/09/14	25/09/34	36/09/34	13/09/14	18/09/34	19/09/14	20/09/14	21/09/14	22/09/34	23/09/54	24/09/54	25/09/34	26/09/54	27/09/14	20/09/54	29/09/34	30/09/34	00/01/00
Early HCA EPO Early HCA Agency	0	1	1	1	1	1	1	1	1	1	10/09/14	11/09/14	12/09/34	13/09/34	14/09/14	25/09/24		23/09/24	18/09/14	18/09/14	20/09/14	21/09/14	22/09/14	28/09/54	24/09/54	25/09/34	26/09/14	27/09/14	28/09/54	29/09/34	30/09/36	00/01/00
Early HCA EPO Early HCA Agency Late HCA EPO	0	1	1	1	1	1	1	1	1	1	1009/14	11/09/24	12,09/14	23/09/34	14/19/14	25/09/24		27/09/24	18/09/34	18/08/24	20/09/24	21,09/14	23/89/54	23/09/54	24/09/54	25/09/34	26/09/24	27/09/14	28/09/54	29/09/14	30/09/54	ou/us/ou
Early HCA Agency		1	1	1	1	1	1	1	1	1	1 1	1	12/09/14	23/09/56	14/09/14	25/09/24		17/09/14	18/09/14	19/09/14	20/09/24	21/09/16	22/89/24	28/09/54	24/09/24	25/09/34	26/09/24	23/09/14	29/09/24	29/09/24	30/05/54	00/05/00
Early HCA Agency Late HCA EPO		1 1	1	1 1	1	1 1	1	1	1	1	1 1	1 1	1 1	22/09/24	14/09/14	25/09/26		13/09/26	18/09/34	19/09/14	20/09/24	21/09/14	22/89/14	28/09/54	24/08/14	25/09/14	26/09/16	23/09/34	28/08/14	29/09/34	M0/09/36	00/05/00
Early HCA Agency Late HCA EPO Late HCA Agency	0	1 1 1	1	1	1	1 1	1	1	1	1	1 1	1	1 1	22/09/34	24/09/24	25/09/24		23/09/26	13/09/14	28/08/24	20/09/14	21/09/14	22/69/24	23/09/54	24/09/24	25/09/14	26/09/24	23/09/34	20/09/14	29/09/14	acytos/se	oe/as/se
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	1 1	1	1 1	1	1 1	1	1	1	1	1 1	1	1 1	22/09/24	14/09/14	25/09/34		23/09/24	18/09/14	19/09/24	20/09/14	21/09/14	22,809/24	22/09/24	24/08/24	25/09/34	26/09/24	23/09/14	28/09/24	29/09/14	20/09/24	00/02/00
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	1 1	1	1	1	1 1	1	1	1	1	1	1	1 1	22/09/24	14/09/14	25/09/34		23/09/24	18/09/24	18/08/14	20/19/54	21,709/14	22/89/24	20/00/24	24/09/24	25/09/34	26/09/24	23/09/14	20/09/24	29(09/24	#0/US/24	00/02/00
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	1 1	1	1	1	1	1	1 1 1	1	1	1	1	1 1	11/09/20	14/09/14	25/09/24		23/09/24	18/09/24	28/08/24	20/19/54	21/09/14	22/89/24	20/00/24	24/08/24	25/09/14	26/09/24	23/09/24	20/09/24	29(09/14	#0/08/5e	00/10/00
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 nts (Falls)	1 1	1	1 1	1	1	1	1 1 1	1	1	1	1 1	1 1 1	13/30/36	14/06/14	55/09/24		23/09/24	18/19/14	28/08/24	zajin/t4	21/09/16	22/09/24	1	24/39/24	2,04/14	26/09/24	23/06/14	28/09/14	29/09/14	36/09/34	00/02/00

Total Number of Planned Shifts	510
Total Number of Actual Shifts (including EPO)	542

Total Number of Shortfall Shifts	4
Total Number of Overfill Shifts	20
(includes all overfill Agency & EPO)	30

Total Number of EPO shifts	36
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	11	50%	

Ward Month Sep-14 Actual Off Duty 30 Days in Mo Mon DAY Mon Fri Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Sun Thu Tue Wed Thu Sat Sun Mon Tue Tue Wed Fri Sat Sun Mon Tue Baseline 02/09/14 00/09/54 05/09/54 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/56 15/09/14 35/09/34 17/09/14 58/09/54 18/09/14 20/09/54 21/09/14 22/09/54 23/09/14 24/09/54 25/09/16 26/09/14 27/09/14 01/09/14 04/09/14 06/09/14 07/09/54 28/09/14 29/09/14 30/39/14 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Wight HCA Agency wilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour Sister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline cojonjas coj 24/09/24 25/09/34 26/09/34 27/09/14 28/09/14 29/09/14 30/09/14 Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO **Vight HCA Agency** Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs 0 0 1 1 1 1 2 2 2 2 2 2 2 2 1 1 1 1 1 2 1 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Wed Action codes 02/09/54 08/09/34 04/09/54 05/09/14 12/09/14 14/09/14 25/09/54 16/09/14 13/09/14 18/09/14 29/09/24 21/09/14 22/09/34 23/09/54 24/09/14 25/09/34 26/09/14 F Early Trained F Early HCA Late Trained F F Late HCA Night Trained Night HCA **Twilight Trained** Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward	l																													
Sep-14	Ī	12]	Actua	I Off D	uty																							
	•					'				1																						
Shortfall/Overfill	DAY Baseline	Mon 05/09/34	Tue e2/bs/se	Wed os/os/se	Thu seyseyse	Fri 05/09/54	Sat 66/09/54	Sun ar/ps/se	Mon	Tue	Wed 19/99/14	Thu 11/09/14	Fri 12/09/14	Sat sa/as/se	Sun 14/09/14	Mon 25/09/34	Tue	Wed 13/09/14	Thu	Fri 29/09/24	Sat	Sun 21/09/14	Mon 22/89/34	Tue 29/09/54	Wed 26/09/14	Thu 25/09/34	Fri 26/09/14	Sat 23/09/14	Sun	Mon 29/89/34	Tue	0
Early Trained	3	1	1	on/my-se	anjung se	oskaskte	seyonyae	ov/en/ae	any only an	onland te	1009/14	11/08/14	12/09/14	Talout se	14/19/14	ayonyae	nahmá na	2000/26	20/00/24	28/08/26	releases	21/04/26	zajenyse	20/00/26	Selveline	20/00/16	20/09/14	2.youyan	zayvajste	28/09/14	any coy se	out and out
Early HCA	3																															
Late Trained	3	1	1																													
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observo																															
The Enhanced Patien EPO - HCA	nt Observo	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed	Thu	Fri		Sun			Wed 10/09/14			Sat sa/m/se	Sun 14/09/14					Fri 28/08/24			Mon 22/09/14	Tue 28/08/54	Wed 24/09/54		Fri 26/09/24			Mon 29/89/34		
EPO - HCA Early HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon es/es/se	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Twilight HCA Agency	o o o o nts (Falls)	Mon es/es/ss	Tue	Wed	Thu	Fri	Set	Sun																								

Total Number of Planned Shifts	510
Total Number of Actual Shifts	547
(including EPO)	34/

Total Number of Shortfall Shifts	4	
Total Number of Overfill Shifts		ľ
(includes all overfill Agency & EPO)	41	l

41
0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	15	68%

Month Ward Sep-14 Actual Off Duty 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Sun Mon Thu Fri Sat Tue Wed Thu Fri Sat Sun Mon Thu Fri Sat Tue Wed Sun Mon Tue Baseline 05/09/54 02/09/14 03/09/34 04/09/14 05/09/14 06/09/14 07/09/14 08/09/16 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 14/09/14 15/09/14 15/09/14 17/09/14 18/09/14 18/09/14 20/09/14 21/09/14 22/09/14 23/09/14 24/09/54 25/09/14 25/09/14 27/09/14 28/09/14 Shifts Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Sister/Charge Nurse Supervisory Shifts Y y y y y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline OLIGNITA CARRILLA CAR 26/09/14 25/09/34 26/09/34 27/09/34 28/09/34 29/09/34 80/09/34 Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 16/09/14 21/09/14 Early Trained Early HCA ds Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														I
Sep-14	Ī	14				1	Actua	I Off D	utv	1																						
	•					-				-																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
_	Baseline	01/09/34	02/09/54	08/09/34	04/09/54	05/09/34	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	12/09/34	14/09/14	25/09/34	16/09/14	17/09/14	18/09/34	18/09/14	20/09/14	25/09/54	22/09/34	23/09/54	24/09/34	25/09/34	26/09/14	23/09/14	28/09/54	29/09/14	30/09/56	00/01/00
Early Trained	3	-			-	-						-																				
Early HCA	3																				1											
Late Trained	3																															
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observo	rtion Nu	mbers (E			the ove	erfill for l	EPO																								
	t Observo	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed	Thu		Sot	Sun	Mon as/as/ss	_		Thu 11/09/14	_		Sun 14/09/14	Mon 25/09/34	Tue 16/09/14	Wed 13/09/14	_		Sat 20/09/34		Mon 22/89/34	Tue 23/09/54	Wed 26/09/14	Thu 25/09/14	Fri 26/09/54			Mon 29/89/34	_	0 00/05/00
EPO - HCA Early HCA EPO	t Observo	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_	_			_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_	_			_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_	_			_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 02/04/24	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Twillight HCA Agency Inciden	0 0 0 0	Mon 65/86/34	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0	Mon 65/86/34	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_					_	_								_				_	

Total Number of Planned Shifts	510	
Total Number of Actual Shifts (including EPO)	510	
including EPO)		Į.

Total Number of Shortfall Shifts	1
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	4

Total Number of EPO shifts	1
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	22	100%	

Month		Ward																														
Sep-14		21					Actua	I Off D	uty																							
30	Days in Mon	ith								<u> </u>																						
	DAY		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Shifts	Daseline	01/09/14	02/09/14	08/09/54	04/09/14	05/09/14	06/09/14	07/09/54	08/09/14	09/09/14	10/09/14	15/09/14	13/09/14	13/09/14	54/09/54	15/09/14	35/09/34	17/09/14	18/09/14	19/09/14	20/09/54	21/09/14	22/09/54	23/09/14	24/09/54	25/09/14	25/09/14	27/09/14	28/09/14	29/09/14	30/09/14	
Early Trained	4	4	5	3	4	3	3	3	4	3	3	4	2	3	3	5	3	3	3	3	3	3	3	2	2	3	3	3	4	4	2	
Early Trained Agency						1	1	1	1	1		1	2	1			2	1	2	1	1	1	1	2	2	1	1	1			2	
Early HCA	4	4	4	4	3	3	2	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	4	3	3	3	2	3	4	4	
Early HCA Agency					1	1	2	1		1																	1	2	1			
Late Trained	4	3	3	3	4	3	3	3	4	3	3	4	2	2	3	4	2	3	2	3	3	3	3	2	2	3	3	3	4	4	2	
Late Trained Agency		1	1			1	1	1		1	1	1	2	1			2	1	2	1	1	1	1	2	2	1	1	1			2	
Late HCA	4	4	4	4	3	3	2	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	4	3	3	3	2	3	4	4	
Late HCA Agency					1	1	2	1		1															1		1	2	1			
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	2	2	2	3	
Night Trained Agency									1				1	1	1	1	1	1										1	1	1		
Night HCA	3	3	3	3	3	3	3	3	2	2	2	2	2	3	2	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	
Night HCA Agency									1	1	1	1	1									1										
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours	22	22	23	20	22	22	22	22	24	22	21	24	22	21	19	23	23	22	23	21	22	20	22	22	29	20	22	22	22	22	22	
Sister/Charge Nurse Supervisory																																
(Enter Y or leave blank for No			у	y	У	y				y		у					Y	Y					у	y	у	у	у			у	у	
The Enhanced Patient		tion Nu	mbers (F	POI held	aw muc	+ NOT be	e include	ed in the	ahove r	number											•											
	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	T		_	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
																		Wed	Thu													
	Baseline	01/09/14					06/09/54	07/09/14	00/09/34		10/09/14	_	12/09/14		30H 14/09/14	25/09/34	Tue 16/09/14	Wed 17/09/14	Thu 18/09/34	19/09/14						25/09/34	_	27/09/14	28/09/14		30/09/56	
Early HCA EPO	Baseline O	01/09/14	02/09/54	09/09/54	04/09/54	05/09/34	06/09/54	07/09/14	09/09/34	09/09/14	10/09/14	11/09/14	12/09/14	10/09/56	14/09/14	25/09/54	16/09/14	27/09/54	18/09/14	19/09/14	20/09/34	21/09/14	22/09/34	23/09/54	24/09/14	25/09/34	26/09/34				30/09/34	
Early HCA EPO Early HCA Agency		05/09/34					_				_	_						_		_							_				30/09/36	
-		0	02/09/24	09/09/34	04/09/34	05/09/24	06/09/54	07/09/24	00/009/34 O	09/09/24	10/09/14 O	11/09/14	12/09/14	18/09/56 O	14/09/14 O	25/09/24	26/09/24	23/09/34	18/09/34	29/09/24	20/09/24	21/09/14	22/09/24	28/09/54	24/09/14	25/09/34	26/09/24 O				30/09/34	
Early HCA Agency Late HCA EPO	0		02/09/54	09/09/54	04/09/54	05/09/34	06/09/54	07/09/14	09/09/34	09/09/14	10/09/14	11/09/14	12/09/14	10/09/56	14/09/14	25/09/54	16/09/14	27/09/54	18/09/14	19/09/14	20/09/34	21/09/14	22/09/34	23/09/54	24/09/14	25/09/34	26/09/34				30/05/56	
Early HCA Agency Late HCA EPO Late HCA Agency	0	0	02/09/24	09/09/34	04/09/34	0	06/09/54	07/09/24	00/009/34 O	09/09/24	10/09/14 O	0	12/09/14	18/09/56 O	14/09/14 O	25/09/24 0 0	26/09/24 O	23/09/34	18/09/34	29/09/24	0	21/09/14	22/09/24	28/09/54	24/09/14	25/09/34 0 0	26/09/24 O				20/09/54	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	0	0 0	0	0 0	05/09/24	0 0	07/09/14 0 0	0 0	09/09/24 0 0	0	11/09/14	0	0	0	25/09/24	26/09/24	23/09/24 O	0	28/08/24 O	20/09/24	0	0	0	0	25/09/34	26/09/24 O				30/05/36	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	0	0 0 0	0	0 0 0	0 0 0	0	0 0 0	0 0	0	0 0 0	0	0	0	0	0 0 0	0	0	0 0 0	0 0 0	0 0 0	0 0 0	0	0	0	0 0 0	0 0 0				30/05/24	
Eurly HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	0	0 0	0	0 0	0	0 0	07/09/14 0 0	0 0	09/09/24 0 0	0	0	0	0	0	25/09/24 0 0	26/09/24 O	23/09/24 O	0	28/08/24 O	0	0	0	0	0	25/09/34 0 0	26/09/24 O				Miylon/se	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	0	0 0 0	0	0 0 0	0 0 0	0	0 0 0	0 0	0	0 0 0	0	0	0	0	0 0 0	0	0	0 0 0	0 0 0	0 0 0	0 0 0	0	0	0	0 0 0	0 0 0				Miylon/se	
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	23/09/14	20/09/24	29,699/24		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	23/09/14	20/09/24	29,699/24		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs	o o o o	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	23/09/14	20/09/24	29,699/24		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh	o o o o	0 0 0 0	0 0 0 0 0	0 0 0 0 0 Patient	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 ction (EP	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O O o cse are i	O O O O O O O O O O O O O O O O O O O	0 0 0 0 orded se	0 0 0 0 perately	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	28/08/24 0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	23/09/34 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	22/06/14	28/09/24	29/09/14	0	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained	o o o o	0 0 0 0 clude En	0 0 0 0 0 hanced	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	0 0 0 0 0 mow reco	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 perately	0 0 0 0 0	0 0 0 0 fri	0 0 0 0 Sart	0 0 0 0 0 0 0 Sun	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs. The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs. The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs. The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EP)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs. The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EP)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EP)	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0 0 5ri 28/08/24	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	o o o o	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 0	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0 0 5ri 28/08/24	0 0 0 0 Sat	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight Trained Twilight HCA	0 0 0 0 0 opould exc	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 perately Wed 190924	0 0 0 0 0 0	0 0 0 0 fri	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	21/09/24 0 0 0 0 0 0 Mon 21/09/24	0 0 0 0 Tue 15/10/14	0 0 0 0 0	0 0 0 Thu	28/08/24 0 0 0 0 0 5ri 28/08/24	0 0 0 0 0 0 0 5at 20/18/24	21/09/16 0 0 0 0	0 0 0 0 0	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight Trained Twilight HCA	o o o o	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 Fri 12,896/34	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 0 0 0 5um 14/18/14	SI/VH/S4 0 0 0 0 0 Mon SI/VH/S4 m	0 0 0 0 Tue 18/10/34	0 0 0 0 Wed 27/08/34	0 0 0 Thu	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 5at 20/18/24	21/09/16 0 0 0 0	0 0 0 0 Mon	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight Trained	0 0 0 0 0 opould exc	0 0 0 0 clude En	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 Patient Wed	0 0 0 0 0 0 O O O O O O O O O O O O O O	0 0 0 0 tion (EPI	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	O O O O Sun	O O O O O O O O O O O O O O O O O O O	O O O O O O O O O O O O O O O O O O O	0 0 0 0 0 0 perately Wed 190924	O O O O Thu II/09/14 m	0 0 0 0 0 Fri 12,896/34	0 0 0 0 0 0 0 0 5at 11/09/56	0 0 0 0 Sun 14/20/14	SI/VH/S4 0 0 0 0 0 Mon SI/VH/S4 m	0 0 0 0 Tue 18/10/34	0 0 0 0 Wed 27/08/34	0 0 0 Thu	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 5at 20/18/24	21/09/16 0 0 0 0	0 0 0 0 Mon	23/33/24 0 0 0 0	0 0 0 0 0 0 0 0 0 0 Wed 24/08/24	0 0 0 0 0 0 Thu	0 0 0 0 Fri	22/04/14 0	28/04/14	aytoyle	0 Tue	

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	21				1	Actua	I Off D	utv]																						
	-					•				1																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
_	Baseline	00/09/34	62/09/54	08/09/54	04/09/54	05/09/14	06/09/54	07/09/54	00/09/34	09/09/14	10/09/14	21/09/14	12/09/14	12/09/56	14/19/14	25/09/54	35/09/34	27/09/54	18/09/14	28/09/34	20/09/34	21/09/14	22/09/54	28/09/54	24/09/14	25/09/34	26/09/34	27/09/14	28/09/54	29/09/34	30/09/56	00/01/00
Early Trained	4		1	1					1		1	1			1	1	1		1													
Early HCA	4																					1			1	1						
Late Trained	4			1								1		1	1																	
Late HCA	4																					1				1						
Night Trained	3								1																							
Night HCA	3														1					1												
Twilight Trained	0																															
Twilight HCA	0																															
	The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO																															
The Enhanced Patien	nt Observo	rtion Nu	mbers (E			the ove	rfill for l	EPO																								
	nt Observo	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA		Mon	Tue		Thu		Sot	Sun	Mon anjon/se						Sun 14/09/14			Wed 13/08/34						Tue 28/09/54						Mon 29/89/34		
EPO - HCA Early HCA EPO	o Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон вз/верал	Tue	Wed оциция	Thu	Fri	Sot	Sun	OB/09/34																							
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон вз/верал	Tue	Wed	Thu	Fri	Sot	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	o o o o nts (Falls)	Мон вз/верал	Tue	Wed оциция	Thu	Fri	Sot	Sun	an/on/sa																							

Total Number of Planned Shifts	660	
Total Number of Actual Shifts (including EPO)	655	

Total Number of Shortfall Shifts	13
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	•

Total Number of Agency EPO	0
shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	15	68%

Ward Month Sep-14 Actual Off Duty Tue Wed Thu Fri Sat Sun Fri Sat Sun Fri Sat Sun DAY Mon Tue Wed Thu Fri Sot Sun Mon Mon Tue Wed Thu Mon Tue Wed Thu Mon Tue Shifts Baseline 01/09/14 02/09/14 00/09/54 04/09/14 05/09/54 06/09/16 07/09/54 08/09/16 09/09/14 10/09/14 11/09/14 13/09/14 13/09/14 54/09/54 15/09/14 35/09/34 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 22/09/54 23/09/14 24/09/54 25/09/16 25/09/14 27/09/14 28/09/14 30/39/14 Early Trained arly Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Vight Trained Night Trained Agency Night HCA Night HCA Agency wilight Trained Twilight Trained Agency wilight HCA Willight HCA Agency Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 23/09/34 24/09/34 25/09/34 01/09/34 02/09/34 00/09/34 04/09/34 05/09/34 06/09/34 09/09/24 10/09/24 11/09/24 12/09/24 12/09/24 14/09/24 15/09/24 15/09/24 12/09/24 12/09/24 12/09/24 20/09/14 21/09/14 Baseline 07/09/54 08/09/54 22/09/04 26/09/24 27/09/14 28/09/14 Early HCA EPO Early HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twiliaht HCA EPO Twilight HCA Agency n Total Staff per 24 hrs n . The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Wed Action codes 16/09/14 14/09/14 Early Trained Early HCA ate Trained Late HCA Night Trained Night HCA Wilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
P	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														ľ
Sep-14	Ī	22					Actua	I Off D	uty																							
	•					1				'																						
Shortfall/Overfill	DAY Baseline		Tue 62/09/34	Wed os/os/se	Thu separat	Fri 05/09/14	Sat 86/89/54	Sun	Mon	Tue	Wed	Thu	Fri 12/09/14	Sat	Sun 14/19/14	Mon	Tue	Wed	Thu	Fri 19/09/14	Sat	Sun	Mon	Tue 29/09/54	Wed 24/09/14	Thu 25/09/34	Fri	Sat	Sun	Mon 29/89/34	Tue	0
Early Trained	4	en/en/an	any only an	entrany an	1	ordend-re-	1	1	May copy and	onjunyan	adopta	1	aspenyan	1	1	ayeayas	adedas	adopas	1	1	1	1	adjustan	1	1	agospas	1	1	2	anjunjan	1	- Labradian
Early HCA	3		1	1	1	1	1			1				1						1	1	1		1	1	1	1	1	1	1	1	
Late Trained	4						1	1				1		1	1		1		1	1	1	1		1	1		1	1	2		1	
Late HCA	3		1	1	1	1	1														1	1		1	1	1	1	1	1	1		
Night Trained	3																															
Night HCA	2		1	1	1	1	1	1			1		1	1	1	1	1			1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observ	ition Nu	mbers (E		to show		rfill for l	EPO																								
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early HCA EPO	0	01/09/34	02/09/54	08/09/34	64/09/34	05/09/34	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/34	16/09/14	17/09/14	18/09/34	28/08/24	20/09/34	25/09/54	22/89/34	28/09/54	24/09/14	25/09/34	26/09/14	23/09/14	28/09/14	29/09/14	30/09/56	00/05/00
			_	_														_	_			_					_	_	_	igwdown	-	
Early HCA Agency Late HCA EPO	0		_	_				_	_	 	 		 	-			_	_	_	_	_	_			_		_	_	_	$\vdash \vdash$	\vdash	
Late HCA Agency			_	_				_	_		 			 			_	_	_	_	_	_			_		_	_	_	$\vdash \vdash$	\vdash	
Night HCA EPO	0		_										_	_		_	_	_	_									_	_	\vdash	\vdash	+
Night HCA Agency			_	_				_	_	 	 	_	 	 	_	_	_	_	_			_			_		_	_	_	$\vdash \vdash$	\vdash	
Twilight HCA EPO	0																													\vdash		
Twilight HCA Agency																														\vdash		
	nts (Falls)																															
Incidents (Me		_																														
Incidents																																

Total Number of Planned Shifts	570
Total Number of Actual Shifts	592
(including EPO)	592

Total Number of Shortfall Shifts	34
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	36

Total Number of EPO shifts	0
Total Number of Agency EPO	_
shifts	U

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	13	59%

Ward Month Actual Off Duty Sep-14 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 11/09/14 12/09/14 13/09/14 35/09/34 17/09/14 20/09/54 21/09/16 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Twilight Trained wilight Trained Agency Twilight HCA Twilight HCA Agency Sister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline σχίνητε σχ Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sot Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 62/09/56 08/09/04 04/09/54 05/09/14 06/09/54 07/09/14 08/09/38 09/09/14 10/09/14 21/09/14 12/09/14 18/09/56 14/09/14 25/09/24 16/09/14 17/09/14 18/09/14 18/09/14 20/09/54 21/09/14 22/09/14 28/09/54 24/09/24 25/09/34 26/09/16 23/09/14 28/09/34 29/09/24 30/09/34 Early Trained i Early HCA Late Trained i i Late HCA Night Trained f Night HCA Twilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	23				1	Actua	LOff D	lutv	1																						
эср-14	1	20				1	Actua	OIL	ruty	1																						
	544		*	100-4	W4	6-1	-	6			184-4	***	6.1		£	**	*	141-4	***	6.4	6-4	£	**	*	100-4	W1		6-1	£	**	*	
Shortfall/Overfill	DAY Baseline	Mon 05/09/34	Tue ez/bs/se	Wed os/os/se	Thu se/os/se	Fri os/os/se	Sat 86/89/54	Sun 07/09/14	Mon autos/se	Tue os/m/se	10/09/14	Thu ss/ow/se	Fri 12/09/14	5at 13/09/34	Sun 14/09/14	Mon 25/09/54	Tue 16/09/14	Wed 13/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/89/34	Tue 23/09/54	Wed 26/09/04	Thu 25/09/34	Fri 26/09/14	50t	Sun 28/09/54	Mon 29/89/14	Tue 30/09/se	00/01/00
Early Trained	5													1	342,33										1					1		
Early HCA	2																															
Late Trained	5													1											1							
Late HCA	2																								1							
Night Trained	5						1																									
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	it Observa	rtion Nu	mbers (E	EPO) are	to show		rfill for l	EPO																								
	t Observa	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed		Fri					Wed 1999/14	_	_	Sat sayon/se		Mon st/m/se		Wed 27/09/24	Thu 18/09/14			Sun 21/09/14	Mon 22/89/34	Tue 28/09/54	Wed 24/09/14	_	Fri 26/09/14	_	Sun 28/09/54		_	
EPO - HCA Early HCA EPO	t Observa	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 01/09/34	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_	25/109/34	_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Incider	0 0 0 0	Mon 01/09/34	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0 nts (Falls)	Mon es/es/as	Tue	Wed	Thu	Fri	Sat	Sun				_	_	_		_		_							_	25/109/34	_	_	_			

Total Number of Planned Shifts	600
Total Number of Actual Shifts	595
(including EPO)	595

Total Number of Shortfall Shifts	6
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	1

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	14	64%

Month Ward Actual Off Duty Sep-14 DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 07/09/54 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 35/09/34 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 3 2 3 Early Trained 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 Early Trained Agency 1 Early HCA 3 3 3 3 3 3 3 2 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 2 3 Early HCA Agency Late Trained 3 3 3 2 3 3 3 3 3 3 2 2 3 3 3 3 3 3 3 3 2 3 3 2 3 3 3 3 3 3 3 Late Trained Agency 1 1 1 Late HCA 3 3 2 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 2 3 3 3 3 3 3 3 3 3 2 3 3 Late HCA Agency 1 1 2 2 3 2 2 2 Night Trained 3 2 2 3 2 3 2 3 2 3 2 2 2 2 2 2 3 3 2 2 2 3 1 3 3 Night Trained Agency 1 1 1 1 1 1 1 1 2 1 Night HCA 2 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hours 17 17 17 17 17 15 17 17 17 17 17 17 17 17 17 Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue \$\(\text{2}\)\$\(\text{1}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{1}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\text{1}\)\$\(\text{2}\)\$\(\t 03/09/34 02/09/34 08/09/34 04/09/34 05/09/34 05/09/34 07/09/34 09/09/16 Early HCA EPO 0 2 1 1 1 Early HCA Agency Late HCA EPO 0 2 1 1 Late HCA Agency Night HCA EPO 0 Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sot Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 02/09/34 08/09/34 04/09/14 05/09/34 06/09/54 07/09/14 00/00/30 09/09/14 10/09/14 11/09/14 12/09/14 22/09/36 14/09/14 25/09/54 26/09/24 17/09/14 18/09/14 19/09/14 20/09/16 21/09/14 22/09/14 23/09/54 26/09/24 25/09/34 26/09/14 27/09/14 28/09/54 29/09/24 30/09/56 Early Trained г Early HCA i Late Trained г Late HCA i Night Trained Night HCA Twilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
P	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	24				1	Actua	LOff D	utv	1																						
	4					ı			,	1																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
	Baseline	05/09/34	02/09/54	08/09/34	04/09/54	05/09/14	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/34	14/09/14	25/09/34	16/09/14	17/09/14	18/09/34	19/09/14	20/09/34	21/09/14	22/09/14	28/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/56	00/01/00
Early Trained	3																				1											
Early HCA	3								1																							
Late Trained	3																				1											
Late HCA	3								1																				1			
Night Trained	3	1																														
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																														$\overline{}$	
The Enhanced Patien	t Observa	tion Nur	nbers (E	PO) are	to show	the ove	rfill for l	EPO																								
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
		05/09/54	02/09/56	08/09/34	04/09/54	05/09/34	06/09/54	07/09/14	08/09/38	09/09/54	10/09/14	11/09/14	12/09/14	12/09/36	14/09/14	25/09/34	35/09/34	27/09/54	18/09/34	28/08/24	20/09/34	21/09/14	22/09/14	28/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/56	00/01/00
Early HCA EPO	0						2	1	1	1		l	ı								- 1			l	l	l		ı	1	I 1		
Early HCA Agency		1 1			l .	I	ı																								$\overline{}$	
Late HCA EPO																																
	0						2	1		1																						
Late HCA Agency	0						2	1		1																						
Late HCA Agency Night HCA EPO	0						2	1		1																						
Late HCA Agency Night HCA EPO							2	1		1																						
Late HCA Agency							2	1		1																						
Late HCA Agency Night HCA EPO Night HCA Agency	0						2	1		1																						
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0						2	1		1		1																				
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 nts (Falls)						2	1		1		1					1															

Total Number of Planned Shifts	510
Total Number of Actual Shifts (including EPO)	515

Total Number of Shortfall Shifts	5
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	10

	_
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
ister/Charge Nurse M-F Supervisory Shifts	22	18	82%	

Month		Ward																														
Sep-14	Days in Mon	ward	31				Actua	I Off D	uty																							
30	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	
Shifts	Baseline	01/09/14	02/09/14	00/09/14	04/09/14	05/09/14	06/09/14	07/09/54	08/09/14	09/09/14	10/09/14	13/09/14	12/09/14	13/09/14	54/09/54	15/09/14	35/09/34	17/09/14	58/09/54	18/09/14	20/08/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	25/09/14	27/09/14	28/09/14	29/09/14	30/39/14	
Early Trained	3	3	3	2	3	2	3	2	3	3	4	4	4	3	3	3	3	3	3	3	3	3	3	3	4	2	3	4	3	3	3	
Early Trained Agency				1		1		1																		1						
Early HCA	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	
Early HCA Agency																																
Late Trained	3	3	3	2	3	2	3	2	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	4	2	3	4	3	3	3	
Late Trained Agency				1		1		1																		1						
Late HCA	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	2	3	3	3	
Late HCA Agency																																
Night Trained	3	2	3	3	2	3	3	2	3	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	3	
Night Trained Agency		1			1			1		1	1	1	1	1	1	1											1	1	1	1		
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours	17	17	17	17	17	17	15	15	17	17	10	19	19	17	17	17	17	17	17	17	17	17	17	17	18	17	16	17	17	17	17	
Sister/Charge Nurse Supervis	con thile																															
(Enter Y or leave blank for No			Y	Y		Y				Y		Y	Y			Y	Y		Y	Y			y	Y	Y		Y			Y	Y	
The Enhanced Patient		tion Nu	mbers (E	POI belo	w mus	t NOT b	e include	ed in the	above r	number	5																					
	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
	Baseline	05/09/34	62/09/56	08/09/34	64/09/54	05/09/14	06/09/54	07/09/14	00/00/34	09/09/14		11/09/14	12/09/14	13/09/34	14/09/14	25/09/54	16/09/14	17/09/14	18/09/34	19/09/14	20/09/14	21/09/14	22/09/14	23/09/54	24/09/14	25/09/34	26/09/14	23/09/14	28/09/14	29/09/14	30/09/36	
Early HCA EPO	0																				1	1	1	1								
Early HCA Agency																																
Late HCA EPO	0																	1			1	1	1	1								
Late HCA Agency								l .		l			ı	ı				1 1										l	ı			
Lote INCA Agency																		1						_								
Night HCA EPO	0																	1	1				1	1								
	0																		1													
Night HCA EPO	0																		1													
Night HCA EPO Night HCA Agency																			1													
Night HCA EPO Night HCA Agency Twilight HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1	0	2	2			0	0	0	0	0	0	0	
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs	0												0	0	0	0	0	1		0	2		1	1	0	0	0	0	0	0	0	
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below si	o hould exc	lude En	hanced	Patient (Observa	ntion (EP	O) as the	ese are i	now reco	rded se	perately							1	1			2	1	1								
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the	se are i	now reco	rded se	perately Wed	Thu	Fri	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed	Thu	Fri	Set	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes	o hould exc	lude En	hanced	Patient (Observa	ntion (EP	O) as the	ese are i	now reco	rded se	perately							1	1			2	1	1								
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the	se are i	now reco	rded se	perately Wed	Thu	Fri	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed	Thu	Fri	Set	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the	se are i	now reco	rded se	perately Wed	Thu ss/owse	Fri 12/09/14	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54	Thu	Fri	Sat 23/09/14	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Set sejonne	se are i	now reco	rded se	perately Wed	Thu ss/owse	Fri 12/09/14	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54	Thu	Fri	Sot 23/08/14 U	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sot sejoute	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 23/09/14 U	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hra The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hra The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Twilight HCA	o hould exc	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hra The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA	o o o o o o o o o o o o o o o o o o o	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Twilight Trained Twilight Trained Twilight Trained	o o o o o o o o o o o o o o o o o o o	lude En Mon	hanced Tue	Patient (Observa Thu	rtion (EP	O) as the Sut on/on/se i	se are i	now reco	rded se	perately Wed	Thu 11/09/14 U	Fri 12/09/24 U	Sat	Sun	Mon	Tue	1 2 Wed	1 Thu	Fri	Sat	2 Sun	1 3 Mon	1 3	Wed 24/09/54 U	Thu	Fri	Sat 22/09/34 U a	Sun	Mon	Tue	

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	ward	31			1	Actua	I Off D	uty																							
	+					-				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early Trained	Baseline	05/09/54	02/09/54	08/09/54	04/09/54	05/09/34	06/09/54	07/09/54	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/34	14/09/14	25/09/54	36/09/34	13/09/14	18/09/14	28/09/34	20/09/34	21/09/14	22/89/34	23/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/54	29/09/34	30/09/56	00/01/00
	3									_	1	1	1								_				1		_	1				
Early HCA	3						1	1																				1				
Late Trained	3											1	1												1			1				
Late HCA	3						1	1																	1		1	1				
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observo																															
The Enhanced Patien EPO - HCA	nt Observo	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
EPO - HCA				Wed	Thu		Sot		-		Wed 19/09/14	_	_	Sat sa/m/se	Sun 14/09/14	Mon si/m/se		Wed styles/se		Fri 28/08/24			Mon 22/09/14							Mon 29/09/14	Tue xy/m/se	
EPO - HCA Early HCA EPO	0 Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	Mon 01/09/34	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incider	0 0 0 0	Mon es/es/s4	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 0	Mon es/es/s4	Tue	Wed	Thu	Fri	Sot	Sun	-			_	_	_																	_	

Total Number of Planned Shifts	510
Total Number of Actual Shifts	524
(including EPO)	524

Total Number of Shortfall Shifts	8
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	22

Total Number of EPO shifts	13
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	16	73%	

Ward Month Actual Off Duty Sep-14 DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 10/09/14 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 35/09/34 18/09/14 20/09/14 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency ate HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Wilight Trained wilight Trained Agency wilight HCA Twilight HCA Agency exc Supervisor Sister/Charge Nurse Supervisory Shifts Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline og/myle 20/09/24 21/09/24 22/09/24 22/09/24 24/09/24 25/09/24 25/09/24 22/09/24 22/09/24 25/09/24 Early HCA EPO arly HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency wilight HCA EPO wilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Reasons for Shortfall/Overfill & Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 02/09/56 08/09/34 04/09/54 05/09/14 06/09/54 07/09/14 08/09/34 09/09/04 10/09/14 11/09/14 12/09/14 13/09/56 14/09/14 25/09/54 16/09/14 13/09/14 18/09/14 18/09/14 20/09/16 21/09/14 22/09/34 23/09/54 24/09/14 25/09/34 26/09/16 23/09/14 28/09/34 29/09/14 30/09/56 Early Trained m m m m m m m m m m Early HCA h h h h h h h h late Trained m m m m m m late HCA h h h h h Night Trained Night HCA **Twilight Trained** Twilight HCA Underestablished for HCA's and recruting new RN staff for new establishment levels. Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	32				1	Actua	I Off D	utv	1																						
	+					-				-																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
	Baseline	05/09/34	02/09/34	08/09/34	04/09/14	05/09/34	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/24	16/09/14	23/09/24	18/09/14	18/09/14	20/09/34	21/09/14	22/09/34	28/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/36	00/01/00
Early Trained	3	1							1	1	1	1							1			1	1	1	1	1	1	1				
Early HCA	3	1							1	1	1	1				1			1		1	1	1	1		1		1	1			
Late Trained	3								1			1				1			1			1			1	1	1	1				
Late HCA	3								1			1				1			1		1	1	1	1		1	1	1	1	1		
Night Trained	3															1																
Night HCA	2				1				1						1			1		1		1	1	1								
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	it Observo																															
The Enhanced Patien EPO - HCA	it Observo	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue		Thu		Sot			Tue os/os/se				Sat 18/09/56	Sun 14/09/14	Mon si/m/se	Tue 16/09/14	Wed 13/09/14	Thu 18/09/14	Fri 28/08/24	Sat 20/19/14		Mon 22/89/14		Wed 24/09/54		Fri 26/09/24	Sat 23/09/14	-		Tue xe/m/se	0 00/03/00
EPO - HCA Early HCA EPO	0 Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон въ/вијал	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incider	0 0 0 0	Mon es/es/se	Tue	Wed	Thu	Fri	Sot	Sun		_															24/08/24				-			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0 nts (Falls)	Mon es/m/sa	Tue	Wed	Thu	Fri	Sot	Sun		_																			-			

Total Number of Planned Shifts	510
Total Number of Actual Shifts (including EPO)	496

Total Number of Shortfall Shifts	36
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	22

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	14	64%	

Month		Ward																														
Sep-14		33					Actua	I Off D	uty																							
30	Days in Mont	th								<u> </u>																						
	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Shifts	Baseline	01/09/14	02/09/14	09/09/54	04/09/14	05/09/14	06/09/14	67/09/54	08/09/14	09/09/14	10/09/14	15/09/14	12/09/14	13/09/14	54/09/54	15/09/14	55/09/54	17/09/14	58/09/54	18/09/14	20/09/14	21/09/14	22/09/54	23/09/14	24/09/54	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	****
Early Trained	3	3	2	3	2	2	2	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early Trained Agency			1		1	1	1			1				1																		
Early HCA	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early HCA Agency																																
Late Trained	3	3	2	3	2	2	2	3	3	2	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Late Trained Agency			1		1	1	1			1				1																		
Late HCA	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Late HCA Agency																																
Night Trained	3	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night Trained Agency		2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Night HCA	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours	17	17	17	17	15	17	17	17	15	35	17	17	17	17	17	16	26	17	17	17	17	17	17	17	17	17	17	17	17	17	17	
exc Supervisory Sister/Charge Nurse Supervis (Enter Y or leave blank for No		Y	у	у	Y	Y			Y	y	y	Y	Y			Y	y	у	Y				Y	у	y	Y	Y				у	
The Enhanced Patient		tion Nu	mbers (E	PO) belo	ow mus	t NOT b	e includ	ed in the	above i	number	5																					
	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	
	Baseline	Mon es/es/s4	Tue ez/bs/se	Wed os/os/se	Thu separat	Fri os/os/se	Sot	_				Thu 11/09/14	Fri 12/09/14	Sat sayon/sa	Sun 14/09/14	Mon 25/09/34	Tue 16/09/14	Wed 13/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/34	Sun 21/09/14	Mon 22/89/14	Tue 29/09/54	Wed 26/08/16	Thu 25/09/34	Fri 26/09/14	Sat 27/09/14		Mon 29/09/34	Tue xy/xy/se	
Early HCA EPO			_			_	Sot	Sun	Mon	Tue	Wed		_																	_		
	Baselne		_			_	Sot	Sun	Mon	Tue	Wed		_																	_		
Early HCA Agency	Baselne		_			_	Sot	Sun	Mon	Tue	Wed		_																	_		
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	Baseline 0		_			_	Sot	Sun	Mon	Tue	Wed		_																	_		
Early HCA Agency Late HCA EPO	Baseline 0		_			_	Sot	Sun	Mon	Tue	Wed		_																	_		
Early HCA Agency Late HCA EPO Late HCA Agency	0 0		_			_	Sot	Sun	Mon	Tue	Wed		_													25/09/14	26/09/14		28/09/14	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0 0		_			_	Sot	Sun	Mon	Tue	Wed		_													25/09/14	26/09/14		28/09/14	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	O O		_			_	Sot	Sun	Mon	Tue	Wed		_													25/09/14	26/09/14		28/09/14	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	O O		_			_	Sot	Sun	Mon	Tue	Wed		_													25/09/14	26/09/14		28/09/14	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0	03/09/34	02,8%/54	0 0	0	06/09/24	Sot 06/09/54	Sun 03/09/24	Mon as/os/sa	Tue 09/09/24	Wed 19/09/14	21/09/16	12,899/16	28/09/24	14/09/14	25/09/24	16/09/14	17/09/24	13/09/34	19/09/14	20/10/14	21/09/16	22/89/14	23/09/14	24/08/14	25/09/14	1		1	29/09/24	30/09/34	
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs	0 0 0 0 0 onould exc	03/09/34	02,8%/54	0 0	0	06/09/24	Sot 06/09/54	Sun 03/09/24	Mon as/os/sa	Tue 09/09/24	Wed 19/09/14	21/09/16	12,899/16	28/09/24	14/09/14	25/09/24	16/09/14	17/09/24	13/09/34	19/09/14	20/10/14	21/09/16	22/89/14	23/09/14	24/08/14	25/09/14	1		1	29/09/24	30/09/34	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below si	0 0 0 0 0 onould exc	o lude En	ez/m/se	o Patient	oq/oq/se	o otton (EP	Sot on/on/on o o o o o) as the	Sun ar/ba/sa 0	Mon as/os/ss	Tue osympte	Wed 1909/14	11/04/14	11/09/14	21/09/34	14/10/14	51/09/24	14/06/14	23/09/34	13/09/14	21/09/16	20/109/14	21/09/16	22/89/24	23/09/24	24/08/24	1	1	22/09/14	1	29/09/14	#0/09/24	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient wed	0 Observa	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon antonyse 0 now reco	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	51/09/24 0	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	zz/tn/tel	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below st Reasons for Shortfall/O Action codes Early Trained	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient wed	o Observa Thu	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon anjonjas 0 now reco Mon anjonjas	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	51/09/24 0	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	zz/tn/tel	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below st Reasons for Shortfall/O Action codes Early Trained Early HCA	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient wed	0 Observa	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon antonyse 0 now reco	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrz The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	51/09/24 0	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrz The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	o Observa Thu	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon anjonjas 0 now reco Mon anjonjas	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	21/09/36 0 Sat	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA EPO Twilight HCA EPO Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	21/09/36 0 Sat	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	zz/tn/tel	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed signifies o perately Wed	0 Thu	0 Fri	21/09/36 0 Sat	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	zz/tn/tel	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below sit Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Night HCA	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed square o perately Wed	0 Thu	0 Fri	21/09/36 0 Sat	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	21/09/24 0	O Sat	21/09/16 0 Sun	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below st Reasons for Shortfall/O Action codes	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed square o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs The Reasons below sit Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twilight Trained Twilight Trained Twilight Trained Twilight Trained Twilight Trained	Darelha 0 0 0 0 0 outline exercise &	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed square o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0 Sun	22/89/24 0 Mon	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs The Reasons below sit Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twilight Trained Twilight Trained Twilight Trained Twilight Trained Twilight Trained	0 0 0 0 0 onould exc	o o o o o o o o o o o o o o o o o o o	o hanced	on/on/us o Patient Wed	O Observo Thu oq/oq/24	oution (EP)	Sot on/on/on o O) as the Sot	Sun at/ba/sa 0 ese are n Sun	Mon ayloysa 0 now recc Mon ayloysa i	Tue ayaysa o o orded se	Wed square o perately Wed	0 Thu	0 Fri	24/04/34 0	0 Sun	0 Mon si/0s/se	0 Tue	23/06/3d	0 Thu	23/09/24 0	O Sat	21/09/16 0	zz/ks/tel	23/09/24 0	24/08/24 0	1 1	1 Fri	22/09/14 0	1 Sun	25/05/14 0 Mon	a)/m/si	

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	33				1	Actua	LOff D	utv	1																						
	4					-				-																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
_	Baseline	05/09/54	62/09/54	08/09/54	04/09/34	05/09/14	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/56	14/09/14	25/09/54	16/09/14	13/09/54	18/09/34	19/09/14	20/09/14	21/09/14	22/09/34	29/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/56	00/05/00
Early Trained	3																															
Early HCA	3				1				1								1															
Late Trained	3															1																
Late HCA	3				1				1																							
Night Trained	3																															
Night HCA	2									1																						
Twilight Trained	0																															
Twilight HCA	0																															
	-																															
The Enhanced Patien	nt Observo																															
The Enhanced Patien EPO - HCA	nt Observo	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA				Wed		Fri	Sat	Sun		Tue os/os/se	_	_		Sat ss/m/se		Mon st/m/se		-	Thu 18/09/34			Sun 21/09/14	Mon 22/09/34	Tue 28/09/34		_		_	Sun 28/09/14	_		0 00/05/00
EPO - HCA Early HCA EPO	0 Observe	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun		_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 62/84/24	Tue	Wed	Thu	Fri	Sat	Sun	-	_	_	_						-										_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incider	o o o o nts (Falls)	Mon es/es/se	Tue	Wed as/as/sa	Thu	Fri	Sat	Sun	-	_	_	_									20/09/54							_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0 nts (Falls)	Mon es/myse	Tue	Wed	Thu	Fri	Sat	Sun	-	_	_	_									20/09/14							_	_			

Total Number of Planned Shifts	510	
Total Number of Actual Shifts (including EPO)	506	ĺ
Including CPO)		L

Total Number of Shortfall Shifts	7
Total Number of Overfill Shifts	-
(includes all overfill Agency & EPO)	3

Total Number of EPO shifts	3
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	20	91%

Con 14	Т	Ward 34				1	Actua	LOSE		ı																					
ep-14							Actua	I Off D	uty																						
30	Days in Mon	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
hifts	Baseline	01/09/14	02/09/14	09/09/14	04/09/14	05/09/54	06/09/14	07/09/54	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	34/09/34	15/09/14	36/09/34	17/09/14	18/09/14	18/09/14	20/08/14	21/09/14	22/09/14	23/09/14	24/09/54	25/09/14	25/09/14	27/09/14	28/09/14	29/09/14	30/99/14
arly Trained	3	2	1	2	3	2	2	2	3	2	1	2	2	2	2	3	2	1	2	1	2	3	3	2	3	2	3	1	2	1	2
arly Trained Agency		1	1	1		1	1	1		1	2	1	1	1	1		1	2	1	2	1			1		1		2		2	1
arly HCA	3	3	3	4	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	4	3	3
arly HCA Agency																															
ate Trained	3	2	1	2	3	2	2	2	3	2	1	2	2	2	2	3	2	1	2	1	2	3	3	2	3	2	3	1	2	1	2
ate Trained Agency		1	1	1		1	1	1		1	2	1	1	1	1		1	2	1	2	1			1		1		2		2	1
ate HCA	3	3	4	3	3	4	3	3	2	2	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	4	3	3	4	2	3
ate HCA Agency																															
Vight Trained	3	1	1	3	3	1	1	1	3	2	2	2	2	1	1	1	2	2	1	2	1	2	3	2	2	3	2	2	3	1	3
Night Trained Agency		2	2			2	2	2		1	1	1	1	2	2	2	1	1	2	1	2	1		1	1		1	1		1	
light HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
light HCA Agency																															
wilight Trained																															
Wilight Trained Agency																															
wilight HCA																															
wilight HCA Agency																															
Total over 24 hours		17	16	2.8	17	19	17	17	16	15	17	17	17	17	17	17	17	17	17	16	17	17	17	10	17	10	17	17	17	25	17
ister/Charge Nurse Superv Inter Y or leave blank for I	visory Shifts	Y		Y	Y	Y			Y	Y	Y		Y			Y	Y		Y	Y			Y	Y	Y	Y	Y			Y	Y
he Enhanced Patier	nt Observa	tion Nu	nbers (E	PO) belo	ow must	NOT b	e includ	ed in the	above	numbers																					
	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
	Baseline	01/09/14	02/09/54	00/09/54	04/09/54	05/09/14	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/56	14/19/14	25/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/34	21/09/14	22/09/14	23/09/54	24/09/14	25/09/34	26/09/14	27/09/14	29/09/54	29/09/14	30/09/34
arly HCA EPO	0																1	1	1	1		1					1	1	1	2	1
arly HCA Agency																					1			1	1	1		1	2		
ate HCA EPO	0																1	1	1	1							1	1	1	1	1
ate HCA Agency	0																1	1	1		1	1		1	1	1		1	2	1	
Night HCA EPO Night HCA Agency	0															1	1	1	1	1	1		1				1	2	2	1	
Willight HCA EPO	0															1				1	1	1	1				1	- 2	2	1	
Wilight HCA Agency																															
Total Staff per 24 hrs	. 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	3	3	3	3	3	1	2	2	2	3	6	8	5	2
The Reasons below s	should exc	dude En	hanced	Patient	Observa	tion (EP	O) as the	ese are i	now reco	orded se	perately	,																			
leasons for Shortfall/		Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
•		01/09/14	62/09/54	09/09/54	64/09/34	05/09/14	06/09/54	07/09/54	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/34	14/09/14	25/09/34	16/09/14	17/09/14	18/09/14	28/09/24	20/09/34	21/09/14	22/09/34	29/09/54	24/09/14	25/09/14	26/09/14	27/09/14	28/09/54	29/09/14	30/09/56
action codes	T		ft		-																	-							et		
			It	m		_			\vdash					_													 	 	et		
Action codes arly Trained						 			 						 	 				 	\vdash						 	 	_	\vdash	
arly Trained arly HCA								-						-		<u> </u>			_		\vdash						-	 	et	\vdash	
arly Trained arly HCA ate Trained			ft			1			au	au										u							-	<u> </u>	<u> </u>	\vdash	
orly Trained orly HCA ste Trained ste HCA			ft									I	l	I																f	
orly Trained orly HCA site Trained site HCA light Trained			Ħ										_	_					I		I					I	1	ı	1		
arly Trained arly HCA			n																												
orly Trained orly HCA site Trained site HCA light Trained			n																												
orly Trained orly HCA te Trained te HCA ight Trained ight HCA			Ħ.																												
orly Trained orly HCA te Trained te HCA ight Trained ight HCA vilight Trained	nments:			available p	out back or	ut to the a	gencies.		Bank HCA	doing sha	dowing sh	ift.															1-1 carer	not extra u	Extra care	: 1-1 used v	within nun
rly Trained rly HCA te Trained te HCA ght Trained ght HCA vilight Trained	nments:				out back or		gencies.		Bank HC/	doing sha	dowing sh	ift.															1-1 carer			1-1 used v	

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	Ī	34					Actua	I Off D	uty																							
	•					<u> </u>				<u>'</u>																						
Shortfall/Overfill	DAY Baseline	Mon es/es/s4	Tue ez/bs/se	Wed as/as/ss	Thu seyseyse	Fri 05/09/14	Sot as/as/sa	Sun 07/09/14	Mon	Tue	Wed 19/99/14	Thu	Fri 12/09/14	Sat 18/09/34	Sun 14/09/14	Mon st/bs/se	Tue 16/09/14	Wed	Thu 18/09/14	Fri 18/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/89/34	Tue 29/09/54	Wed 24/09/14	Thu 25/09/34	Fri	Sat 27/09/14	Sun	Mon 29/89/34	Tue	0
Early Trained	3	equips	1	- Control or	- Control of	ededas		anyang an	and contract	- upuque	agogai	adeque	agesjas	agegar	242022	20000	adique	2000020	adedas	20000	adedas	adods	adodas	adoque	240421	agega	adegas	aquigar	1	24042	agespar	
Early HCA	3			1		1																		1					1			
Late Trained	3		1																										1			
Late HCA	3		1			1			1	1										1						1			1	1		
Night Trained	3																													1		
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	it Observe																															
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
Early HCA EPO	0	05/09/34	62/09/54	08/09/34	64/09/54	05/09/14	06/09/54	07/09/14	08/09/36	09/09/14	10/09/14	11/09/14	12/09/14	13/09/34	14/19/14	25/09/54	16/09/14	27/09/54	18/09/34	18/08/14	20/09/14	21/09/14	22/09/34	23/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/34	30/09/56	00/01/00
							-		-	_	_		_	_			1	1	1	1	4	1		4	4	4	-	-	-	- 2	1	
Early HCA Agency Late HCA EPO	0	_						_	_	-			-	-			4	4	4	4	-		_	-	-	-		-		4	4	
Late HCA Agency			\vdash					_	_	-	 		-	-			-	1	-	-	- 1	- 1		- 4	- 1	4	-	+	-	-	-	_
Night HCA EPO	0									_			_	_			1	- 1	- 1		-	-		-	-	-		-	-	- 1		
Night HCA Agency																1	-	-	-	1	1	1	1				1	2	2	1		
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incide	nts (Falls)	1								1					1																	
Incider Incidents (Me										1					1																	

Total Number of Planned Shifts	510	
Total Number of Actual Shifts	559	Ī
(including EPO)		l

Total Number of Shortfall Shifts	9	
Total Number of Overfill Shifts		[
(includes all overfill Agency & EPO)	50	

	Total Number of EPO shifts	50
3	Total Number of Agency EPO shifts	26

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	19	86%	

Ward Month Sep-14 Actual Off Duty 30 Days in Mo Mon DAY Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Sun Fri Sat Tue Wed Thu Fri Sat Sun Mon Tue Tue Wed Thu Sun Mon Tue 01/09/14 00/09/14 00/09/54 04/09/14 05/09/54 07/09/54 08/09/16 10/09/14 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 25/09/24 17/09/14 28/09/54 18/09/14 20/08/54 21/09/14 22/09/54 23/09/14 24/09/54 25/09/14 25/09/14 27/09/14 28/09/14 29/09/14 30/39/14 Shifts 06/09/16 09/09/14 Early Trained 3 3 3 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 Early Trained Agency 1 1 Early HCA 3 3 3 3 3 2 3 3 2 3 4 4 3 3 3 4 3 3 3 4 3 3 3 4 3 3 3 3 3 3 3 Early HCA Agency 3 Late Trained 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 2 3 3 3 Late Trained Agency Late HCA 3 3 2 3 3 3 3 3 3 4 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 3 4 3 3 Late HCA Agency Night Trained 3 3 3 2 3 3 3 3 4 3 2 Night Trained Agency 1 1 1 2 1 2 Night HCA Night HCA Agency Wilight Trained Twilight Trained Agency Twilight HCA 0 Twilight HCA Agency Total over 24 hours 16 17 18 10 18 17 19 17 16 17 18 10 17 17 Sister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline (1/10/10 (2/10/10 (2/10/10 (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (1/10/10) (Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 Late HCA Agency 0 Night HCA EPO Night HCA Agency 0 Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 01/09/14 02/09/56 08/09/54 04/09/54 05/09/14 06/09/54 07/09/14 an/09/34 11/09/16 12/09/14 16/09/14 23/09/54 18/09/34 19/09/14 21/09/14 22/09/24 23/09/54 24/09/14 25/09/34 26/09/14 **Early Trained** Early HCA d d u u u u Late Trained Late HCA u u Night Trained m d Night HCA ď Twilight Trained Twilight HCA d - bank hos sick at short notice Comments: m- band 5 OT on ward 36 u- band2 on phased return from its

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Cod	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	Ī	35					Actua	I Off D	uty																							
	•					1				'																						
Shortfall/Overfill	DAY		Tue 62/09/54	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early Trained	Daseine 3	05/09/34	62/09/34	08/09/54	04/09/34	05/09/14	06/09/54	07/09/14	as/09/38	09/09/14	10/09/14	11/09/14	12/09/14	12/09/56	14/09/14	25/09/34	16/09/14	17/09/14	18/09/14	18/08/14	20/09/34	21/09/14	22/09/14	29/09/54	24/09/14	25/09/34	26/09/14	27/09/34	28/09/14	29/09/14	30/09/56	00/05/00
Early HCA	3	_				1			1		1	1				1				1				1		_	_					
Late Trained	3	 			_									_				_						_		_	_					+
Late HCA	3	-								1								1											1			1
Night Trained	3	_							- 1							1																
Night HCA	2	_																														
Twilight Trained	0	-																														
Twilight HCA	0																															
												•																				
The Enhanced Patien	it Observi	ation Nu	mbers (t	EPO) are	to show	the ove	erfill for l	EPO																								
	it Observo	Mon Mon	mbers (t	Wed	to show Thu	fri Fri	erfill for l	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA		Mon		Wed		Fri		Sun			Wed 10/09/14			Sat 18/09/34			Tue 16/09/14			Fri 29/09/24		Sun 21/09/14						5at 23/09/14		Mon 29/09/34		
	0 a	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO		Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon es/es/se	Tue ez/m/se	Wed	Thu	Fri	Set	Sun																					28/09/24			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Incides	o o o	Mon 01/09/24	Tue	Wed	Thu	Fri	Set	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0 nts (Falls)	мон	Tue 02/09/24	Wed	Thu	Fri	Set	Sun																					28/09/24			

Total Number of Planned Shifts	510
Total Number of Actual Shifts	516
(including EPO)	

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts	9
(includes all overfill Agency & EPO)	

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	17	77%

Ward Month Ward 36 Actual Off Duty Sep-14 30 Days in Mor DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 11/09/14 12/09/14 54/09/54 20/09/54 Early Trained - 3 Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Wilight Trained wilight Trained Agency wilight HCA Twilight HCA Agency exc Supervisor Sister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri 10/09/14 11/09/14 12/09/14 16/09/16 17/09/14 Early HCA EPO arly HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency wilight HCA EPO wilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Mon Reasons for Shortfall/Overfill & Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Tue Action codes 01/09/34 02/09/56 08/09/34 04/09/34 05/09/14 06/09/54 07/09/14 08/09/34 09/09/04 10/09/14 11/09/14 12/09/14 18/09/56 14/09/14 25/09/54 16/09/14 13/09/14 18/09/14 18/09/14 20/09/54 21/09/14 22/09/34 23/09/54 24/09/14 25/09/34 26/09/16 23/09/14 28/09/34 29/09/14 30/09/34 Early Trained m m m m m m m m m m m m m m m m m m m Early HCA late Trained m late HCA Night Trained Night HCA **Twilight Trained** Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Co	de	Shortfall Reasons
h	1	Other (enter a comment)
i		Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
P	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														ſ
Sep-14	Ī	Ward	36				Actua	I Off D	uty																							
	•					'				'																						
Shortfall/Overfill	DAY Baseline		Tue 62/09/54	Wed os/os/se	Thu serouse	Fri	Sot	Sun	Mon as/os/se	Tue	Wed	Thu	Fri 12/09/14	Sat	Sun 14/19/14	Mon ss/es/se	Tue 16/09/14	Wed	Thu 18/09/34	Fri	Sat 20/09/14	Sun	Mon 22/89/34	Tue 28/09/54	Wed	Thu	Fri	Sat	Sun	Mon 29/89/34	Tue	00/01/00
Early Trained	3	1	1	1	1	1	1	onyesyse	1	1	1	11/09/14	12,009.14	22/09/26	1	asymptos	1	1	1	1	anger 1970	sticke	1	1	1	20/00/30	1	2000934	20/00/24	1	1	sepayor
Early HCA	3	-	1	1	-	-	-		-	_	-	-	-		-		-	-	-	-			_	-	-		_	1	2	-	_	_
Late Trained	3	1	1	1	1	1	1		1	1	1	1	1		1		1	1	1	1			1	1	1		1			1	1	
Late HCA	3																										1		2			
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observo	rtion Nu	mbers (E	PO) are	to show	the ove	rfill for	EPO																								
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	_	05/09/34	62/09/54	08/09/54	06/09/54	05/09/14	06/09/54	07/09/14	00/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/19/14	25/09/34	16/09/14	17/09/14	18/09/34	19/09/14	20/09/14	21/09/14	22/89/34	28/09/54	24/09/14	25/09/34	26/09/14	23/09/14	28/09/14	29/09/14	30/09/36	00/01/00
Early HCA EPO	0	1	1	1		1	1	1		1	1	1	1				1	1				1		1	1	1		1	1	1	1	
Early HCA Agency																1			1	1	1		1				1					
Late HCA EPO	0	1	1	1		1	1	1		1	1			1			1	1			_	1			1	1	1	1	1	1	1	
Late HCA Agency		_	_			_			_			_				_			1	1	1	_	1	-	-		1					
Night HCA EPO	0	2	1			1		1	1	1		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4
Night HCA Agency		_	_									 										_							-			
Twilight HCA EPO Twilight HCA Agency	0										 	 								 			 		-				-	\vdash		
	ts (Falls)										4													4				4	2			
											1													1				1	2		-	
Incidents (Me								1																							1	
Incidents (Staffing)									ı			ı		ı		I	1			1							1				

Total Number of Planned Shifts	510
Total Number of Actual Shifts	622
(including EPO)	022

Total Number of Shortfall Shifts	8
Total Number of Overfill Shifts	430
(includes all overfill Agency & EPO)	120

Total Number of EPO shifts	76
Total Number of Agency EPO	**
shifts	11

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	10	45%

Ward Month Sep-14 Actual Off Duty 30 Days in Mo DAY Mon Fri Tue Wed Thu Fri Sat Mon Thu Fri Sat Sun Mon Thu Fri Sat Tue Wed Thu Sat Sun Mon Sun Tue Wed Tue Wed Sun Mon Tue 05/09/54 07/09/54 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/56 15/09/14 35/09/34 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 22/09/54 23/09/14 24/09/54 25/09/14 27/09/14 30/39/14 01/09/14 02/09/14 00/09/14 04/09/14 06/09/16 26/09/14 28/09/14 29/09/14 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency wilight Trained **Swilight Trained Agency** Twilight HCA Twilight HCA Agency Total over 24 hour ister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Data-Boar CLINGTO CLIN 29/09/24 24/09/24 25/09/24 26/09/24 22/09/24 29/09/24 29/09/24 20/09/24 arly HCA EPO Early HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twiliaht HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 01/09/14 02/09/56 00/09/56 11/09/14 12/09/14 14/09/14 25/09/54 16/09/14 18/09/14 29/09/24 20/09/34 21/09/14 22/09/34 28/09/54 26/09/16 25/09/34 Early Trained Early HCA Late Trained late HCA Night Trained Night HCA wilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	41					Actua	I Off D	uty																							
_	•					•				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early Trained	Baseline 3	05/09/34	62/09/54	08/09/34	04/09/34	05/09/34	06/09/54	07/89/14	as/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/54	16/09/14	17/09/14	18/09/14	28/09/24	20/09/14	21/09/14	22/09/34	23/09/54	24/09/14	25/09/34	26/09/14	23/09/14	28/09/14	29/09/14	30/09/36	00/05/00
Early HCA	3	 				 					_		+	_								_						_	_			-
Late Trained	3	 			_	 					_	_	+	-								_						_	_			
Late HCA	3	 									_	_	+	_															 			-
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0												1																			
The Enhanced Patien	t Observo	ation Nu	mbers (E	PO) are	to show	the ove	rfill for	EPO																								
			Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA		Mon							-	_			_	_																		
EPO - HCA		Mon 65/69/34	-		04/09/34		06/09/54		-	09/09/14		11/09/14	_	12/09/36	14/09/14	25/09/34	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14		22/09/34			25/09/34				29/09/14		00/01/00
Early HCA EPO	0								-	_			_	_																		00/01/00
Early HCA EPO Early HCA Agency									-	_			_	_																		00/05/00
Early HCA EPO Early HCA Agency Late HCA EPO	0								-	_			_	_																		00/01/00
Early HCA EPO Early HCA Agency									-	_			_	_																		00/01/00
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO									-	_			_	_																		06/65/06
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0								-	_			_	_																		00/03/00
Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0								-	_			_	_																		00/103/00
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	02/08/24							-	_		11/09/14	_	_			25/09/24					21,/09/14										00/101/00
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA EPO Twilight HCA Agency Twilight HCA Agency Incides	0 0 0 nts (Falls)	02/09/24							-	_			_	_																		00/101/00
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 nts (Falls)	02/09/24							-	_		11/09/14	_	_			16/09/24					21,/19/24										06/01/00

Total Number of Planned Shifts	510
Total Number of Actual Shifts	537
(including EPO)	55/

Total Number of Shortfall Shifts	0
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	27

Total Number of EPO shifts	27
Total Number of Agency EPO shifts	0
snijis	

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
iister/Charge Nurse M-F Supervisory Shifts	22	17	77%	

Month Ward Sep-14 Actual Off Duty 30 Days in Month Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Sun Fri Sat DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Tue Wed Thu Sun Mon Tue 07/09/54 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/56 15/09/14 25/09/24 17/09/14 18/09/14 18/09/14 20/09/54 21/09/14 22/09/14 23/09/14 24/09/54 25/09/14 25/09/14 01/09/14 02/09/14 00/09/54 04/09/14 05/09/54 06/29/14 27/09/14 28/09/14 29/09/14 30/39/14 **Early Trained** Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency wilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour Sister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 02/00/24 02/00/24 02/00/24 04/ Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twiliaht HCA EPO Twilight HCA Agency Total Staff per 24 hrs 0 1 0 1 1 1 1 1 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Wed Action codes 05/09/54 02/09/56 08/09/54 12/09/14 18/09/56 14/09/14 25/09/54 16/09/14 17/09/14 18/09/34 20/09/34 21/09/14 22/09/14 23/09/54 24/09/14 25/09/34 26/09/16 07/09/14 **Early Trained** m m m m m m m m m m m m m m m m Early HCA h d Late Trained m m m m m m m m m m m m m m m m Late HCA h d h Night Trained m m Night HCA Twilight Trained Twilight HCA Comments: m = Supernumerary SN h= Utilised supernumerary staff

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency
	Shift not Jilled by bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

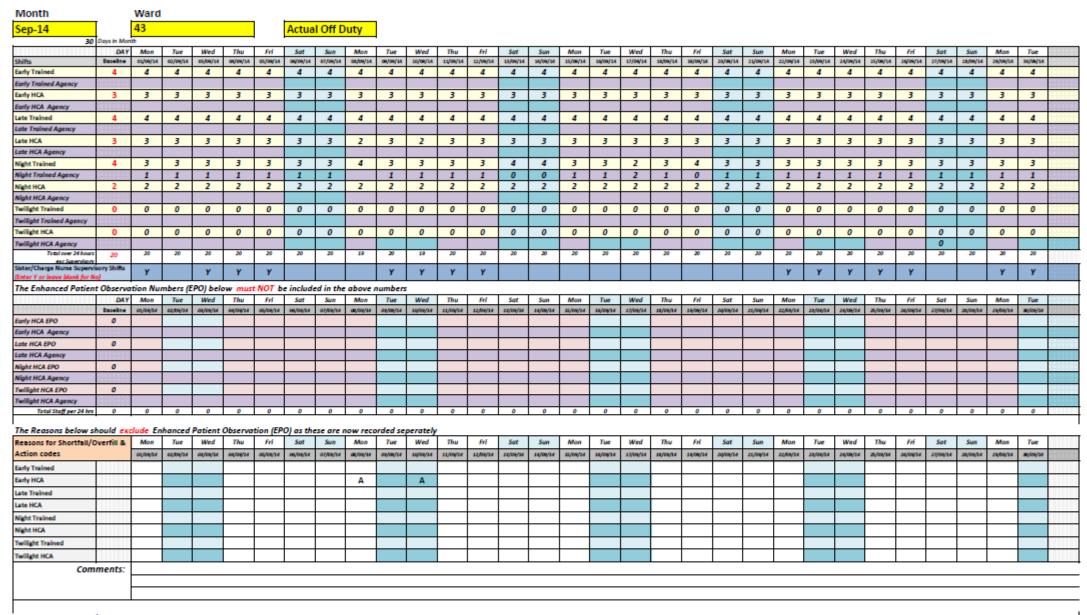
Month		Ward																														
Sep-14	T	42					Actua	I Off D	uty																							
-	-					1																										
Shortfall/Overfill	DAY		Tue ez/bs/se	Wed os/os/se	Thu seyseyse	Fri 05/09/14	Sat	Sun	Mon as/as/ss	Tue	Wed	Thu	Fri	Sat 18/09/14	Sun 14/09/14	Mon	Tue	Wed	Thu	Fri 18/08/54	Sat	Sun	Mon	Tue 28/09/54	Wed 26/09/24	Thu 25/09/34	Fri	Sat 23/09/14	Sun	Mon 29/89/34	Tue	0
Early Trained	3	1	1	column re	and/ordered	onlankre	seyouyae	1	1	onymyte	1000y1e	TVotite	1,00,14	1	14/19/14	1	1	1	1	24/06/24	1	sticke	1	1	zejenyze	2	1	200924	20/00/20	29/03/24	Ally Unit See	Depayor
Early HCA	3								1	1																						
Late Trained	3	1	1					1	1				1	1		1	1	1	1		1		1	1		2	1					
Late HCA	3								1	1						1								1								
Night Trained	3																													1	1	
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observa	tion Nu	nbers (E			the ove		EPO																								
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early HCA EPO	0	00/09/34	62/89/54	08/09/54	04/09/14	05/09/54	06/09/54	07/09/34	08/09/34																							00/01/00
Early HCA Agency	U									09/09/14	10/09/14	11/09/14	12/09/14	12/09/36	14/19/14	25/09/34	36/09/34	23/09/34	18/09/14	28/09/24	20/09/14	21/09/14	22/09/14	23/09/54	24/09/14	25/09/34	26/09/16	27/09/14	28/09/14	23(03)24	30/09/56	-
										onjunyan	10/09/14	11/09/14	12/09/14	23/09/58	14/09/14	25/09/34	26/09/24	27/09/54	18/09/14	29/09/24	and and a second	21/09/14	22/09/54	29/09/54	24/09/14	25/09/34	26/09/14	23/09/14	28/08/24	1	20/09/56 1	
										onland Te	10/09/14	11/09/14	12/09/14	18/08/36	14/09/14	25/09/24	16/09/14	17/09/14	18/09/14	18/08/34	and makes	21/09/34	22/89/24	28/09/54	24/08/24	25/09/34	26/09/14	23/09/14	28/09/24	1	1	
Late HCA EPO	0									09/09/14	10/09/16	11/09/14	12/09/14	13/09/34	14/09/14	25/09/24	16/09/14	13/09/54	18/09/14	19/09/54	Tribution 14	21/09/14	22/09/14	23/09/54	24/08/14	25/09/34	26/09/14	1	1	1	1	
Late HCA EPO Late HCA Agency	0									09,00,10	10/09/14	21/09/24	12/09/14	13/09/34	14/09/14	25/09/24	16/09/14	17/09/14	18/09/14	18/08/54	1	21/09/14	23/09/54	28/09/54	24/08/24	25/09/34	26/09/24	1	1	1	1	
Late HCA EPO										0000010	10/00/14	21/09/24	12/09/14	23/09/24	14/18/14	25/09/54	1	23/09/24	11/09/14	1	1	25/09/34	23/89/24	23/09/34	24/09/14	25/09/14	26/09/24	1 1	1	1 1	1	
Late HCA EPO Late HCA Agency Night HCA EPO											10/00/14	21/09/24	12/09/14	23/09/34	14/09/14	25/09/24	1	27/09/24	14/09/14	18/08/24	1	21/09/16	23/89/24	23/09/34	24/09/14	2/09/14	1	1 1	1	1 1	1	
Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0									onjunjun	10/09/14	11/09/14	12/09/14	23/09/34	14/09/14	1	1	13/09/34	1	18/08/24	1	21/09/14	1	23/09/54	24/09/24	2/09/14	1	1	1	1 1	1	
Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0		1							onjung-24	10/09/14	11/09/14	12/09/14	1	14/10/14	1	1	27/09/24	1	1	1	21/09/34	1	1	1	1	1	1	1	1 1	1	
Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 nts (Falls)		1							tony any a se	10/09/14	11/09/14	12/09/14		14/19/24	1	14/109/24	13/09/24	1	1	1	1	1	1	1	2/09/24	1	1	1 1 1	1	1 1 1	

Total Number of Planned Shifts	510	
Total Number of Actual Shifts (including EPO)	561	

Total Number of Shortfall Shifts	6	
Total Number of Overfill Shifts		
(includes all overfill Agency & EPO)	5/	

Total Number of EPO shifts	23
Total Number of Agency EPO	-
shifts	2

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	16	73%	



Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Cod	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
-1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	43				1	Actua	LOff D)utv	1																						
эср 11	4					1	710000		cicy	4																						
	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Shortfall/Overfill	Baseline	01/09/14			04/09/54	05/09/54	06/09/54	07/09/14		09/09/14		11/09/14	_	12/09/56	14/19/14	25/09/54	16/09/14	17/09/14	18/09/14	19/09/14	20/09/34	21/09/14	22/09/14	23/09/54	24/09/14		26/09/14		28/09/14		30/09/56	00/01/00
Early Trained	4																															
Early HCA	3																															
Late Trained	4																															
Late HCA	3								1		1																					
Night Trained	4																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observo	rtion Nu	mbers (E	EPO) are	to show	the ove	rfill for l	EPO																								
	nt Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed	Thu	Fri	Sot	Sun		Tue 09/09/14				Sat sayon/se	_	Mon 25/09/34			Thu 18/09/24				Mon 22/89/54	Tue 28/09/54	_			Sat 27/09/14				0 00/03/00
EPO - HCA Early HCA EPO	o Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/05/00
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/05/00
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/05/00
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/01/00
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/03/00
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/10/00
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/03/00
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон въ/вијал	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									24/08/24							0 00/10/100
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Incide:	0 0 0 0	Mon es/es/se	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									_							0 00/00/00
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 nts (Falls)	Mon es/m/sa	Tue	Wed	Thu	Fri	Sot	Sun		_				_	_	-									24/08/24							0 00/00/00

Total Number of Planned Shifts	600	
Total Number of Actual Shifts	598	Ī
(including EPO)	330	l

Total Number of Shortfall Shifts	2
Total Number of Overfill Shifts	_
(includes all overfill Agency & EPO)	

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
iister/Charge Nurse M-F Supervisory Shifts	22	15	68%	

Ward Month 44 Sep-14 Actual Off Duty 30 Days in Mo DAY Mon Fri Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Tue Wed Thu Sat Sun Mon Tue Sun Mon Tue 05/09/54 06/09/16 07/09/54 08/09/16 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 56/09/56 15/09/14 25/09/24 17/09/14 58/09/54 18/09/14 20/09/54 21/09/14 22/09/54 23/09/14 24/09/54 25/09/14 27/09/14 01/09/14 02/09/14 00/09/14 04/09/14 26/09/14 28/09/14 29/09/14 30/39/14 Early Trained 3 4 3 Early Trained Agency Early HCA 3 3 3 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 Early HCA Agency 3 3 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 Late Trained 3 3 3 3 6 4 3 Late Trained Agency Late HCA 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 0 2 2 3 3 3 3 3 Late HCA Agency Night Trained 3 3 3 3 3 3 2 2 3 2 3 3 2 3 3 3 3 2 3 2 2 2 2 3 3 3 3 2 2 3 2 Night Trained Agency 1 1 1 2 2 2 2 2 2 2 2 3 2 2 2 2 2 2 2 2 2 2 2 2 3 2 2 2 2 2 2 2 2 Night HCA Wight HCA Agency wilight Trained wilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour 17 27 15 17 17 17 17 18 10 17 16 ister/Charge Nurse Supervisory Shifts The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Date-line (0,700/16 (0,700 arly HCA EPO 0 1 1 1 Early HCA Agency 1 ate HCA EPO 0 1 1 1 1 Late HCA Agency 1 Night HCA EPO 0 1 1 1 1 1 1 1 1 Night HCA Agency 0 Twiliaht HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 01/09/14 02/09/56 00/09/56 11/09/16 12/09/14 14/09/14 25/09/54 16/09/14 18/09/14 29/09/24 20/09/34 21/09/14 22/09/34 28/09/54 26/09/16 25/09/34 Early Trained Early HCA Late Trained m late HCA Night Trained Night HCA wilight Trained Twilight HCA 1st-to cover ward round 24th code p Comments: 9th carer for 1-1, patient gone to another area 27th HCA off sick h agency nurse cancelled at 19.00 for 22nd

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Ward Month Ward 51 Actual Off Duty Sep-14 30 Days in Mo DAY Mon Fri Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Thu Fri Sat Sun Tue Wed Thu Sot Sun Mon Tue Wed Mon Tue Shifts Baseline 01/09/14 02/09/14 03/09/34 67/09/54 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/56 15/09/14 35/09/34 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 22/09/54 23/09/14 24/09/54 25/09/14 25/09/14 27/09/14 28/09/14 29/09/14 30/39/14 04/29/14 05/09/14 06/09/16 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency О Night Trained Night Trained Agency Night HCA Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hou Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Eri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tine 01/09/34 02/09/54 08/09/34 04/09/34 07/09/14 08/09/34 09/09/14 10/09/14 21/09/24 12/09/14 22/09/56 14/09/14 25/09/14 16/09/14 27/09/54 18/09/14 28/09/24 20/09/24 21/09/14 22/09/04 28/09/54 24/09/04 Early HCA EPO О Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency 0 1 1 1 2 1 1 3 3 3 3 4 4 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 16/09/14 21/09/14 22/09/54 23/09/54 Early Trained Early HCA m Late Trained Late HCA Night Trained f f d Night HCA d Twilight Trained Twilight HCA 16/9/14 - extra HCA is supernumerary due to returning from suspension. Comments:

Code	Shortfall Reasons
8	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
u	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

h Other	(enter a comment)
	leuter a comment)
i Shift i	not filled by Bank/Agency

Overfill Reasons
Reduced Occupancy
Audit
Link Work
Other (enter a comment)

Code	Actions Taken	
0	HCA covered RN role	
Р	RN covered HCA role	
q	Student Nurse counted in numbers	
r	Staff moved in from another area	
w	Decision taken not to cover	
t	Other (enter a comment)	
u	Supernumery Staff on Duty	

Month Ward Ward 51 Actual Off Duty Sep-14 Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Shortfall/Overfill Early Trained 3 Early HCA 3 Late Trained 3 3 Late HCA 3 Night Trained 2 Night HCA Twilight Trained 0 Twilight HCA The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue O EPO - HCA \$\\ \text{O}\ \t 03/09/34 02/09/34 08/09/34 04/09/34 Early HCA EPO 0 Early HCA Agency 0 Late HCA EPO Late HCA Agency 0 Night HCA EPO Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency Incidents (Falls) Incidents (Medication) Incidents (Staffing)

Total Number of Planned Shifts	510	
Total Number of Actual Shifts (including EPO)	569	

Total Number of Shortfall Shifts	4
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	63

Total Number of EPO shifts	62
Total Number of Agency EPO shifts	51

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	10	45%

Ward Month Actual Off Duty Sep-14 DAY Mon Tue West Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Shifts 07/09/54 11/09/14 12/09/14 13/09/14 54/09/14 15/09/14 35/09/34 17/09/14 20/09/14 21/09/14 **Early Trained** 4 4 5 4 3 3 4 5 5 3 4 4 3 5 4 4 4 5 3 4 4 6 4 3 3 3 4 3 3 2 1 1 1 1 1 Early Trained Agency 1 1 1 1 1 1 1 1 1 1 4 3 4 4 3 Early HCA 3 4 4 4 4 3 4 4 4 4 4 4 4 4 4 4 4 3 4 4 4 3 3 Early HCA Agency 1 3 4 4 3 3 4 Late Trained 2 3 3 4 2 3 3 2 3 4 2 4 3 3 5 4 4 3 4 3 3 4 5 4 Late Trained Agency 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 4 3 4 4 4 3 4 4 4 4 4 4 4 3 3 4 4 4 2 4 4 4 4 3 Late HCA 4 3 3 3 3 3 1 Late HCA Agency 1 1 3 3 2 3 3 3 3 2 3 3 3 2 2 2 2 2 2 3 2 2 2 2 2 2 2 2 3 3 2 Night Trained Night Trained Agency 1 1 1 2 1 1 1 2 2 Night HCA Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hou 22 22 23 20 22 21 Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 10/09/14 11/09/14 12/09/14 12/09/14 15/09/14 15/09/14 15/09/14 17/09/14 18/09/14 18/09/14 Baseline 06/09/54 07/09/54 08/09/54 20/09/14 21/09/14 22/09/34 23/09/54 05/09/54 02/09/54 08/09/54 04/09/54 05/09/14 09/09/14 24/09/14 25/09/38 26/09/24 0 Early HCA EPO 1 Early HCA Agency 0 1 Late HCA EPO Late HCA Agency 0 Night HCA EPO Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sat Sun Mon Tue Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Tue Sat Action codes 01/09/34 02/09/54 08/09/34 04/09/14 11/09/14 12/09/14 22/09/34 14/09/14 25/09/54 16/09/14 17/09/14 18/09/14 29/09/24 21/09/14 22/09/04 23/09/54 24/09/24 25/09/34 26/09/24 28/09/14 29/09/34 Early Trained m m m m m m m m m m m m m m m m m Early HCA 8 Late Trained i m m m m m m m m Late HCA i i Night Trained Night HCA a Twilight Trained Twilight HCA We are currently running on 4 nurses and 4 health care assistance on the early and late shifts and 3 nurses and 2 carers at night we are doing this as never been fully established to meet 5 + 3 high quality patient care is still being provided with the 50/50 split. The reason for us having overflow shifts is due to the rmr

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
_	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	52				1	Actua	I Off D	uty																							
	-					-				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/54	08/09/54	04/09/54	05/09/14	06/09/54	07/09/14	08/09/34	09/09/14	10/09/14	11/09/14	12/09/14	18/09/58	14/09/14	25/09/54	16/09/14	17/09/14	18/09/34	18/09/14	20/09/14	21/09/14	22/09/34	23/09/54	26/08/54	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/36	00/01/00
Early Trained	4	1	1	1	1	- 2	1		1	1	1	1	1			1	1	1	1	- 2			1	- 2	1				1			
Early HCA	4	1				1			1	_						1		_					_	1								
Late Trained	4	1					1			1					1			1	1			1	1				1			1	1	
Late HCA	4	1				1					1					1	1	1				1	2	1						2		
Night Trained	3																				1			1			1					
Night HCA	2																											1	1			
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observa	rtion Nu	mbers (E		to show	the ove	erfill for l																									
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed				Corn	Mon	Tue	0
		00/09/34	02/09/56																							Thu	Fri	Set	Sun			_
Early HCA EPO			sayon) as	08/09/34	04/09/54	05/09/14	06/09/54	07/09/14	09/09/34	09/09/14	10/09/14	21/09/14	12/09/14	18/09/36	14/09/14	25/09/34	16/09/14	17/09/14	18/09/14				22/09/14	_	24/09/24	25/09/34	26/09/24	30f 23/09/14	20/09/24	29/09/14		00/01/00
	0		sayes) as	en/en/se	06/09/36	1	06/09/54	07/09/14	as/09/34	09/09/14	10/09/14	11/09/14	12/09/14	23/09/34	14/09/14																	_
Early HCA Agency			august an	CEL/CEN/24	04/09/34	1	06/09/54	07/09/14	an/09/34	09/09/14	10/09/14	21/09/14	12/09/14	13/09/36	14/09/14																	_
Early HCA Agency Late HCA EPO	0		any or a	EN/EN/14	04/09/34	1	06/09/54	07/09/14	as/09/34	09/09/14	10/09/14	21/09/16	12/09/14	13/09/36	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency	0		superior and	00/09/14	96/09/24	1	06/09/14	07/09/14	at/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO			superior and	00/09/14	04/09/14	1	06/09/04	07/09/14	an/os/sa	09/09/14	11/09/14	21/09/24	12/09/14	13/09/16	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0		angeri an	al/o/u	os/os/se	1	06/09/54	arjanjin	as/09/34	09/09/14	10/09/14	21/09/24	12/09/14	23/09/34	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0			a)/19/14	oe/ooy'se	1	06/09/54	arjunysa	an/09/34	09/09/14	10/09/14	21/04/24	12/09/14	23/09/34	14/09/14																	_
Eurly HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0			al/19/14	06/009/24	1	06/09/54	ar/to/se	an/09/34	09/09/14	10/09/14	21/04/24	12/09/14	23/09/34	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0			03/03/34	06/009/24	1	06/09/54	ar/ha/sa	an/on/se	09/09/14	10/09/14	21/09/24	12(09/14	22/09/24	14/09/14																	_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 nts (Falls)			03/03/34	96/09/34	1	06/09/54	as/m/14	1	osytosyte	19/09/14	21/09/24	12/09/16	12/09/24	14/09/14		26/09/24												20/09/14			_

Total Number of Planned Shifts	630	
Total Number of Actual Shifts	640	ſ
(including EPO)	040	l

Total Number of Shortfall Shifts	24
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	34

Total Number of EPO shifts	2
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	14	64%

Ward Month Actual Off Duty stroke unit Sep-14 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 11/09/14 12/09/14 20/09/54 7 Early Trained 8 9 9 8 8 8 8 9 8 9 3 3 2 2 2 2 1 2 2 2 3 1 3 3 Early Trained Agency 1 1 Early HCA 6 6 5 6 4 5 6 6 6 6 4 4 5 5 6 5 6 5 5 6 6 6 7 7 4 4 7 6 6 6 Early HCA Agency 1 1 Late Trained 8 8 8 8 9 9 8 8 8 7 7 8 8 8 9 7 7 7 8 7 7 9 8 7 7 6 8 7 7 6 7 Late Trained Agency 3 2 3 3 2 2 3 1 3 3 2 5 4 5 4 5 5 ate HCA 5 5 5 3 5 4 5 5 5 5 5 5 5 4 4 5 5 4 5 5 5 5 5 6 4 ate HCA Agency 7 6 5 6 5 5 7 7 7 7 6 6 5 5 Night Trained 5 4 6 6 6 6 6 6 6 7 6 6 6 Night Trained Agency 2 Night HCA 4 4 4 4 4 4 3 4 3 2 3 Night HCA Agency 1 **Twilight Trained** wilight Trained Agency wilight HCA Twilight HCA Agency 35 37 39 33 43 43 41 36 40 39 40 40 35 41 exc Supervisor Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sot Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 10/09/14 11/09/14 12/09/14 13/09/14 arly HCA EPO 0 1 2 2 1 1 1 1 arly HCA Agency 1 1 2 1 1 1 1 1 1 1 1 ate HCA EPO 0 1 1 1 1 1 1 1 1 1 Late HCA Agency 1 1 1 1 1 1 1 1 1 1 1 Night HCA EPO 0 1 1 1 1 1 1 1 1 1 1 1 Night HCA Agency 1 wilight HCA EPO 0 wilight HCA Agency 3 3 1 0 1 3 3 3 3 4 4 4 3 3 3 0 0 1 3 3 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Mon Reasons for Shortfall/Overfill & Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Tue Action codes 01/09/34 02/09/34 08/09/34 04/09/54 05/09/14 06/09/54 07/09/04 08/09/34 09/09/04 10/09/14 21/09/14 12/09/14 13/09/56 14/09/14 25/09/24 16/09/14 13/09/14 18/09/14 28/09/24 20/09/16 21/09/14 22/09/24 23/09/54 26/09/24 25/09/34 26/09/24 27/09/14 28/09/34 29/09/24 30/09/50 Early Trained h h h h h h Early HCA 8 8 late Trained a h h h h h h h h h late HCA 8 Night Trained h h h h h h h h h h h h h h Night HCA 8 **Twilight Trained** Twilight HCA Comments: please note the supernumery trained thrombolisis nurse is added in to all shifts and the supernumery TIA clinic nurse is added into the HCA shifts mon to Friday early shifts.

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
5	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														- 1
Sep-14	[strok	e unit			1	Actua	I Off D	uty																							
	•					•				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early Trained	Baseline	05/09/34	02/09/54	08/09/34	04/09/54	05/09/34	06/09/54	07/09/34	OR/09/34	09/09/14	10/09/14	11/09/34	12/09/14	10/09/34	14/09/14	25/09/54	16/09/14	13/09/54	18/09/34	19/09/14	20/09/34	21/09/14	22/09/34	28/09/54	26/09/16	25/09/34	26/09/34	27/09/14	28/09/54	29/09/14	30/09/56	00/01/00
	8				1	1				- 2	1				1	- 2	- 2	- 2	- 2	1		1	- 4	1	1	1	1			1	- 2	
Early HCA	5	1	1	1		1	1		1	1	1	1	1		1		1	1	1	1			1	1	1	- 2	- 2	1	1	- 2	1	
Late Trained	8				1	1			1	2	1				1	1	2	2	2	1		1	2	1	1	1	1			1	2	
Late HCA	5				2		1								1				1	1			1							1	1	
Night Trained	5	1	1	1		1			2	2	2	2	2	1	2	2	3	3	2	1	1	1	1	2	1	1	1	1	1	2	2	
Night HCA	4							1																					1	2		
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa																															
	t Observa	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed		Fri	Sat				Wed 10/09/14	Thu 11/09/14		Sat 18/09/34	Sun 14/19/14	Mon st/m/se					Sat 20/09/14		Mon 22/89/54							Mon 29/89/34		0 00/03/00
EPO - HCA Early HCA EPO	t Observa 0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon es/es/as 1 1	Tue	Wed	Thu	Fri	Sat	Sun																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0	Mon es/es/se 1 1	Tue	Wed	Thu seytowas	Fri	Sat	Sun								1																

Total Number of Planned Shifts	1050
Total Number of Actual Shifts (including EPO)	1219

Total Number of Shortfall Shifts	16
Total Number of Overfill Shifts	405
(includes all overfill Agency & EPO)	185

Total Number of EPO shifts	69
Total Number of Agency EPO shifts	40

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	16	73%

Ward Month Critical care Actual Off Duty Sep-14 30 Days in Mont DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 10/09/14 13/09/14 12/09/14 13/09/14 34/09/34 17/09/14 18/09/14 18/09/14 20/09/54 21/09/14 9 Early Trained 9 9 9 9 9 9 9 7 8 8 9 9 9 9 9 8 9 9 9 10 9 10 9 9 9 9 Early Trained Agency 2 1 2 1 1 Early HCA 1 Early HCA Agency Late Trained 8 9 8 8 9 9 9 9 9 9 9 8 8 6 7 8 8 10 9 9 9 9 9 9 8 10 9 9 9 9 8 Late Trained Agency 1 2 1 1 2 1 1 Late HCA 1 Late HCA Agency 9 9 10 9 Night Trained 8 8 9 9 9 9 9 9 8 7 9 9 9 9 9 9 8 9 9 10 9 9 10 8 8 9 Night Trained Agency 2 2 2 Night HCA 1 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour 27 32 33 31 30 30 30 28 28 28 29 32 31 32 29 29 31 29 Y Y Y Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue CL/TON/THE COLUMNITE COLUM Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 Late HCA Agency Night HCA EPO 0 Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Mon Reasons for Shortfall/Overfill & Tue Wed Thu Fri Sat Sun Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/14 02/09/54 08/09/56 04/09/14 05/09/14 06/09/54 07/09/14 08/09/34 09/09/14 10/09/14 21/09/24 12/09/14 13/09/56 14/09/14 25/09/54 16/09/14 13/09/14 18/09/34 19/09/14 20/09/14 21/09/14 22/09/24 28/09/54 26/09/16 25/09/34 26/09/24 23/09/14 28/09/24 29/09/34 30/09/34 Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	Ī	Critica	al care				Actua	I Off D	uty																							
	•					•				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Early Trained	Baseline	01/09/14	02/09/54	08/09/54	04/09/34	05/09/34	06/09/54	07/89/34	an/09/34	09/09/34	10/09/14	11/09/14	12/09/14	13/09/36	14/19/14	25/09/34	36/09/34	13/09/14	18/09/14	28/08/24	20/09/34	21/09/14	22/09/14	23/09/54	24/09/14	25/09/34	26/09/34	27/09/14	28/09/54	29/09/14	30/09/56	00/01/00
	1	1	- 2	- 2	1	-	1	-	1		1		_	3	1	1	1	1	1	1		1	-	1	- 4	1	- 2	1	1	1	1	
Early HCA Late Trained	8	-											_					-								-						
		- 2	- 2	1	1	1	1	1	1	1	1		_	1	1			- 4	1	1	1	1	1	1	1	- 2	1	1	1	1	1	
Late HCA	1	_	_		_	-		-								-				_	1				_		_	1		_	1	
Night Trained	8	2	2	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1		1	1	2	1	2	1	1	2	1	
Night HCA	1																												1	\vdash		
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observo	ation Nu	mbers (b																													
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
		05/09/54	62/09/54	00/09/34	04/09/34	05/09/54	06/09/54	07/09/14	00/09/34	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/54	16/09/14	27/09/34	18/09/14	18/09/14	20/09/34	21/09/14	22/09/14	23/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/54	29/09/14	30/09/56	00/01/00
Early HCA EPO	0	_																												\vdash		
Early HCA Agency																														\vdash		
Late HCA EPO	0																															
Late HCA Agency			l	l	l	l	1	l			l	l	l	I		l																
		_	_	_	_	_		_				_	_	_		_																
Night HCA EPO	0																															
Night HCA EPO Night HCA Agency	0																															
	0																															
Night HCA Agency																																
Night HCA Agency Twilight HCA EPO Twilight HCA Agency																																
Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 nts (Falls)	_																														

Total Number of Planned Shifts	810
Total Number of Actual Shifts	897
(including EPO)	

Total Number of Shortfall Shifts	6
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	93

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	30	136%	

Month Ward NNU Actual Off Duty Sep-14 DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 11/09/14 13/09/14 54/09/54 35/09/34 17/09/14 18/09/14 18/09/14 20/09/14 21/09/14 22/09/14 25/09/14 5 4 5 Early Trained 3 4 3 3 4 5 3 3 3 3 4 4 4 3 4 4 4 3 4 3 Early Trained Agency Early HCA 0 1 0 0 1 1 0 1 0 1 1 1 0 1 0 0 1 1 0 1 1 1 0 0 1 0 1 1 1 1 Early HCA Agency Late Trained 3 3 4 3 4 4 3 3 4 3 4 3 3 3 3 3 3 4 4 3 3 3 4 4 3 3 4 4 4 4 3 Late Trained Agency Late HCA 0 1 1 0 0 1 1 0 1 0 1 1 1 1 0 1 0 0 1 1 1 0 1 1 1 0 0 0 0 1 Late HCA Agency 3 3 3 3 4 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 3 3 3 3 Night Trained 3 4 3 3 3 Night Trained Agency Night HCA 0 1 1 0 0 1 1 1 1 1 1 1 1 1 1 1 0 0 1 1 1 0 0 1 1 1 1 1 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour 12 12 11 22 12 12 13 13 13 12 12 12 12 11 23 12 13 12 43 13 23 14 13 12 11 12 12 12 12 Sister/Charge Nurse Supervisory Shifts Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline (1/10/14 (2/10/14 (1/ Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 Late HCA Agency Night HCA EPO 0 Night HCA Agency Twilight HCA EPO Twilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 02/09/54 08/09/34 04/09/14 05/09/14 06/09/54 07/09/14 08/09/38 09/09/14 10/09/14 11/09/14 12/09/14 22/09/56 14/09/14 25/09/54 16/09/14 17/09/14 18/09/34 19/09/14 20/09/54 21/09/14 22/09/24 23/09/54 24/09/14 25/09/34 26/09/16 27/09/14 28/09/24 29/09/14 30/09/56 Early Trained t t Early HCA Р Р Р Р Р Р Р Р pu Р Late Trained i Late HCA Р Р pu Р Р Р Night Trained Р ь u u Night HCA р Р Twilight Trained Twilight HCA Comments: t- phased return

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)
	j k

Code	Actions Taken
0	HCA covered RN role
P	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	I	NNU					Actua	I Off D	uty																							
	•									•																						
Shortfall/Overfill	DAY	Mon 85/89/34	Tue ez/bs/se	Wed os/os/se	Thu seroe/se	Fri 05/09/14	Sot as/as/sa	Sun arjan/sa	Mon an/as/ss	Tue as/as/se	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 18/09/34	Sun 14/09/14	Mon 25/09/34	Tue 16/09/14	Wed 13/09/14	Thu 18/09/14	Fri 28/09/24	Sat 20/09/34	Sun 21/09/14	Mon 22/89/34	Tue 28/09/54	Wed 26/09/14	Thu 25/09/34	Fri 26/09/54	Set	Sun 28/09/14	Mon 29/89/34	Tue xs/ss/ss	00/01/00
Early Trained	3	nayanyan	1	coproper	1	1	selvative	on/en/an	2	1	2	11/08/10	12/09/14	sayony se	14/18/14	1	1	1	2	28/08/26	1	1	2.000/14	1	1	20/00/20	26/mil/16	1	20/1/0/24	1	acycoy se	out the same
Early HCA	1	1	_		1	1			1		1					1		1	1			_	1				1	1		1		
Late Trained	3		1		1	1			1		1							1	1				1	1			1	1	1	1		
Late HCA	1	1			1	1			1		1					1		1	1				1				1	1	1	1		
Night Trained	3	1																1	1					1	1							
Night HCA	1	1			1	1												1	1					1	1							
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observo																															
The Enhanced Patient EPO - HCA	t Observa	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed	Thu	Fri	Set	Sun		Tue 09/09/24	Wed 10/09/14	Thu 21/09/24	Fri 12/09/14	Sat 18/09/34	Sun 14/09/14	Mon 25/09/24	Tue 26/09/24	Wed 27/09/24	Thu 18/09/24		Sat 20/09/24	Sun 21/09/14	Mon 22/89/34		Wed 26/09/26	_	Fri 26/09/24	5at 23/09/14	_	$\overline{}$		0 00/05/00
EPO - HCA Early HCA EPO	t Observa	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency		Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0	Mon	Tue	Wed	Thu	Fri	Set	Sun			_	_				_									_		_	_	_	$\overline{}$		

Total Number of Planned Shifts	360
Total Number of Actual Shifts	367
(including EPO)	30/

Total Number of Shortfall Shifts	32
Total Number of Overfill Shifts	70
(includes all overfill Agency & EPO)	39

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	8	36%

Month		Ward																														
Sep-14	T	25					Actua	I Off D	uty																							
	Days in Mon	th				-			-	•																						
	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
hifts	Baseline	01/09/14	02/09/14		04/09/14	05/09/54		67/09/54		09/09/14	10/09/14	15/09/14	12/09/14	13/09/14	54/09/54	15/99/14	35/09/34	17/09/14		18/09/14	20/09/14	21/09/14	22/09/14		24/09/54	25/09/14		27/09/14		29/09/14	30/09/14	
arly Trained	7	6	7	7	5	7	6	6	6	7	6	6	7	6	6	6	7	7	6	5	5	5	7	6	7	7	7	5	6	7	6	
Early Trained Agency		1			1											_				1					_							
Early HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	*****
Early HCA Agency																																
ate Trained	7	6	6	7	5	7	6	6	6	7	6	6	6	6	6	6	6	6	6	5	5	5	7	7	6	6	6	5	6	6	6	
Late Trained Agency		1			1															1												
ate HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Late HCA Agency		_	_	_		-	_			_	_			_		_		_		_			_	_	_			_		_		
Night Trained	6	6	6	6	6	5	5	4	6	6	6	5	6	5	4	5	5	5	5	6	5	5	5	6	5	5	4	5	6	6	6	
Night Trained Agency						1	1	1						1	2	1	1					1	1		1	1	2	1				
Night HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Night HCA Agency							_	_						_																		
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight Trained Agency								-																	-							
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight HCA Agency Total over 24 hours		24	23	24	22	24	22	21	22	24	22	21	23	22	22	23	22	33	21	22	19	20	24	23	20	23	21	20	22	26	22	
exc Supervisory		24	23	24	22	24	22	21	22	-	22	21	23	-22	-22	23	23	22		- 22	2.5	20	24	23	23	23	23	20	-22	-		
Sister/Charge Nurse Supervi		у	у	у	у	у			у	у	у	у	у			у		у	у	у			у	у	у					у	у	
	ter Y or leave blank for No) The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers																															
The Enhanced Facien	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	
	Baseline	01/09/14	02/09/54		04/09/14	05/09/14	06/09/54	07/89/34	00/09/34	09/09/04	10/09/14	21/09/24	12/09/14	22/09/36	14/09/14	25/09/34	16/09/14	27/09/24	18/09/34	19/09/14	20/09/14	21/09/14	22/09/04	23/09/54	26/09/16	25/09/34	26/09/14	27/09/14	28/09/04	29/09/14	30/09/56	-
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
The Reasons below s				_		_				_	_				-							-		_								
Reasons for Shortfall/C	Overfill &	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	
Action codes		03/09/34	02/09/34	08/09/54	04/09/54	05/09/14	06/09/54	07/09/14	06/09/34	09/09/14	10/09/14	22/09/24	12/09/14	23/09/56	14/19/14	25/09/54	16/09/14	17/09/14	18/19/14	18/08/14	20/09/14	21/09/14	22/09/14	28/09/54	26/09/14	25/09/34	26/09/14	27/09/14	20/09/54	29/09/34	30/09/34	
Early Trained																																
Early HCA																																
Late Trained																																
late HCA																																
Night Trained						1	1																				1					
Night HCA																																
Twilight Trained							\vdash																									
						 	+																									
Twilight HCA		Weekend	shortfell	is due to d	on in hed	Loumberr	, shortfall d	uring the	week her b		and has seen	d leaders	where are	consiste :	nd person	n.			<u> </u>	<u> </u>		L	<u> </u>			L			<u> </u>			
Com	iments:	weekend	anortial	is due to di	op in bed	marmoers,	, anortiali d	aring the	WORK HAS D	rean cover	ed by war	u leaders (where app	opnate a	mu mecessa	ny.																

ı	Code	Shortfall Reasons
	8	Sickness (short notice)
[Ь	Carers/Bereavement (short notice)
	c	Staff moved to another area
	d	DNA Bank
	e	Cancelled Bank
	f	DNA Agency
[8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

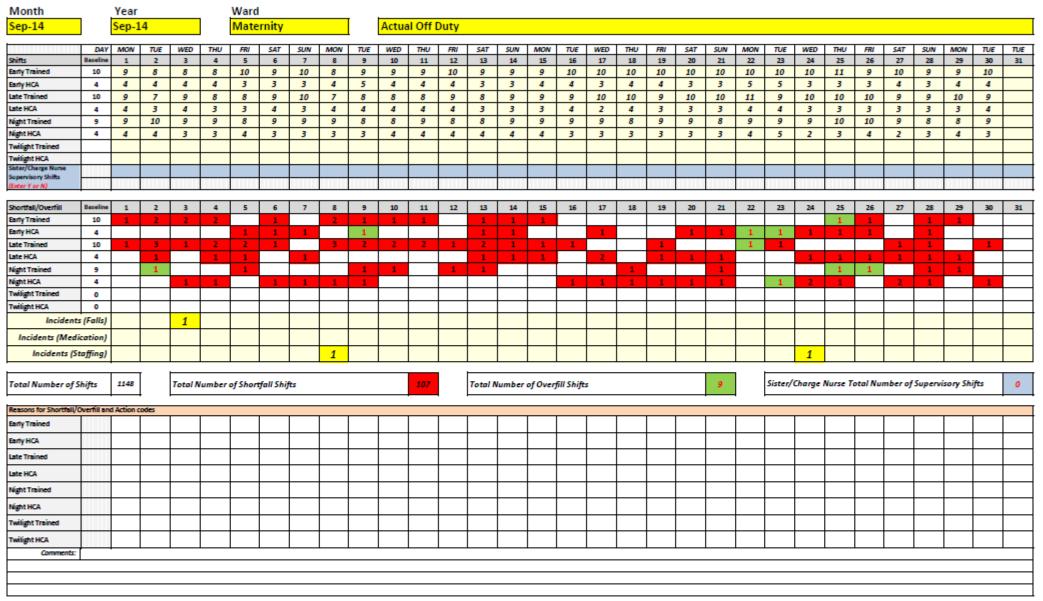
Month		Ward																														
Sep-14	T	25				1	Actua	I Off D)utv	1																						
	+					-				1																						
Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
Snortiall/Overill	Baseline	03/09/34	02/09/54	08/09/54	04/09/54	05/09/14	06/09/54	07/09/14	00/09/54	09/09/14	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/34	36/09/34	13/09/54	18/09/14	18/09/14	20/09/14	21/09/14	22/09/14	28/09/54	26/09/16	25/09/34	26/09/14	23/09/14	28/09/54	29/09/14	30/09/56	00/01/00
Early Trained	7				1		1	1	1		1	1		1	1	1			1	1	2	2		1				2	1		1	
Early HCA	2																															
Late Trained	7		1		1		1	1	1		1	1	1	1	1	1	1	1	1	1	2	2			1	1	1	2	1	1	1	
Late HCA	2																															
Night Trained	6							1				1						1	1		1											
Night HCA	0															1														1		
Twilight Trained	0																															
Twilight HCA	0																															
		-																														
The Enhanced Patien	nt Observo	rtion Nu	mbers (l	EPO) are	to show	the ove	erfill for l	EPO																								
	nt Observo	Mon Mu	mbers (t	PO) are Wed	to show Thu	fri fri	erfill for l	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA		Mon		Wed	Thu		Sot	Sun	-	Tue os/os/se	_	_	_	Sat 18/09/34	Sun 14/09/14	Mon ss/bs/se	Tue 16/09/14	_	Thu 18/09/34	Fri sayonysa	Sat 20/09/24	_	Mon 22/89/14	Tue 29/09/54	Wed 24/09/14	Thu 25/09/34	_	Sat 27/09/14	_	Mon 29/89/34	_	
EPO - HCA Early HCA EPO	nt Observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_				_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency		Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_				_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_				_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_				_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон ві/вера	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Мон ві/вера	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	o o o o nts (Falls)	Mon es/m/as	Tue	Wed	Thu	Fri	Sot	Sun	-	_	_	_	_	_	_			_			_	_	_		_	_	_	_	_		_	

Total Number of Planned Shifts	720	
Total Number of Actual Shifts (including EPO)	670	

Total Number of Shortfall Shifts	52
Total Number of Overfill Shifts	-
(includes all overfill Agency & EPO)	- 2

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	19	86%	



Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency
h	Other (enter a comment)

Code	Overfill Reasons
i	Enhanced pt observation
j	Supernumery
k	Reduced Occupancy
- 1	Audit
m	Link Work
n	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)

Ward Month Sep-14 chatsworth Actual Off Duty 30 Days in Mor DAY Mon Fri Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Tue Wed Thu Sat Sun Mon Tue Sun Mon Tue 02/09/14 05/09/54 06/09/16 07/09/54 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 25/09/24 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 22/09/54 23/09/16 24/09/54 25/09/14 27/09/14 30/39/14 01/09/14 00/09/54 04/09/14 26/09/14 28/09/14 29/09/14 Early Trained 2 3 2 3 3 2 2 2 3 2 3 2 2 1 2 3 2 2 3 2 1 3 3 2 2 2 2 2 2 3 Early Trained Agency 1 Early HCA 4 3 3 4 2 3 4 4 4 3 4 1 3 4 4 3 3 4 4 3 3 4 3 3 3 4 4 3 4 4 3 Early HCA Agency 2 1 2 3 2 Late Trained 2 2 2 3 2 2 Late Trained Agency Late HCA 2 2 2 1 2 1 1 1 2 Late HCA Agency 1 Night Trained 2 2 2 1 2 2 2 2 2 2 2 2 2 1 1 2 2 1 1 1 2 2 2 1 1 2 1 1 1 1 Night Trained Agency 1 Night HCA Night HCA Agency wilight Trained **Swilight Trained Agency** Twilight HCA Twilight HCA Agency Total over 24 hou 13 13 12 13 13 13 13 13 13 Ð 12 13 13 13 13 13 12 23 13 12 13 13 12 13 £ ister/Charge Nurse Supervisory Shifts Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Date-line colonies co arly HCA EPO 0 Early HCA Agency 1 1 1 1 1 1 ate HCA EPO 0 Late HCA Agency 1 1 1 1 Night HCA EPO 0 Night HCA Agency 0 Twiliaht HCA EPO Twilight HCA Agency 0 3 3 Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 01/09/14 02/09/56 00/09/56 11/09/14 12/09/14 14/09/14 25/09/54 16/09/14 18/09/14 29/09/24 20/09/34 21/09/14 22/09/34 23/09/54 26/09/26 25/09/34 Early Trained a Early HCA 8 i. a Late Trained late HCA 8 Night Trained Night HCA wilight Trained Twilight HCA Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														- 1
Sep-14	Ī	chats	worth				Actua	I Off D	uty																							
	•					<u>'</u>				<u>'</u>																						
Shortfall/Overfill	DAY Baseline	Mon 85/89/34	Tue	Wed 08/09/34	Thu seyteets a	Fri 05/09/14	Sat 46/09/54	Sun orpayse	Mon an/as/ss	Tue	10/09/14	Thu	Fri 12/09/14	5at 18/09/54	Sun 14/09/14	Mon ss/bs/se	Tue 16/09/14	27/09/14	Thu 18/09/14	Fri	Sat	Sun 21/09/14	Mon 22/89/34	Tue 29/09/54	Wed 26/09/34	Thu 25/09/34	Fri 26/09/54	Sat 23/09/14	Sun	Mon 29/89/34	Tue	0
Early Trained	2	nayanyan	1	colunian	1	1	selvolvae	on/en/an	May only an	1	1009/14	11/09/10	12/03/14	sayony se	14/19/14	ayonyae	1	Tribush 24	19/19/14	1	releasing	21/09/24	1	1	zejonyze	20/00/38	zeknik ze	20/08/24	20/10/20	zajonyze	1	Depayor
Early HCA	4	1	1		1	1				1		1				1	1			1			1	1	1			1			1	
Late Trained	2	- 1							_											- 1												
Late HCA	2	1					1					 	 							1												
Night Trained	2																															
Night HCA	1												 																			
Twilight Trained	0											\vdash	-																			
Twilight HCA	0											-																				
		-								•	•	•	•	•						•	•	•	•	•	•	•	•	•	•			
The Enhanced Patien	it Observo	rtion Nu	mbers (L	EPO) are	to show	the ove	rfill for l	EPO																								
	it Observo	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
EPO - HCA			Tue		Thu		Sat		Mon as/as/ss		Wed 19/09/14	_	_	_	Sun 14/09/14	_		Wed 13/09/14	_	_		Sun 21/09/14		Tue 28/09/54	Wed 26/09/24		Fri 26/09/24					0 00/15/00
EPO - HCA Early HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon es/es/sa	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_		25/09/34		_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incider	0 0 0 0	Mon es/es/s4	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_	_				_		_				_			_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0 nts (Falls)	Mon es/myse	Tue	Wed	Thu	Fri	Sat	Sun		09/09/24	_	_	_	_		si/m/se		_		_			22,896/24	_			_					

Total Number of Planned Shifts	390	
Total Number of Actual Shifts	398	
(including EPO)	220	l

Total Number of Shortfall Shifts	18
Total Number of Overfill Shifts	20
(includes all overfill Agency & EPO)	20

Total Number of EPO shifts	14
Total Number of Agency EPO shifts	14

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	8	36%	

Month Ward Sep-14 Lindhurst Actual Off Duty 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Thu Fri Sat Sun Mon Fri Set Tue Wed Thu Fri Sat Sun Mon Wed Tue Wed Thu Sun Mon Tue 01/09/14 00/09/14 04/09/14 05/09/54 07/09/54 10/09/14 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 25/09/24 17/09/14 58/09/54 18/09/14 20/09/54 21/09/14 22/09/54 23/09/16 24/09/54 25/09/14 25/09/14 27/09/14 30/39/14 00/09/14 06/09/16 08/09/16 09/09/14 28/09/14 29/09/14 **Early Trained** Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA Late HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hour Ð Sister/Charge Nurse Supervisory Shifts Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Date-line colonics co Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twiliaht HCA EPO Twilight HCA Agency Total Staff per 24 hrs 0 3 3 2 1 1 1 2 3 1 3 1 3 3 3 2 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Reasons for Shortfall/Overfill & Action codes 01/09/14 62/09/56 08/09/54 05/09/14 06/09/54 07/09/54 11/09/14 12/09/14 16/09/14 13/09/14 18/09/14 29/09/24 20/09/34 21/09/14 22/09/14 23/09/54 24/09/14 23/09/14 08/09/36 09/09/24 **Early Trained** Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA Had patient requiring one to one 24/7, where shifts not covered by enhanced care shows we worked without one to one cover. Staffing levels showing change in ratio. New nurses in post so starting to change to 4 and 2 all day. Comments:

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
P	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														I
Sep-14	T	Lindh	urst			1	Actua	I Off D	utv	1																						
оср 21	1					-	710000		cicy	1																						
er - e 11/2 - E11	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
Shortfall/Overfill	Baseline	01/09/14	62/09/54	09/09/34	04/09/14	05/09/14	06/09/54	07/09/14	09/09/34		10/09/14	11/09/14	12/09/14		14/09/14	25/09/54	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	28/09/54	24/09/14	25/09/34	26/09/14	27/09/14	28/09/14	29/09/14	30/09/56	00/05/00
Early Trained	2		1	1	1	1		1	1	1		1	1			1	1		1	1	1	1	1		1	1	1	1	1			
Early HCA	4		1	1	1	1		1	1	1	1	1	1			1	1	1	1	1	1	1	1		1	1	1	1	1			
Late Trained	2															1	1				1											
Late HCA	2			1																												
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
						-			•	•	•	•	•	•								•	•				•	•	•	•	•	
The Enhanced Patien	rt Observo	rtion Nu	mbers (E	:PO) are	to show	r the ove	erfill for l	EPO																								
	t Observo	Mon Nu	mbers (E Tue	PO) are Wed	to show Thu	the ove	sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA	t Observo	Mon		Wed	Thu	Fri			Mon as/as/ss	Tue os/os/se		Thu 11/09/14	_	_	_	Mon 25/09/54	Tue 16/09/14	Wed 13/09/54	Thu 18/09/34	Fri 19/09/14	Sat 20/09/14	Sun 21/09/34	Mon 23/89/34		Wed 24/09/54	Thu 25/09/34	Fri 26/09/54	Sat 23/09/14	Sun 28/09/14	Mon 29/89/34	_	
	t Observo	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	1 1	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_								_	_	_	_		_	
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0	Мон са/на/м 1 1	Tue	Wed	Thu	Fri	Sat	Sun	-	_		_	_	_	_	_	_	_							1	_	_	_	_		_	

Total Number of Planned Shifts	390
Total Number of Actual Shifts (including EPO)	447

Total Number of Shortfall Shifts	23
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	80

Total Number of EPO shifts	55
Total Number of Agency EPO shifts	35

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	22	12	55%	

Month Ward Sep-14 Oakham Actual Off Duty 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Baseline 01/09/14 02/09/14 04/29/14 08/09/14 09/09/14 10/09/14 11/09/14 12/09/14 13/09/14 54/09/54 15/09/14 25/09/24 17/09/14 18/09/14 18/09/14 20/09/14 22/09/14 23/09/16 25/09/14 25/09/14 27/09/14 29/09/14 Shifts 00/09/14 05/09/54 06/09/14 67/09/54 21/09/14 24/09/54 28/09/14 30/39/14 2 2 2 2 **Early Trained** 2 2 3 2 3 3 2 Early Trained Agency Early HCA 4 4 4 3 4 3 3 4 4 4 4 4 4 4 4 5 5 4 4 4 4 4 4 4 4 4 4 4 4 4 4 Early HCA Agency Late Trained 2 Late Trained Agency Late HCA 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 3 3 2 2 2 2 2 2 2 2 2 2 2 3 Late HCA Agency Night Trained 2 2 2 2 2 2 2 2 2 2 2 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 Night Trained Agency Night HCA 1 Night HCA Agency Twilight Trained 0 Twilight Trained Agency Twilight HCA 0 Twilight HCA Agency Total over 24 hour 23 23 15 13 13 13 13 23 13 13 23 13 13 Sister/Charge Nurse Supervisory Shifts Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Fri ON/ON/SE 07/ON/SE 08/ON/SE 08/ON/SE 25/ON/SE Baseline 03/09/34 02/09/34 03/09/34 04/09/34 05/09/14 Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 Late HCA Agency 0 Night HCA EPO Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency Total Staff per 24 hrs 0 0 0 0 0 0 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Thu Reasons for Shortfall/Overfill & Mon Tue Wed Fri Sot Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 05/09/54 02/09/56 08/09/54 04/09/54 05/09/34 07/09/14 10/09/14 11/09/16 12/09/14 18/09/56 14/09/14 25/09/54 16/09/14 17/09/14 18/09/14 19/09/14 20/09/54 21/09/14 22/09/14 23/09/54 24/09/14 25/09/34 26/09/16 27/09/14 Early Trained m Early HCA h h h m m Late Trained Late HCA m m m m Night Trained Night HCA Twilight Trained Twilight HCA Due to Keogh - we are to run on 3+3 and 2+3 wherever possible. Staffing numbers require changing officially. Comments: 5/9 & 6/9 Early Trained should show 'm' - Unable to enter due to worksheet being password protected.

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	Oakha	am				Actua	I Off D	uty																							
	-					•				•																						
Shortfall/Overfill	DAY Baseline		Tue az/bs/sa	Wed os/os/se	Thu sepsyse	Fri os/os/se	Sot 66/09/54	Sun arjanjsa	Mon	Tue	Wed	Thu	Fri 12/09/14	Sat	Sun 14/09/14	Mon ss/es/se	Tue 16/09/14	Wed 13/09/14	Thu 18/09/34	Fri 18/08/14	Sat 20/09/14	Sun 21/09/14	Mon 22/89/34	Tue 23/09/34	Wed 26/09/16	Thu 25/09/34	Fri 26/09/54	Sat 27/09/14	Sun	Mon 29/09/34	Tue	0 00/01/00
Early Trained	2	ouyeeyae	acycoyae	1	on/only se	1	1	onyesyse.	mily conty and	onlying/16	1000y1e	11/08/14	12/09/14	sayony se	14/18/14	anjuni se	10/10/14	Liyuayae	20/00/24	29/09/26	24pmy24	21/04/24	22/09/24	Silvakse	24/m/14	20/00/38	Tel-nol-Te	2009/24	zayosyse	28/08/24	Ally Unit Se	- sepages
Early HCA	4			1		1	1						 			1	1										 					+
Late Trained	2												 																			+
Late HCA	2															1		1	1												1	
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Paties	nt Observo																															
EPO - HCA		Mon																														
			Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	1 0	01/09/34	62/09/34		Thu sq/sq/se	65/09/54	Sat 86/89/54			7ue 09/09/14		11/09/14	_		Sun 14/19/14	Mon 25/09/34	Tue 16/09/14		18/09/34	Fri 19/09/54	Sat 20/09/14	Sun 21/09/14		Tue 29/09/54	Wed 26/09/24	Thu 25/09/34	Fri 26/09/14	Sat 23/09/14	Sun 28/09/14	Mon 29/89/34	_	
Early HCA EPO	0									_										_								_			_	
Early HCA EPO Early HCA Agency	0									_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA EPO										_										_								_			_	
Early HCA EPO Early HCA Agency										_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0									_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0									_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0									_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0									_										_								_			_	
Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 nts (Falls)						06/09/24			_	10/08/14									_								_			_	

Total Number of Planned Shifts	390
Total Number of Actual Shifts	396
(including EPO)	390

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	9

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	14	64%

Ward Month Actual Off Duty sconce Sep-14 30 Days in Mo DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 10/09/14 11/09/14 12/09/14 13/09/14 20/08/54 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency ate HCA ate HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Wilight Trained wilight Trained Agency wilight HCA Twilight HCA Agency Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri 08/09/36 09/09/36 10/09/36 11/09/36 12/09/36 15/09/36 16/09/36 15/09/36 15/09/36 arly HCA EPO arly HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency wilight HCA EPO Wilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sat Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 02/09/34 08/09/34 04/09/54 05/09/14 06/09/54 07/09/04 08/09/34 09/09/04 10/09/14 21/09/16 12/09/14 22/09/56 14/09/14 25/09/24 16/09/14 17/09/14 18/09/14 18/09/14 20/09/16 21/09/14 22/09/54 23/09/54 24/09/14 25/09/34 26/09/24 27/09/14 28/09/34 29/09/24 Early Trained h Early HCA a late Trained h р a late HCA a Night Trained C Night HCA Wilight Trained wilight HCA Saturday 20/09/14 Agency staff booked but did not attend Comments: From Friday 19/09/2014 we had 1 patient on enhanced support and required 1:1 nursing 24/7. We had 1 extra member of staff on all shifts to accomadate this patient.

Code	Shortfall Reasons
a	Sickness (short notice)
Ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	Ī	scond	e			1	Actua	I Off D	utv																							
·	+					-				•																						
Shortfall/Overfill	DAY		Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	0
	Baseline	05/09/54	62/09/54	09/09/34	04/09/14	05/09/14	06/09/54	07/09/54	d8/09/34	09/09/54	10/09/14	11/09/14	12/09/14	13/09/36	14/09/14	25/09/54	16/09/14	17/09/14	18/09/14	18/09/14	20/09/14	21/09/14	22/09/34	28/09/54	24/09/34	25/09/34	26/09/34	27/09/14	28/09/14	29/09/14	30/09/56	00/01/00
Early Trained	4					1				1		1	1				1			1	1			1								
Early HCA	4						1		1																							
Late Trained	4											1									1											
Late HCA	4						1		1																							
Night Trained	3	1																														
Night HCA	3																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observa							EPO																								
	t Observa	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA		Mon		Wed	Thu		Sat			Tue as/as/se		_		Sat ss/m/se		Mon st/m/se		Wed 13/09/14				Sun 21/09/14	Mon 22/89/34	Tue 28/09/54			_	Sat 27/09/14	_		Tue soyos/se	
EPO - HCA Early HCA EPO	t Observa	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 62/84/24	Tue	Wed	Thu	Fri	Sat	Sun				_						_									_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0 0 0 0	Mon es/es/se	Tue	Wed	Thu	Fri	Sat	Sun arytaysa			19/09/14	_						_					1				_	_	_		1	

Total Number of Planned Shifts	660
Total Number of Actual Shifts	691
(including EPO)	091

Total Number of Shortfall Shifts	9
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	40

Total Number of EPO shifts	34	
Total Number of Agency EPO shifts	14	

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	5	23%

Ward Month FCU Actual Off Duty Sep-14 DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 07/09/54 11/09/14 12/09/14 13/09/14 15/09/14 17/09/14 18/09/14 18/09/14 20/08/14 21/09/14 Early Trained 1 1 1 1 1 1 Early Trained Agency Early HCA 2 Early HCA Agency Late Trained 1 Late Trained Agency Late HCA 2 Late HCA Agency 1 1 1 1 1 1 1 1 Night Trained 1 Night Trained Agency Night HCA 2 2 2 2 2 2 2 2 2 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 1 2 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hours Sister/Charge Nurse Sup The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue 14/09/14 21/0 Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 Late HCA Agency Night HCA EPO 0 Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Mon Tue Wed Thu Fri Sot Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Action codes 01/09/34 02/09/34 08/09/56 04/09/14 05/09/04 06/09/54 07/09/14 08/09/38 09/09/14 10/09/14 22/09/24 12/09/14 22/09/36 14/09/14 25/09/54 16/09/14 13/09/14 18/09/34 18/09/14 20/09/54 21/09/14 22/09/04 23/09/54 24/09/24 25/09/34 26/09/24 27/09/14 28/09/54 29/09/34 30/09/56 Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA a a h Twilight Trained Twilight HCA a 10and 11th unable to get cover - therefore worked with one HCA Comments: 29 - HCA did not come to work - had wrong off duty written down - therefore unable to get child care

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
8	Cancelled Agency

Code	Shortfall Reasons
h	Other (enter a comment)
i	Shift not filled by Bank/Agency

Code	Overfill Reasons
j	Reduced Occupancy
k	Audit
- 1	Link Work
m	Other (enter a comment)

Code	Actions Taken
0	HCA covered RN role
Р	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Sep-14	T	FCU					Actua	I Off D	uty																							
	-					•				•																						
Shortfall/Overfill	DAY Baseline		Tue 62/09/54	Wed as/as/se	Thu seytre/se	Fri 05/09/14	Sat 66/09/54	Sun 07/09/14	Мол ауля/за	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 18/09/36	Sun 14/09/14	Mon 25/09/34	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 18/08/14	Sat 20/09/14	Sun 21/09/14	Mon 23/89/34	Tue 23/09/54	Wed 24/09/14	Thu 25/09/34	Fri 26/09/14	Sat 23/09/14	Sun 28/09/14	Mon 29/89/34	Tue xo/os/se	0 00/01/00
Early Trained	1	edvesyse	espenyae	colonian an	and/ordered	onleading	en/on/an	on/esyste	May only an	osyssy14	1000y1e	11/08/14	12/09/14	22/00/26	14/18/14	all not be	neleskine.	2.0 may 2 m	20/00/24	anyony an	24pmy14	21/09/20	22/09/24	23/03/24	24/m/14	20/009/38	20/00/24	20/08/24	20/00/20	28/08/24	Ally Unit See	out any out
Early HCA	2																															
Late Trained	1	_											 	_																		
Late HCA	2																															
Night Trained	1	-											\vdash																			
Night HCA	2										1	1																		1		
Twilight Trained	0																															
Twilight HCA	0	-											\vdash																			
The Enhanced Patien	ot Obcern	rtion No	mherr (F	POL one	to chou	the ow	efill for	FPO		•		•		•	•	•			•								•					
THE EMPOREED FUNCTI	IL OBSET PE	TOOK ITO	mbers le	.roj uic	LU SHUW	THE OW	erjuu jor i																									
	it observe	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
EPO - HCA			Tue	Wed	Thu	Fri	Sot	Sun		_	Wed 10/09/14	_	_	_	Sun 14/19/14	_	_	Wed 13/09/54		Fri 28/08/54				_	Wed 24/09/24		_			Mon 29/89/34		
	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency		Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Mon	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 02/04/24	Tue	Wed	Thu	Fri	Sot	Sun		_		_	12/09/14	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Mon 02/04/24	Tue	Wed	Thu	Fri	Sot	Sun		_		_	_	_	_	_	_	_		-												
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	o o o o nts (Falls)	Mon 02/04/24	Tue	Wed	Thu	Fri	Sot	Sun		_		_	12,6%/14	_	_	_	_	_		-												

Total Number of Actual Shifts	270	otal Number of Planned Shifts
(including EPO)	267	

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	0

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	22	12	55%