

### **Trust Board of Directors**

# Thursday 25<sup>th</sup> September 2014.

## Nurse Staffing Report – August 2014

### 1.0 Introduction

In line with national recommendations the Board of Directors receive a monthly nurse staffing report of which provides detailed analysis shift by shift of agreed staffing ratios across our in-patient wards within the organisation, including an exception report where nurse staffing ratios have either exceeded or fell below a 10% target threshold.

The report also forms part of the organisations commitment in providing open and honest care via the publication of this data on the Trust's Website and includes a copy of the monthly UNIFY data submission that is published on the NHS Choices website.

# 2.0 Organisational Compliance against the Publication of National Nurse Staffing Data Recommendations.

In response to NHS England guidance regarding the publication of national nurse staffing data (April 2014) the organisation is compliant in all five domains as summarised in the following table;

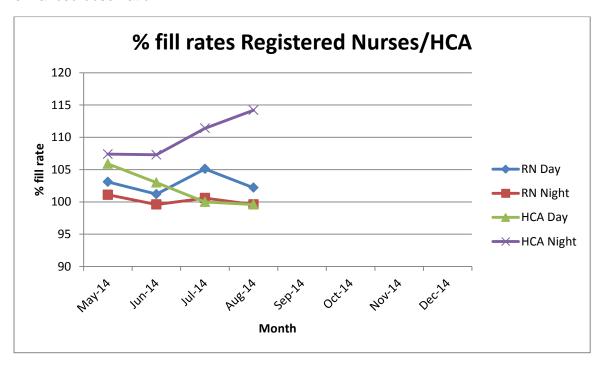
1.	Presentation of establishment review to the Board, every 6 months.	Compliant
2.	Display information about the nurses, midwives and care staff deployed for each shift compared to what has been planned (at ward level).	Compliant
3.	Presentation of actual and planned staffing to the Board each month.	Compliant
4.	Publication of the monthly report on the Trust website (and uploaded onto the NHS Choices web pages).	Compliant
5.	Submission of monthly staffing data via UNIFY to enable national data on staffing fill rates for nurses, midwifes and care staff to be presented on NHS Choices.	Compliant

# 3.0 Registered Nurse & Health Care Assistant (HCA) Staffing Analysis (Planned versus Actual) August 2014.

In line with national requirements and data submission timescales the organisation submitted and uploaded the Registered Nurse (RN) & Health Care Assistant (HCA) staffing data (Planned versus Actual) for August on the 10<sup>th</sup> September 2014 (Appendix 1). This information is summarised in the following table;

Aug 2014	Day	Day	Night	Night
Site Name	Average fill rate - Registered Nurses/Midwives (%)	Average fill rate – HCA staff (%)	Average fill rate - Registered Nurses/Midwives (%)	Average fill rate – HCA (%)
King's Mill Hospital	96.1%	106.9%	99.4%	108.6%
Mansfield Community Hospital	110.5%	95.0%	99.5%	135.5%
Newark Hospital	100.0%	97.0%	100.0%	98.7%

The graph below illustrates the above information in a graphical format. Whilst the overall average fill rates for RN's and HCA's exceeded the required 90% threshold; it does however illustrate a significant increase in HCA utilisation during night periods. The design of the hospital (50% side rooms), the dependency and acuity of the patients in our beds and the 'risk averse' culture of some of our teams leads to requests for additional staff to support enhanced observation



## 4.0 UNIFY Data Submission AUGUST 2014

Detailed data analysis of the UNIFY Nurse Staffing data submission for August (Appendix 1), Matron Exception Report (Appendix 2) and Ward Staffing Information (Appendix 3) has highlighted the following themes:

1. For RN 22% day shifts and 9.6% night shifts exceeded those hours planned. Ward 36 exceeded the 10% parameter due to the commissioning and decommissioning of the Discharge Lounge facility within the clinical ward environment and the need to support a junior workforce and recently appointed senior nursing team.

- 2. A total of 553 additional HCA shifts were utilised during August of which 217 were filled with Agency Health Care Assistants. This increase in requirements was predominantly due to a significant increase in the demand for enhanced patient support across the clinical ward areas.
- 3. Detailed analysis of The UNIFY Nurse Staffing data submission for August identified 6 wards had failed to achieve the 90% threshold; Ward 23, Ward 52, Ward 25, NICU, inpatient Maternity and EAU.

4.

- **Ward 21** This ward has previously sustained and managed their planned versus actual staffing levels. During August the ward reported 19 shift shortfalls, further analysis has identified that of the 19 shifts, 14 were due to short term sickness, 3 were due to the redeployment of staff to other clinical wards and departments and 2 were due to the allocation of emergency leave. In the vast majority of cases the shortfall in staff related to HCA shifts
- **Ward 23** A review of the Registered Nurse establishment is currently being undertaken by the Divisional Matron for Emergency Care & Medicine (ECM) in recognition of the significant changes in acute cardiology pathways, which have resulted in a reduction in the acuity and dependency of patients presenting to the ward. In response to this the Divisional Matron is currently in the process of reducing the planned nursing establishment to reflect these changes.
- **Ward 25** The variation between the planned and actual staffing resources is complex and multi factorial and is in response to seasonal variation, activity fluctuations and planned capacity reductions over the weekends. All shifts were risk assessed by the ward sister to ensure quality and safety standards were being maintained, shift by shift.

**Maternity Services** The variation between the planned and actual staffing resources within maternity services was flexed between the in-patient and community midwifery teams in order to respond to and accommodate variation in activity during the month. Again all shifts were risk assessed by the unit sister in order to ensure quality and safety standards were being maintained.

**NICU (Neonatal)** During August the variation between the planned and actual staffing resources required was as a result of a recent executive decision to temporarily reduce cot capacity and level of care provision within the unit. All shifts were risk assessed by the ward sister to seek and ensure that new staff to patient ratios were maintained at all times.

- **Ward 52** The variation between the planned and actual staffing resources is due to the ward reporting a high number of RN vacancies within their establishment (5.0 WTE). This was offset and balanced by increasing the total number of HCA's rostered and in the utilisation of 2 recently appointed Registered Mental Health Nurses (RMN), that whilst being in establishment are currently not included in the daily staffing numbers.
- **EAU** The variation between the planned and actual staffing resources required is complex and multi factorial. This is in part due to the unit reporting a high number of RN vacancies within their establishment (8.2 WTE) and in the internal promotion of several senior nursing staff whom were subsequently backfilled by junior and less experienced staff. Of the 8.2 vacancies; 4 new staff are due to commence in post September 2014.
- 1.0 WTE Registered Nurse took extended sick leave during August but has subsequently returned to the workplace. This was further exacerbated by 6 well established agency nurses taking extended annual leave during August, all of which have subsequently returned to work. Whilst the number of shortfall shifts reported was significant during August the reporting template does not reflect any bed capacity fluctuations in month (Bed capacity range 28 56 beds) or the number of staff that were redeployed to EAU from other clinical

ward, departments or services (33 shifts in total). The ward currently runs on a skill mix of 1 RN to 7 patients. EAU is a clinical area that is being closely monitored in relation to capacity, activity and staffing levels

## 5.0 Quality and Safety

Detailed data analysis is currently on-going to evidence and triangulate a correlation between nurse staffing levels to that of patient outcomes. Caution should however be urged when looking for causative factors and correlation given that a number of variables can independently and collectively positively or negatively impact upon patient outcomes.

The following table identifies the total number of Datix incidents recorded during August specifically relating to patient falls that resulted in harm, nurse staffing levels and medication errors.

Indicator	No of Incidents Recorded:	Grading (Low Level of Harm - Grade 2)	Grading (Moderate Level of Harm - Grade 3)	Evidence of an Incident occurring in a clinical area that has breached the 90% threshold
Patient Falls	33	30	3	EAU X 1 (Grade 2)
Nurse Staffing Levels	9			EAU X 1 Ward 23 X 1
Medication Errors	10			Nil

As evidenced within the above Table a total of 3 incidents occurred in month within clinical ward environments that breached the 90% threshold.

# 6.0 Achievement of Planned Staffing Requirements – Organisational Capacity and Capability

Escalation processes are in place to address staffing levels via the Divisional Nursing, Duty Nurse Manager and On Call Teams. In addition to this the nurse staffing levels including skill mix and requirements for enhanced care are formally recorded, collated and analysed daily within the Capacity & Flow meeting whereby actions are taken to address and mitigate short falls in staffing resources. After all staffing solutions have failed to redeploy staff internally, a risk approach is employed whereby a senior RN will consider the occupancy levels and acuity and dependency of patients across respective clinical wards and departments to decide on staffing levels and ratio's and move staff accordingly.

Despite a number of aggressive recruitment campaigns both here and overseas, recruitment within nursing remains a significant concern and a risk to the organisation. Workforce analysis undertaken in August has shown that this equates to 129.09 WTE RN and 65.94 WTE HCA vacancies, which translates to 10.09% and 11.29% of the overall nursing workforce respectively.

Whilst sickness and absence rates improved significantly in August (RN; 3.46% and HCA; 6.07% - the lowest reported figure for 17 months) there remains a heavy reliance on back and agency staffing solutions to maintain safe staffing levels across the organisation. A further analysis will be provided within an in depth establishment report in October 2014.

## 7.0 Conclusion

The achievement of planned nurse staffing levels including the Keogh night staffing recommendations are being achieved across the organisation. Sustainability of these levels has and continues to be a challenge to the Divisions, particularly in relation to our reliance on temporary staffing solutions. The design of our wards, increased dependency and acuity of patients, as well as our high occupancy and activity levels are challenging our ability to sustain consistently staffed shifts throughout the Trust, albeit, this mainly relates to individual areas like the Neonatal Unit and EAU.

Recruitment to vacancies remains a high priority with further overseas recruitment planned over the next three months in conjunction with continuous local recruitment and on-going discussions regarding the support of 'Return To Practice' programmes for Registered Nurses

Lisa Dinsdale Susan Bowler

Deputy Director of Nursing 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

August. 2014						Monthly	y Hours					
			DAY						Night			
		stered s/nurses		Care	Staff	_		stered es/nurses		Care	Staff	Avenage
	Total	Total	Average fill rate -	Total	Total	Average fill rate -	Total	Total	Average fill rate -	Total	Total	Average fill rate -
Ward name	monthly	monthly	registered nurses/midwives	monthly	monthly	care staff	monthly	monthly	registered	monthly	monthly	care
	planned	actual	(%)	planned	actual	(%)	planned	actual	nurses/midwives (%)	planned	actual	staff (%)
	staff	staff		staff	staff	, ,	staff	staff		staff	staff	Stair (70)
	hours	hours		hours	hours		hours	hours		hours	hours	
144 144	T	1 1				are and Sur			100.00			
Ward 11	1116.00	1116.00	100.0%	1116.00	1206.00	108.1%	1023.00	1023.00	100.0%	682.00	770.00	112.9%
Ward 12	1116.00	1110.00	99.5%	1116.00	1374.00	123.1%	1023.00	1023.00	100.0%	682.00	704.00	103.2%
Ward 21 Ward 31	1488.00 1116.00	1470.00	98.8%	1488.00	1464.00	98.4% 98.9%	1023.00 1023.00	1045.00	102.2% 98.9%	1023.00	979.00 682.00	95.7% 100.0%
Ward 32	1116.00	1086.00 1140.00	97.3% 102.2%	1116.00 1116.00	1104.00 1068.00	98.9% 95.7%	1023.00	1012.00 1012.00	98.9% 98.9%	682.00 682.00	693.00	100.0%
ICCU	2976.00	3162.00	106.3%	372.00	366.00	95.7% 98.4%	2728.00	2926.00	96.9% 107.3%	341.00	363.00	106.5%
DCU	1068.00	1074.00	100.5 %	564.00	534.00	94.7%	504.00	517.00	107.5 %	231.00	264.00	114.3%
Totals	9996.00	10158.00	100.7%	6888.00	7116.00	102.5%	8347.00	8558.00	101.4%	4323.00	4455.00	104.9%
						ediatrics						
NICU	1116.00	1104.00	98.9%	372.00	204.00	54.8%	1023.00	1012.00	98.9%	341.00	209.00	61.3%
Ward 25	2604.00	2262.00	86.9%	744.00	720.00	96.8%	2046.00	1991.00	97.3%	0.00	0.00	N/A
Totals	3720.00	3366.00	92.9%	1116.00	924.00	75.8%	3069.00	3003.00	98.1%	341.00	209.00	61.3%
	T					and Childre		T	1			
Ward 14	1116.00	1116.00	100.0%	1116.00	1122.00	100.5%	1023.00	1023.00	100.0%	682.00	726.00	106.5%
Inpatient Maternity	3720.00	3312.00	89.0%	1488.00	1332.00	89.5%	3069.00	2816.00	91.8%	1364.00	1012.00	74.2%
Totals	4836.00	4428.00	94.5%	2604.00	2454.00	95%	4092.00	3839.00	95.9%	2046.00	1738.00	90.4%
	T					ledicine		T				
EAU	3348.00	3024.00	90.3%	2232.00	2172.00	97.3%	2387.00	2046.00	85.7%	2046.00	2101.00	102.7%
Ward 22	1488.00	1350.00	90.7%	1116.00	1320.00	118.3%	1023.00	1023.00	100.0%	682.00	957.00	140.3%
Ward 23	2232.00	1812.00	81.2%	744.00	768.00	103.2%	1705.00	1683.00	98.7%	341.00	407.00	119.4%
Ward 24	1116.00	1116.00	100.0%	1116.00	1140.00	102.2%	1023.00	1023.00	100.0%	682.00	682.00	100.0%
Ward 33 Ward 34	1116.00	1092.00	97.8%	1116.00	1080.00	96.8%	1023.00	1012.00	98.9%	682.00	682.00	100.0%
Ward35	1116.00 1116.00	1116.00 1092.00	100.0% 97.8%	1116.00 1116.00	1254.00 1086.00	112.4% 97.3%	1023.00 1023.00	979.00 1012.00	95.7% 98.9%	682.00 682.00	660.00 682.00	96.8% 100.0%
Ward 36	1116.00	1548.00	97.6% 138.7%	1116.00	1542.00	97.3% 138.2%	1023.00	1463.00	96.9% 143.0%	682.00	1144.00	167.7%
Ward 41	1116.00	1104.00	98.9%	1116.00	1428.00	128.0%	1023.00	1012.00	98.9%	682.00	979.00	143.5%
Ward 42	1116.00	1116.00	100.0%	1116.00	1122.00	100.5%	1023.00	1012.00	98.9%	682.00	781.00	114.5%
Ward 43	1488.00	1488.00	100.0%	1116.00	1104.00	98.9%	1364.00	1342.00	98.4%	682.00	682.00	100.0%
Ward 44	1116.00	1152.00	103.2%	1116.00	1164.00	104.3%	1023.00	1012.00	98.9%	682.00	660.00	96.8%
Ward 51	1116.00	1122.00	100.5%	1116.00	1410.00	126.3%	1023.00	1023.00	100.0%	682.00	957.00	140.3%
Ward 52	1860.00	1446.00	77.7%	1116.00	1494.00	133.9%	1023.00	1001.00	97.8%	682.00	770.00	112.9%
Stroke Unit	2976.00	2802.00	94.2%	1860.00	2262.00	121.6%	1705.00	1683.00	98.7%	1364.00	1694.00	124.2%
Chatsworth	744.00	828.00	111.3%	1116.00	1014.00	90.9%	682.00	671.00	98.4%	341.00	341.00	100.0%
Lindhurst Ward	744.00	864.00	116.1%	1116.00	1068.00	95.7%	682.00	682.00	100.0%	341.00	704.00	206.5%
Oakham Ward	744.00	774.00	104.0%	1116.00	1098.00	98.4%	682.00	682.00	100.0%	341.00	341.00	100.0%
Sconce Ward	1488.00	1488.00	100.0%	1488.00	1422.00	95.6%	1023.00	1023.00	100.0%	1023.00	1023.00	100.0%
Fernwood	372.00	372.00	100.0%	744.00	744.00	100.0%	341.00	341.00	100.0%	682.00	660.00	96.8%
Totals	27528	26706	100.1%	23808	25692	108.0%	21824	21725	100.5%	14663	16907	118.1%

**Appendix 2- Matron Exception Report.** 

					Aug 2014 Monthly Nurse s	taffing Summary		
						Report fr	om Matron	
Ward	% fill Registe red (Day)	% fill Registered (Night)	% fill HCA (Day)	% fill HCA(night)	Analysis of gaps	Impact on quality/outcomes	Actions in place	Matron assurance statement
EAU	90%	85.70%	97.30%	102.70%	EAU currently have 8.2 WTE Registered Nurse vacancies, 4.0 of which are due to commence in September.	There has been an increase in patient falls and prescription errors	All vacancies currently being advertised as part of a wider divisional recruitment strategy. Workforce planning strategy in place to manage succession planning and career development to maintain retention of staff.	Flexible workforce solutions utilised to maintain safe staffing levels. Bed capacity flexed to reflect patient acuity, dependency and staffing resources.
Ward 11	100.0%	100.0%	108.1%	112.9%	Ward 11 used extra HCA on nights to support patients that required additional One to one support that were at high risk of falls	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
Ward12	99.5%	100.0%	123.1%	103.2%	Ward 12 used extra HCA on days shifts to support patients that required additional One to one support that were at high risk of falls	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

Ward22	90.7%	100.0%	118.3%	140.3%	Ward 22 currently has 3.8 RN vacancies and higher than average sickness. Additional HCA resource utilised to support enhanced care requirements on the ward.	The positive impact created by the additional staffing is evident in the decreased incidents this month, including the absence of a serious fall.	Recruitment continues to be proactive across the division, including both registered and unregistered staff.	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward23	81.2%	98.7%	103.2%	119.4%	Additional HCA resource utilised to support enhanced care requirements on the ward		Proactive recruitment strategy in place across division	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward34	100.0%	95.7%	112.4%	96.8%	Additional HCA resource utilised to support enhanced care requirements on the ward	Reduction in and prevention of falls	Division recruiting HCA's on 12 month contracts.	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward 36	138.7%	143.0%	138.2%	167.7%	The increase in HCA is due to the number of patient's requiring enhanced care and observation. 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.	With the additional registered nurse there has been a significant improvement in recruitment and retention of staff. Skill, knowledge and staff development has been raised to a much better standard. The nursing matrix demonstrates improvement all round on ward 36. Leadership is strong resulting in a productive and enthusiastic team	Review the additional registered nurse allocation per shift	All shifts safely staffed with the right skill.

Ward41	98.9%	98.9%	128.0%	143.5%	Ward 41 currently have 3 registered nurse vacancies, 2 of which are appointed into and should start in near future. The patient mix has increased the dependency of the ward, the referral criteria is under review with involvement from IDAT which should show improvements rapidly. Sickness rates continue to improve and Ward 41 are taking action to improve	The metrics data for August demonstrates a significant improvement which is a clear quality impact, falls have been stable and there has been an absence of serious incidents.	Recruitment continues to be proactive across the division, including both registered and unregistered staff.	All shifts safely staffed. Temporary staff used as necessary for patient dependency, communication and actions in progress from the discharge team.
					this constantly.			
Ward42	100.0%	98.9%	100.5%	114.5%	Enhanced Observations	Reduction in and prevention of falls	Division recruiting HCA's on 12 month contracts	Al shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward51	100.5%	100.0%	126.3%	140.3%	Ward 51 currently have 5.9 registered nurse vacancies, 2 of which are recruited to and should commence in next few months.	Close monitoring of incidents is currently in progress, concerns have been raised regarding the impact of the changes and the monitoring will provide any evidence should it be available.	Recruitment continues to be proactive across the division, including both registered and unregistered staff.	All shifts safely staffed. Temporary staff used as necessary for patient dependency, monitoring of the possible negative impact of skill mix on-going and actions will be taken if evidence found.

Ward52	77.7%	97.8%	133.9%	112.9%	Ward 52 currently have 5 RN vacancies. As a consequence overall HCA resources have been increased to account for this. Sickness and absence levels are decreasing and being well managed.	The ward has seen a significant increase in falls, work is currently underway with support of the falls lead nurse, the evidence from the nurse metrics shows significant improvements in all other areas.	Recruitment continues to be proactive across the division, including both registered and unregistered staff. The ward leader had devised own advert, looking into the opportunity to attract to speciality.	All shifts safely staffed. Temporary staff used as necessary for patient dependency.
Stroke unit	94.2%	98.7%	121.6%	124.2%	The stroke unit currently has 10 registered nurse vacancies, 5 have been appointed and are due to start in next few months. Additional bed capacity has been utilised on the unit as and when required in order to accommodate wider capacity and demand challenges. Increased HCA resource has been utilised to manage enhanced observation requirements on the ward.	The actions are seen to have a clear impact on reduced incidents, the metrics data continues to show improvements.	Recruitment continues to be proactive across the division, including both registered and unregistered staff. The ward leader had devised own advert, looking into the opportunity to attract to speciality.	All shifts safely staffed. Temporary staff used as necessary for patient dependency.
NICU	98.9%	98.9%	54.8%	61.3%	All 43 shortfalls were due to a planned reduction in capacity and level of care delivered. Staffing was maintained at a safe staff: patient ratio at all times	No increase in incidents or adverse effect on quality metrics	Proactive sickness management and recruitment strategy in place across division	All shifts safely staffed. Temporary staff used as necessary for patient dependency

Ward25	86.9%	97.3%	96.8%	N/A	Of the 60 shortfalls 8 were planned due to the reduced capacity at the weekends. 23 of the shifts were supported by the band 7 ward sisters. 13 shifts were not filled by agency, and 9 of those were supported by the ward sister. The remaining shifts were risk assessed and not filled as during the holiday season there has been limited theatre activity and in-patient numbers have been lower. No planned procedures have been cancelled.	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
In patient Maternity	89.0%	91.8%	89.5%	74.2%	Vacancies(currently being filled)Sickness and Maternity leaves	Monitored via Datix - nothing identified	Gaps triangulated with activity and dependencies at the time. When true gaps identified staffing escalation used as in the escalation policy.	All shifts safely staffed albeit busy
DCU	100.6%	102.6%	94.7%	114.3%				
Chatsworth	111.3%	98.4%	90.9%	100.0%	Staff nurse covering sickness and vacancies upon the ward (for HCA RGN vacancies currently being advertised.	no impact	Recruitment continues to be proactive across MCH. Establishments currently being reviewed and recruited to .	All shifts covered to current establishment or above.

Lindhurst 116.1%	100.0% 95.7%	206.5%	Overfill on shifts due to staff working on their induction (supernumerary) this in turn will leave minimal RGN vacancies to be recruited to, to establish new staffing levels covering HCA role as increasing establishments. Overfill on nights due to 1-1 care needed throughout the month.	no impact	Recruitment completed, awaiting changes in staffing numbers - establishment levels are being reviewed. Staff have been recruited and are currently on induction	All shifts covered to current establishment or above. Temporary staff used as necessary for patient dependency
------------------	--------------	--------	---	-----------	---	--

# **Appendix 3 Ward Staffing Data**

Month		Ward																														
Aug-14		EAU					Actua	I Off D	uty																							
31	Days in Mon		-		**					-		**	*****	140-4	W4			·	***		100-4	W		-	*						-	-
Shifts	DAY	Fri es/es/s4	Sut 02/08/14	Sum 09/08/54	Mon 94/98/14	Tue 05/08/34	Wed 06/08/14	Thu er/es/s4	Fri on/on/se	Sat m/m/ss	Sun 10/08/14	Mon 13/08/14	Tue 12/08/14	Wed 13/08/14	Thu sa/os/sa	Fri 15/08/14	Sat 35/08/34	Sun 17/08/14	Mon 18/08/14	Tue 18/08/14	Wed 20/08/se	Thu 21/08/14	Fri 22/08/54	Sot 23/08/14	Sun 24/08/54	Mon 25/08/14	Tue 25/08/14	Wed 27/08/14	7hu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sum 21/08/sr
Early Trained	O	8	8	7	7	7	8	8	7	6	7	7	8	8	7	6	6	8	7	6	7	7	7	8	7	5	8	8	8	8	7	6
Early Trained Agency	-		1		1	1	1	1	1		-	1	1	1	2	2	2	1	2	1	2		1	1	1	4			1	1		2
Early HCA		-	6	5	6	6	6		6	-	-	6	6	6	6	6	5	6	5	5	-	6	6	6	6	6	6	5	6	7	-	6
	6	7	0					6		5	6	0					-		,	-				0	0			,			6	
Early HCA Agency		_	-	7	_	7		_	_		7	_	_	_	7	-	-	-	-	_	_	7	-	-	7	5	7	_	_	_	7	7
Late Trained Late Trained Agency	9	8	7	_	8	_	8	8	6	4	/	8	8	8	_	6	6	7	7	6	6		8	7		_		8	8	8	/	_
				1	1	1	1	1	1	1	_	1	1	1	2	2	2	1	2	1	1	_	1	1	1	3	_	_	1	1		2
Late HCA	6	6	6	5	6	6	6	6	6	5	6	6	6	6	5	6	5	6	5	6	5	6	6	5	6	5	5	6	6	6	5	6
Late HCA Agency												_								1	1					1					1	
Night Trained	7	6	4	4	6	5	5	5	4	3	3	5	5	5	5	5	3	5	6	2	4	4	5	4	4	4	4	5	5	6	4	4
Night Trained Agency		1	2	1	1	2	2	1	2	1	3	1	1	2	3	2	2	1	1	3	3	1	1	1	2	2	2	1	1		1	
Night HCA	6	5	6	6	6	6	6	6	4	4	4	6	5	6	5	6	7	6	6	6	5	5	5	5	5	6	4	5	6	6	4	6
Night HCA Agency		1									2				1		1					3	1		1		2	1			1	
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																$\overline{}$
Twilight HCA Agency																																-
Total over 24 hours	43	42	41	.36	42	41	43	42	37	29	36	41	41	43	40	41	39	41	41	37	34	39	41	36	40	41	.36	39	42	6	37	.39
skt Swerding Sister/Charge Nume Supervi Ænter Y or leave blank for N		Y											Y	Y	Y																	
	_	tion No	nherr (F	POI held	THE PROPERTY	+ NOT h	e includ	ed in the	ahove s	umhen																						
The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers  DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mo																																
	Baseline	01/08/34	62/08/54	08/08/34	04/08/34			07/88/34	09/09/34	09/08/14		21/06/24	12/00/14	18/08/34	14/00/14	25/08/24	16/09/14	17/08/14	18/08/34	19/38/14	20/08/34	21/06/14	22/08/34	23/06/54	26/08/24	25/06/34		27/08/34	28/08/54	29/00/34	30/08/3d	#1/00/14
Early HCA EPO	0	1	and and the	contrast an	and only to	only and the	say-say-sa	onyeey are	May vely an	onymy se	aujunyan	11/10/14	1	Layeny as	24/44/24	asympton and	Talyany Ta	any way are	advadyan	any any an	aupunyan	21/only 24	aujumpan	24/00/20	24/44/24	anyony an	anyony an	anyony an	2	20,000/24	Acytony are	20/10/20
Early HCA Agency		-											-																-			-
Late HCA EPO	0																												1			_
Late HCA Agency																													-			-
Night HCA EPO	0											1																				_
Night HCA Agency							1					1						3					1							1	1	-
						_	1					1											1							1	1	
Twilight HCA EPO	0					_																										
Twilight HCA Agency Total Staff per 24 hrs	0		0	0		0				_		2		0	0	0	0		0		0	0									1	0
	•	1					2						- 1	0	0			3	0		0		1	0	0		0		3	2	1	
The Reasons below si Reasons for Shortfall/0		dude En	hanced . Sat	Patient Sun	Observa Mon	tion (EP	O) as the Wed	Thu	ow reco	rded se Sat	perately Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Action codes		01/08/14	02/08/54	00/00/54	04/09/14	05/08/54	06/08/34	07/88/54	09/09/34	09/08/54	10/06/14	21/09/14	12/00/14	10/00/56	14/00/14	25/09/24	16/09/14	27/08/54	18/08/34	28/08/24	20/08/54	21/00/14	22/08/34	23/30/54	24/18/14	25/00/34	26/09/14	27/08/14	20/00/14	29/00/14	30/08/56	31/00/14
			- March 16				- Annual St	To June 1 To					Tables 14	Jay and Ja	- Quagran			Signal St	Selven Se		- Spring - S			- Special and		and and ag			- ay cay a 4	- Spring and		
Early Trained		- 1		1	-	1				С	С	- 1				-	1			-		- 1	-		-		1	1			- 1	- 1
Early HCA		M		- 1						С							- 1		Α	- 1	- 1							- 1		М	M	
Late Trained		_	_	_		- 1			_	С	C					-	- 1	1		1	- 1	- 1		-	-	- 1	- 1	- 1			- 1	
Late HCA				1						С					- 1		- 1		Α	M				- 1			- 1					
Night Trained			- 1	F				- 1	1	С	Α	- 1	- 1		м		- 1	1		1	1	1	- 1	- 1	-	- 1	1	1	1	- 1	- 1	F
Night HCA									A	c		-					M					M		1							i	
Twilight Trained						_				_										<del>                                     </del>	$\vdash$											
						_	-	_												_	$\vdash$											
Twilight HCA																										L						
Com	ıments:			LOFTRAIN																												
		M - EXTRA	AGENCY	ARRIVED N	IO WHERE	ELSE IN T	RUST NEED	DED																								

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	l																													
Aug-14	T	EAU				1	Actua	LOff D	utv	1																						
7108 21	4					-	710000		acy	ı																						
si santo su	DAY	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	Wed	Thu	Fri	Sat	Sun
Shortfall/Overfill	Baseline	01/08/14	02/08/54	08/08/54	04/08/54	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14	10/00/14	11/09/14	12/08/14	10/00/56	14/00/14	25/08/54	16/09/14	17/08/14	18/08/14	19/08/14	20/08/14	21/00/14	22/08/14	23/08/54	26/08/16	25/00/34	26/09/14	27/08/14	28/08/14	29/00/14	30/08/36	31/00/14
Early Trained	9	1		2	1	1			1	3	2	1				1	1			2		2	1		1		1	1			2	1
Early HCA	6	1		1						1							1		1	1	6							1		1	1	
Late Trained	9	1	1	1		1			2	4	2					1	1	1		2	2	2		1	1	1	2	1			2	
Late HCA	6			1						1					1		1		1	1				1			1					
Night Trained	7		1	2				1	1	3	1	1	1		1		2	1		2		2	1	2	1	1	1	1	1	1	2	3
Night HCA	6								2	2			1				2				1	2		1							1	
Twilight Trained	0																						1									
Twilight HCA	0																															
The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO																																
rne Ennancea Patien	it Observe	roon reu	mbers	.ruj are	to snow	the ove	erjilli for l	PU																								
	it Observe	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	Wed	Thu	Fri	Sat	Sun
EPO - HCA		Fri	Set		Mon	Tue	Wed	Thu			Sun sque/se		Tue 12/08/14	Wed saym/se	Thu 14/08/14	Fri 25/08/54		Sun 13/08/54		Tue ss/m/se					Sun 26/08/14			_				
EPO - HCA Early HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO		Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	Fri 03/08/24 1	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA Agency Lote HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incides	0 0 0 0	Fri 03/08/24 1	Set	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 0	Fri 03/08/24 1	Set	Sun	Mon	Tue	Wed	Thu																								

Total Number of Planned Shifts	1333
Total Number of Actual Shifts (including EPO)	1243

Total Number of Shortfall Shifts	113
Total Number of Overfill Shifts	22
(includes all overfill Agency & EPO)	23

Total Number of EPO shifts	14
Total Number of Agency EPO	
shifts	8

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	4	19%

Nonth		Ward																														
ug-14	Days in Mon	11					Actua	I Off D	uty																							
31	DAY	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	Wed	Thu	Fri	Sat	Т
fts	Baseline	01/08/14	02/08/14	09/08/54	04/08/14	05/08/54	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/58/14	54/08/54	15/30/14	55/08/54	17/08/14	58/08/54	19/08/16	20/08/54	21/08/14	22/08/54	23/08/14	24/08/54	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	4 2
fy Trained	3	3	2	3	2	3	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	
ly Trained Agency		0	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
fy 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	3	3	3	3	3	3	3	Τ
fy 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	
te Trained	3	3	3	3	2	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	
te Trained Agency		0	0	0	1	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	I
te HCA	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	3	3	3	
te HCA Agency		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	Τ
ight Trained	3	2	2	3	2	1	1	3	2	3	3	1	2	2	2	1	2	2	1	1	3	3	2	2	3	2	2	2	3	2	3	Т
ight Trained Agency		1	1	0	1	2	2	0	1	0	0	2	1	1	1	2	1	1	2	2	0	0	1	1	0	1	1	1	0	1	0	Т
ght HCA	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	Τ
ght HCA Agency		0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	Т
vilight 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	T
vilight 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	T
vilight 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	T
vilight 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	T
Total over 24 hours	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	+
exc Supervisors ter/Charge Nurse Supervis eter Y or leave blank for No					Y		Y						Y	Y	Y	Y			Y	Y	Y	Y						Y	Y	Y		
e Enhanced Patient	Observa	tion Nu	mbers (E	POI bel	ow must	NOT b	e includ	ed in the	above i	number																						_
	DAY	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	Wed	Thu	Fri	Sat	Т
	Baseline	01/08/14	02/08/54	08/08/54	04/08/14	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14	10/08/14	21/09/24	12/00/14	23/08/34	14/00/14	25/00/54	16/09/14	17/08/14	18/08/14	29/08/24	20/08/34	21/00/14	22/08/14	29/08/54	26/08/26	25/00/34	26/09/14	27/08/14	28/08/54	29/00/14	30/08/56	_
rly HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	1	0	1	1	Т
rly 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	1	0	0	0	0	0	0	T
te HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	1	1	0	0	1	Т
ite 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	T
ight HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	Т
ight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	1	1	0	0	0	Т
wilight 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	$\top$
wilight 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	T
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	1	3	1	2	2	3	3	3	0	1	2	工
he Reasons below sh						_	_				-																					_
easons for Shortfall/O	verfill &	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	_
ction codes		01/08/14	02/08/54	08/08/54	04/08/14	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14	10/08/14	11/09/14	12/00/14	10/00/16	14/00/14	25/08/34	16/09/14	17/08/14	18/09/14	29/08/54	20/08/34	21/00/14	22/08/14	23/08/54	26/08/16	25/00/34	26/08/14	27/08/14	28/08/14	29/00/14	30/08/56	8 2
rly Trained																																
irly HCA																																
te Trained																																T
te HCA																																+
ght Trained								<del>                                     </del>											$\vdash$		$\vdash$							$\vdash$		$\vdash$		+
ht HCA							_														$\vdash$											+
							_	_						_					$\vdash$		$\vdash$						_	$\vdash$		$\vdash$		+
ilight Trained																					$\vdash$											+
light HCA																																1
	ments:																															
comi																																_

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
г	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Aug-14	I	11					Actua	l Off D	uty	]																						
Shortfall/Overfill	DAY		Sat as/m/sa	Sun 08/08/54	Mon se/se/se	Tue as/as/sa	Wed as/as/se	Thu ozyse/se	Fri ca/on/se	Sat os/m/se	Sun 10/08/14	Mon 11/06/14	Tue 12/08/14	Wed sayon/sa	Thu 14/08/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/88/14	Tue ss/m/se	Wed 20/08/se	Thu 21/06/14	Fri 22/08/54	Sat 23/06/34	Sun 24/08/14	Mon 25/06/34	Tue 26/08/14	Wed 23/08/14	Thu 28/08/54	Fri 29/00/34	Sat xy/xx/se	Sun 25/08/54
Early Trained	3																															
Early HCA	3																															
Late Trained	3																															
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	it Observo	rtion Nu	mbers (E	EPO) are		the ove	rfill for l	EPO																								
	it Observo	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sut	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun
EPO - HCA				Sun	Mon	Tue	Wed	Thu			Sun 10/00/14		Tue 12/08/14	Wed sa/m/se	Thu 34/00/34			Sun 13/08/14		Tue 28/08/24	Wed zq/m/se	Thu 21/06/14		Sat 29/09/54	Sun 26/08/14	Mon 25/08/34				Fri 29/00/14	Sat M/M/se	
EPO - HCA Early HCA EPO	t Observo	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency  Late HCA EPO  Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
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	Fri 02/08/24	Sat	Sun	Mon	Tue	Wed	Thu																								
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 Incides	0 0 0 0	Fri 01/20/24	Sat	Sun	Mon	Tue	Wed	Thu																								
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)	Fri os/m/sa	Sat	Sun	Mon	Tue	Wed	Thu																								

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	550

Total Number of Shortfall Shifts	0
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	25

Total Number of EPO shifts	23
Total Number of Agency EPO	6
shifts	•

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	13	62%	

Month		Ward																														
Aug-14	1	12				1	Actua	I Off D	urts.c	1																						
•	Days in Mon						Actua	UII D	uty																							
	DAY		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	Wed	Thu	Fri	Sat	Sun
Shifts	Baseline	01/08/14	02/08/14	09/08/34	04/08/14	05/08/54	06/08/16	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/08/14	54/08/54	15/08/14	35/08/34	17/08/14	58/08/54	19/00/14	20/08/14	21/08/14	22/08/54	23/08/14	24/08/54	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/38/14	31/08/56
Early Trained	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	4	3	3	3	2	3	2	3	3	3	3	3	2	3
Early Trained Agency		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Early HCA	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	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	0
Late Trained	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	2	2	2	3	3	3	3	3	2	3
Late Trained Agency		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0
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	3	3	3	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	0
Night Trained	3	2	2	3	2	2	3	3	2	2	2	2	2	3	2	3	2	2	2	3	3	2	1	2	2	2	3	2	2	2	2	2
Night Trained Agency		1	1	0	1	1	0	0	1	1	1	1	1	0	1	0	1	1	1	0	0	1	2	1	1	1	0	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	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	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	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	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	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	0
Total over 24 hours	17	17	17	17	17	17	17	17	17	17	17	17	17	17	27	15	17	17	18	17	17	17	17	17	17	17	17	17	17	27	15	27
six Supervisory Sixter/Charge Nurse Supervis	ory Shifts																															
(Enter Y or leave blank for No						у	у	у	у			у	у		у	y																
The Enhanced Patient																																
The Ennanced Patient	Observa	rtion Nu	mbers (E	PO) beli	ow must	NOT b	e includ	ed in the	above r	number	5																					
rne Ennancea Patient	DAY		mbers (E Sat	PO) beli Sun	Ow must Mon	Tue	e includ Wed	ed in the Thu	above r	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	DAY Baseline	Fri 01/08/14	Sat 62/08/54	Sun 08/08/34	Mon se/se/se	Tue m/m/se		Thu ozyse/se	Fri an/on/sa	Sat 09/08/14	Sun 10/06/14	11/00/14	12/00/14	13/08/34	14/00/14	25/08/54	16/09/14	17/08/14	18/08/34	29/00/56	20/08/54	21/00/14	22/00/54	23/08/54	24/08/14	Mon 25/06/34	26/09/14	27/00/14	20/00/14	29/00/14	30/00/54	25/00/54
Early HCA EPO	DAY	Fri 03/08/34 0	Sart ez/m/se O	Sun os/os/se O	Mon se/se/se 1	Tue 05/09/14	Wed os/os/sa 1	Thu 03/08/14 1	Fri 00/00/34	Sat an/an/se 1	Sun 10/00/14	11/00/14	12/00/14	23/08/34 1	14/00/14	25/08/54	16/09/14	23/08/54 1	18/08/14	28/08/24	20/08/24	21/00/14	22/88/54	29/08/54	24/08/24	25/00/34	26/08/14	27/08/14	20/00/14	29/00/14	жужу/зи О	21/08/14
Early HCA EPO Early HCA Agency	DAY Esseline	Fri 01/08/14 0	Sat 62/06/54 0	Sun 08/08/54 0	Mon 64/06/34 1 0	Tue 05/08/14 1 0	Wed 06/08/54	Thu 07/06/14 1 0	Fri on/on/se 1 0	Sat 09/08/14 1 0	Sun 10/08/14 1 0	11/00/14 0	12/00/14 1 0	10/m/se 0	14/00/14 1 0	25/08/54 0 0	1 0	17/08/54 1 0	18/08/34 1 0	28/08/54 O O	20/08/54 1 0	21/00/14 1 0	22/88/54 0 0	29/08/54 1 0	24/08/54 1 0	25/00/34	26/186/24 O O	27/00/14	20/18/14 1 0	29/00/24 1 0	жу/ж/зе О О	25/08/34 0 0
Early HCA EPO Early HCA Agency Late HCA EPO	DAY Baseline	Fri 01/08/14 0 0	Sart az/m/sa O O	Sun 08/08/54 0 0	Mon se/se/se 1 0	Tue 05/08/14 1 0 1	Wed 06/08/14 1 0 1	Thu ozymyse  1  0  1	Fri an/on/se 1 0	Sat os/us/se 1 0	Sun 19/00/14 1 0	11/08/14 0 1	12/m/14 1 0 1	1 0 1	14/38/34 1 0 1	25/08/54 0 0 0	16/08/14 1 0 1	17/08/16 1 0 1	18/08/34 1 0	0 0 1	20/08/54 1 0 1	21/00/10 1 0 1	0 0 1	23/08/54 1 0 1	24/m/s4 1 0	25/08/34 1 0	26/08/24 0 0	27/08/14 1 0 1	29/09/14 1 0	29/88/14 1 0	0 0 0	0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	DAY Baseline 0	Fri 01/08/04 0 0 0 0 0 0	Sat 62/M/36 0 0 0	Sun 03/08/50 0 0 0	Mon se/m/se 1 0 0	Tue 05/06/14 1 0 1 0	Wed 06/06/24 1 0 1 0	Thu ar/m/se 1 0 1 0	Fri an/on/ss 1 0 1	Sat 09/08/24 1 0 1 0	Sun 10/00/14 1 0 1	1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	12/06/14 1 0 1	1 0 1 0	1 0 1 0	0 0 0 0	1 0 1 0 1 0	17/08/14 1 0 1 0	1 0 1 0	0 0 0 1	1 0 1 0	1 0 1 0	0 0 1 0	23/08/54 1 0 1 0	24/08/24 1 0 1 0	25/08/54 1 0 1 0	0 0 0 0	27/08/14 1 0 1 0	28/08/14 1 0 1 0	29/00/14 1 0 1 0	0 0 0 0	0 0 0 0
Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	DAY Esseline	Fri 01/08/34 0 0 0 0	Sert 0 0 0 0 0 0 0	Sun 00/00/24 0 0 0 0	Mon 04/08/54 1 0 0 0	Tue 05/100/16 1 0 1 0	Wed 06/06/26 1 0 1 0 0 0	Thu aryte/se 1 0 1 0 0 0	Fri an/on/ss 1 0 1 0 0 0 0	Sat 09/08/24 1 0 1 0 0	Sun 10/00/14 1 0 1 0	1 0 1 0 0	12,00/14 1 0 1 0 0	1 0 1 0 0	1 0 1 0 0	0 0 0 0 0	1 0 1 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0	0 0 1 0 0	1 0 1 0 0	21/08/14 1 0 1 0 0	0 0 1 0	1 0 1 0 0	1 0 1 0 0 0	25/08/34 1 0 1 0 0	0 0 0 0 0	23/00/24 1 0 1 0 0	1 0 1 0 1	29/80/34 1 0 1 0 0	0 0 0 0 0	0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	DAY Baseline 0	Fri 01/100/14 0 0 0 0 0	Sert 62/68/34 0 0 0 0 0 0 0 0 0 0 0 0	Sun 08/08/54 0 0 0 0 0	Mon 64/08/26 1 0 0 0 0 0 0 0 0 0 0	Tue 06/100/14 1 0 1 0 0	Wed 06/06/56 1 0 0 0 0 0 0	Thu 07/08/14 1 0 1 0 0 0 0	Fri an/an/sss 1 0 1 0 0 0	Sat 08/08/24 1 0 1 0 0 0	Sun 10/00/14 1 0 1 0 0	1 0 1 0 0 0 0	12/00/14 1 0 1 0 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0 0	0 0 0 0 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 1 0 0	1 0 1 0 0 0 0	21/00/24 1 0 1 0 0 0	0 0 1 0 0	23/06/14 1 0 1 0 0 0	24/00/24 1 0 1 0 0 0 0	25/08/34 1 0 1 0 0 0	0 0 0 0 0 0 1	23/08/24 1 0 1 0 0 0 0	20/00/14 1 0 1 0 1 0	1 0 1 0 0 0 0	0 0 0 0 0	0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	DAY Baseline 0	Fri 05/08/24 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sert 62/68/26 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum 00/00/54 0 0 0 0 0 0	Mon 64/08/56 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tue 05/08/14 1 0 1 0 0 0 0	Wed 06/06/26 1 0 0 0 0 0 0 0	Thu 07/08/14 1 0 1 0 0 0 0 0	Fri an/an/sa 1 0 1 0 0 0 0 0 0 0	Sat 08/08/24 1 0 1 0 0 0 0	Sun 1100/24 1 0 1 0 0 0	1 0 1 0 0 0 0 0	12/00/14 1 0 1 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 0 0 0 0 0	0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 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	0 0 0 1 0 0 0 0	20/08/54 1 0 1 0 0 0 0	21/00/14 1 0 1 0 0 0 0	22/88/14 0 0 1 0 0 0 0	23/00/14 1 0 1 0 0 0 0	24/00/24 1 0 1 0 0 0 0	25/08/54 1 0 1 0 0 0 0	0 0 0 0 0 1 0	22/08/24 1 0 1 0 0 0 0	28/08/54 1 0 1 0 1 0 1 0	25/00/24 1 0 1 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	DAY Baseline 0 0 0	Fri 05/08/54 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sert 62/M/26 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sun 00/00/24 0 0 0 0 0 0 0	Mon 64/08/26 1 0 0 0 0 0 0 0 0 0 0	Tue os/os/se 1 0 1 0 0 0 0 0 0 0 0 0	Wed 06/06/56 1 0 0 0 0 0 0	Thu 07/08/14 1 0 1 0 0 0 0	Fri an/an/sss 1 0 1 0 0 0	Sat 08/08/24 1 0 1 0 0 0	Sun 14/06/14 1 0 1 0 0 0 0	1 0 1 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 0 0 0 0 0	0 0 0 0 0 0 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0 0	1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 1 0 0 0 0	20/08/54 1 0 1 0 0 0 0	21/m/14 1 0 1 0 0 0 0	22/88/14 0 0 1 0 0 0 0	23/00/14 1 0 1 0 0 0 0 0	24/M/24 1 0 1 0 0 0 0 0	25/08/34 1 0 1 0 0 0	0 0 0 0 0 0 1	23/08/24 1 0 1 0 0 0 0	20/00/14 1 0 1 0 1 0 1 0 0	25(486)24 1 0 1 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	DAY Baseline 0	Fri 05/08/24 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sert 62/68/26 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum 00/00/54 0 0 0 0 0 0	Mon 64/08/56 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tue 05/08/14 1 0 1 0 0 0 0	Wed 06/06/26 1 0 0 0 0 0 0 0	Thu 07/08/14 1 0 1 0 0 0 0 0	Fri an/an/sa 1 0 1 0 0 0 0 0 0 0	Sat 08/08/24 1 0 1 0 0 0 0	Sun 1100/24 1 0 1 0 0 0	1 0 1 0 0 0 0 0	12/00/14 1 0 1 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 0 0 0 0 0	0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 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	0 0 0 1 0 0 0 0	20/08/54 1 0 1 0 0 0 0	21/00/14 1 0 1 0 0 0 0	22/88/14 0 0 1 0 0 0 0	23/00/14 1 0 1 0 0 0 0	24/00/24 1 0 1 0 0 0 0	25/08/54 1 0 1 0 0 0 0	0 0 0 0 0 1 0	22/08/24 1 0 1 0 0 0 0	28/08/54 1 0 1 0 1 0 1 0	25/00/24 1 0 1 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Lote HCA Agency Lote HCA Agency Night HCA EPO Night HCA EPO Twillight HCA EPO Total Staff per 24 hrs	DAY  Baseline  0  0  0  0	Fri 01/00/14 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sart 62/M/16 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sun 00/00/54 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/00/26 1 0 0 0 0 0 0 0 0 1 1	Tue   00/00/14   1   0   1   0   0   0   0   0   2   0   0   0   2   0   0	Wed 06/08/56 1 0 0 0 0 0 0 2	Thu 00/Mm/14 1 0 0 0 0 0 0 0 2	Fri al/se/se 1 0 0 0 0 0 0 2	Sat 08/08/24 1 0 0 1 0 0 0 0 0 0 2	Sun 10/00/14 1 0 1 0 0 0 0 0	1 0 1 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 0 0 0 0 0	0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0	1 0 1 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	0 0 0 1 0 0 0 0	20/08/54 1 0 1 0 0 0 0	21/m/14 1 0 1 0 0 0 0	22/88/14 0 0 1 0 0 0 0	23/00/14 1 0 1 0 0 0 0 0	24/M/24 1 0 1 0 0 0 0 0	25/08/54 1 0 1 0 0 0 0	0 0 0 0 0 1 0	22/08/24 1 0 1 0 0 0 0	20/00/14 1 0 1 0 1 0 1 0 0	25(486)24 1 0 1 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri 01/00/20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sat	Sun 01/00/54 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/00/26 1 0 0 0 0 0 0 0 0 1 1	Tue   00/00/14   1   0   1   0   0   0   0   0   0   2   tion (EP	Wed 06/06/24 1 0 0 1 1 0 0 0 0 0 0 0 2 0 0 2 0 0 0 2 0 0 0 0	7 hu 00/00/14 1 0 0 1 1 0 0 0 0 0 0 0 0 2 cse are 1	Fri al/se/se 1 0 0 0 0 0 0 2	Sat	Sun 14/06/14 1 0 1 0 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0	12/88/14 1 0 1 0 0 0 0 0 0 0 0 0	11/00/36 1 0 1 0 0 0 0 0 0 0	14/88/16 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	18/08/14 1 0 1 0 0 0 0 0	1 0 1 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	18/38/34 0 0 1 0 0 0 0 0	20/100/24 1 0 1 0 0 0 0 0 0	21/m/16 1 0 1 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0	25/08/54 1 0 1 0 0 0 0	26/m/se 0 0 0 0 0 1 0 0 0 0	22/00/14 1 0 1 0 0 0 0 0 0 0	20/m/se 1 0 1 0 1 0 1 0 0 0 0 0 0 0	23/00/16 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
Early HCA EPO 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	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ou/man  0  0  0  0  0  0  0  0  clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	5i/w/se 0 0 0 0 0 0 0 0 0 0 0 Fel	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 0 0 0 0 2 Mon	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	##)/##/se 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0
Early HCA EPO 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	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri 01/00/20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sat	Sun 01/00/54 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 04/04/24 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tue   00/00/14   1   0   1   0   0   0   0   0   0   2   tion (EP	Wed 06/06/24 1 0 0 1 1 0 0 0 0 0 0 0 2 0 0 2 0 0 0 2 0 0 0 0	7 hu 00/00/14 1 0 0 1 1 0 0 0 0 0 0 0 0 2 cse are 1	Fri au(se/se/se 1 0 0 0 0 0 0 0 2 cow reco	Sat	Sun 14/06/14 1 0 1 0 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0	12/88/14 1 0 1 0 0 0 0 0 0 0 0 0	11/00/36 1 0 1 0 0 0 0 0 0 0	14/88/16 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	18/08/14 1 0 1 0 0 0 0 0	1)/m/se 1 0 1 0 0 0 0 0 0 0 0	1 0 0 1 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	18/38/34 0 0 1 0 0 0 0 0	20/100/24 1 0 1 0 0 0 0 0 0	21/m/16 1 0 1 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0	25/06/36 1 0 1 0 0 0 0 0 0 0 0	26/08/26 0 0 0 0 0 1 0 0 0	22/00/14 1 0 1 0 0 0 0 0 0 0	20/m/se 1 0 1 0 1 0 1 0 0 0 0 0 0 0	23/00/16 1 0 1 0 0 0 0 0 0 0	#\text{VM/SM}	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency 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	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ou/man  0  0  0  0  0  0  0  0  clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/26  0  0  0  0  0  0  0  0  0  0  0  5ri \$1/08/26	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 0 0 0 0 2 Mon	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	##)/##/se 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency 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	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	5i/w/se 0 0 0 0 0 0 0 0 0 0 0 Fel	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hra The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/26  0  0  0  0  0  0  0  0  0  0  0  5ri \$1/08/26	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	21/00/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\text{VM/SM}	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hra The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/m/se 1 0 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/26  0  0  0  0  0  0  0  0  0  0  0  5ri \$1/08/26	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	21/00/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Night HCA Agency Night HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/m/se 1 0 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 0 1 0 0 0 0 0 0	21/00/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/m/se 1 0 1 0 1 0 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Lote HCA Agency Night HCA Agency 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 Early HCA Late Trained Late HCA	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/m/se 1 0 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/m/se 1 0 1 0 1 0 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Night HCA Agency 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 Early HCA Late Trained Late HCA Night Trained	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/m/se 1 0 1 0 1 0 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Lote HCA Agency Night HCA Agency 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 Early HCA Late Trained Late HCA Night Trained Night HCA	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 0 0 2	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/m/se 1 0 1 0 1 0 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA EPO Twillight HCA EPO Twillight HCA EPO Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight Trained Twilight HCA	DAY Baseline 0 0 0 0 0 could exceptill &	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 2 Sun	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\forall_tall_tall_tall_tall_tall_tall_tall_	22/00/34 0 0 0 0 0 0 0 0 0 0 0
Early HCA EPO Early HCA Agency Late HCA Agency Night HCA Agency 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 Early HCA Late Trained Late HCA Night Trained Twilight Trained Twilight Trained Twilight Trained	DAY Darelte 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Fri ox/m/ns 0 0 0 0 0 0 0 0 0 0 clude En	Sat az/M/Sa 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sum an/an/su 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon 64/04/26 1 0 0 0 0 0 0 0 1 O O O Mon Mon	Tue 04/04/24 1 0 1 0 0 0 0 0 2 ttion (EP) Tue	Wed on/on/on 1 0 0 0 0 0 0 2 CO) as the Wed	7 hu ar/hm/sa 1 0 1 0 0 0 0 0 0 2 cse are r	Fri autosyss 1 0 0 1 0 0 0 0 0 0 2 cow reco	Sat	Sun 19/98/14 1 0 1 0 0 0 0 0 0 2	1 0 1 0 0 0 0 0 0 0 0	12,680/14 1 0 1 0 0 0 0 0 0 0 2	100 0 0 0 0 2 Wed	14/88/14 1 0 1 0 0 0 0 0 0 2	\$1/08/34 0 0 0 0 0 0 0 0 0 0 0 0 0	1 0 1 0 0 0 0 0 0 2 Sat	1)/m/se 1 0 1 0 0 0 0 0 0 2 Sun	1 0 0 1 0 0 0 0 0 0 0 2 1 Mon 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13/38/34 0 0 1 0 0 0 0 0 0 1	20/100/14 1 0 1 0 0 0 0 0 0 0 0 2 Wed	21/18/16 1 0 1 0 0 0 0 0 0 0	22/m/24 0 0 1 0 0 0 0 0 0 0	23/08/54 1 0 1 0 0 0 0 0 0 0 0 2	20/00/24 1 0 1 0 0 0 0 0 0 0 2	25/00/34 1 0 1 0 0 0 0 0 0 0 2	26/m/se 0 0 0 0 0 1 0 0 1 Tue	22/08/14  1  0  1  0  0  0  0  0  Wed	20/00/16 1 0 1 0 1 0 0 0 0 0	25/50/14  1  0  1  0  0  0  0  0  2	#\(\)\text{UM/SH}  0  0  0  0  0  0  0  0  0  sort  #\(\)\text{UM/SH}  t	22/00/34 0 0 0 0 0 0 0 0 0 0 0

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																														
Aug-14	T	12					Actua	I Off D	uty	]																						
	•					•				'																						
Shortfall/Overfill	DAY		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
Early Trained	Baseline 3	05/08/54	62/08/34	08/08/54	04/08/34	05/08/14	06/08/54	07/88/54	as/08/34	09/08/24	10/08/14	11/08/14	12/00/14	13/08/54	14/00/14	25/08/54	36/09/34	23/08/34	18/08/14	28/08/24	20/08/14	21/00/14	22/88/14	23/08/54	24/08/34	25/08/14	26/08/14	27/08/14	28/08/14	29/00/14	30/08/36	35/00/34
Early HCA	3						_	_	_	_		_				1			_							_			_		-	
Late Trained	3	_	_				_	_		_		_	_		_	-								-		_	_	_	_	-	4	
Late HCA	3						_	_		_		_				1										_					-	
Night Trained	3						_	_	_	_		_				-										_			_			+
Night HCA	2						_	_	_	_	_	_	_	_												_	_	_	_			_
Twilight Trained	6						_	_		_		_														_			_			+
Twilight HCA	-	_					_	_	_	_	_	_	_	_	_									_		_	_	_	_			_
The Enhanced Patien	_	ei M	b /E	701		**	-611 6	500																								
	it Observe	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
EPO - HCA		05/08/54	02/08/54				06/00/54				10/08/14			10/00/56	14/00/14	25/08/54	16/09/14		18/08/54		20/08/54		22/08/14	23/08/54		25/00/34			28/08/14			
Early HCA EPO	0				1	1	1	1	1	1	1	1	1	1	1		1	1	1		1	1		1	1	1		1	1	1		
Early HCA Agency																																
Late HCA EPO	0					1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1		1	1	1		
Late HCA Agency																																
Night HCA EPO	0																										1		1			
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
																																_
	nts (Falls)																															

Total Number of Planned Shifts	527
Total Number of Actual Shifts	571
(including EPO)	$\vdash$

Total Number of Shortfall Shifts	4
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	48

Total Number of EPO shifts	47
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
ister/Charge Nurse M-F Supervisory Shifts	21	8	38%	

Month		Ward																														
Aug-14	Days in Mon	14					Actua	I Off D	uty																							
	DAY		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
Shifts	Baseline	05/08/54	02/08/14	09/08/14	04/08/14	05/08/34	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/08/14	54/08/54	15/00/14	15/08/14	17/08/14	18/08/14	19/08/14	20/08/54	21/08/14	22/08/14	23/08/14	24/08/54	25/08/14	25/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/36
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	3
Early Trained Agency																																
Early HCA	3	3	3	3	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	3	3
Early HCA Agency																																
Late 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	3
Late Trained Agency																																
Late HCA	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	2	3	3	2	2	2	2	3	3	3	3	3	3	2	2	3	2	3	2	2	2	2	2	3	3	2	2	3	2	2	3
Night Trained Agency		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	2	2	2	2	2	2	2	2	2	3	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	17	15	17	17	17	17	17	17	17	17	17	17	2.0	17	17	17	17	17	36	17	17	17	17	17	17	17
exc Supervisory Sister/Charge Nume Supervis																																
(Enter Y or leave blank for No		Y			Y	Y	Y	Y	Y			y	у	У	у	у			Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		
The Enhanced Patient		tion Nu	mbers (E	POI bel	ow must	+ NOT b	a includ	ed in the	above	number																				•		
	DAY	Fri	Sat									Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	DAY Baseline	Fri 05/08/54	Sat 02/08/14	Sun os/os/se	Mon se/te/se	Tue as/as/se	Wed se/se/se	Thu ozymyse	Fri as/os/ss	Sat os/m/se	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed sa/m/sa	Thu 14/09/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/88/14	Tue ss/m/se	Wed 20/08/se	Thu 21/06/14	Fri 22/88/54	Sat 29/06/54	Sun 26/08/26	Mon 25/06/34	Tue 26/09/16	Wed 23/08/34	Thu 28/08/14	Fri 29/00/14	Sat xv/m/sr	Sun 21/00/14
Early HCA EPO				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	_	_	_	
Early HCA EPO Early HCA Agency	Baseline			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	_	_	_	
	Baseline			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	20/08/14	29/00/14	_	
Early HCA Agency	Baseline O			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	20/08/14	29/00/14	_	
Early HCA Agency Late HCA EPO	Baseline O			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	20/00/24	29,00/14	_	
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	O O			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	_	22/00/24	29/88/24 1	_	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	O O			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	27/08/14	20/00/24	29,00/14	_	
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	O O			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	27/08/14	22/00/24	29/88/24 1	_	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			_	_	_		_					_	_	_	_	_	27/08/14	22/00/24	29/88/24 1	_	21/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs	0 0 0	01/08/14	0	Sun au/au/sa	Mon sq/sq/sa	Tue 00/10e/14	Wed on/on/se	Thu 03/60/14	Fri an/on/se	Sat asympte	Sun 19/06/14	11/00/14	12/88/34	13/08/34	14/00/14	25/00/24	16/09/14	13/08/24	18/08/34	19/08/24	20/100/24	25/00/56	22/68/54	23/06/54	24/00/14	25/08/34	26/08/26	23/08/24	1	1 1 1	#c/m/se	21/08/34
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 si	0 0 0 0 0 onould except	ou/m/se	ez/m/se	Sun an/an/su o o Patient	Mon eque/se	Tue as/as/sa o o tion (EP	Wed 06/08/24	Thu as/m/se	Fri an/an/sa 0	Sat anyun/se o o orded se	Sun siybijse	11/08/14	12/58/14	23/08/56	14/08/14	21/08/24	11/10/14	12/0m/3d	11/10/14	23/38/24	21/100/14	21/08/14	22/00/24	23/08/24	24/m/se	25/00/34 0	26/m/1e	23/08/14	22/m/te	1 1 1 1	#b/08/24	21/08/14
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	0 0 0 0 0 onould except	01/08/14	0	Sun au/au/sa	Mon sq/sq/sa	Tue 00/10e/14	Wed on/on/se	Thu 03/60/14	Fri an/on/se	Sat asympte	Sun 19/06/14	11/00/14	12/88/34	13/08/34	14/00/14	25/00/24	16/09/14	13/08/24	18/08/34	19/08/24	20/100/24	25/00/56	22/68/54	23/06/54	24/00/14	25/08/34	26/08/26	23/08/24	1	1 1 1	#c/m/se	21/08/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below si	0 0 0 0 0 onould except	ou/m/se	ez/m/se	Sun an/an/su o o Patient	Mon eque/se	Tue as/as/sa o o tion (EP	Wed 06/08/24	Thu as/m/se	Fri an/an/sa 0	Sat anyun/se o o orded se	Sun siybijse	11/08/14	12/58/14	23/08/56	14/08/14	21/08/24	11/10/14	12/0m/3d	11/10/14	23/38/24	21/100/14	21/08/14	22/00/24	23/08/24	24/m/se	25/00/34 0	26/m/1e	23/08/14	22/m/te	1 1 1 1	#b/08/24	21/08/14
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	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	Thu as/m/se	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/24 0	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	o Sun	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
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	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	Thu as/m/se	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	o Sun	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
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	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O cse are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	o Sun	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO 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 except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O see are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	12/88/34	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight 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	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O cse are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	12/88/34	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	o Sun	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylan/se	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O see are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	12/88/34	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	0 Mon 18/18/04	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylan/se	21/88/24 0 Sum
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal 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 Trained Night HCA	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O see are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	12/88/34	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	18/88/34 0 Mon	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylan/se	21/88/24 0 Sum
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	0 0 0 0 0 onould except	ou/m/se  outings	ozym/se  o  hanced  Sat	Sun an/an/se	Mon equayse  0 Observa Mon	Tue as/as/se o tion (EP Tue	Wed on/on/on on one of the one of	O see are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	0 Mon 18/18/04	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal 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 Trained Night HCA	0 0 0 0 0 onould except	ou/m/ps	o control o cont	Sum on/on/ss	Mon outsities outsities outsities outsities outsites outs	Tue as/as/se o tion (EP Tue	Wed on/on/on o	O see are r	Fri as/as/ss	Sat asympte 0 orded se Sat	Sun 19/06/24	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	0 Mon 18/18/04	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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 HCA	0 0 0 0 0 onould except	ou/m/ns  o  clude En  fri ou/m/ns	azter/se	Sum on/on/ss	Mon outsities outsities outsities outsities outsities outsites out	O tion (EP Tue as/m/se	Wed on/on/to on on the wed on/on/to on the wed on/on/to on/on/on/to on/on/to on/on/to on/on/to on/on/to on/on/to on/on/to on/on/on/on/on/on/on/on/on/on/on/on/on/o	O ese are n Thu ayangsa hq	Pri an/an/sa an/an/sa an/an/sa	Sat  on/on/se  on/on/se  on/on/se	Sun su/ss/ss o perately Sun su/ss/ss	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	0 Mon 18/18/04	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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 HCA	Darethe 0 0 0 0 0 0 ould exceptill &	ou/m/ns  o  clude En  fri ou/m/ns	azter/se	Sum on/on/ss	Mon outsities outsities outsities outsities outsites outs	O tion (EP Tue as/m/se	Wed on/on/to on on the wed on/on/to on the wed on/on/to on/on/on/to on/on/to on/on/to on/on/to on/on/to on/on/to on/on/to on/on/on/on/on/on/on/on/on/on/on/on/on/o	O ese are n Thu ayangsa hq	Pri an/an/sa an/an/sa an/an/sa	Sat  on/on/se  on/on/se  on/on/se	Sun su/ss/ss o perately Sun su/ss/ss	21/04/14 0	11/88/14	23/08/36 0	0 Thu	21/08/24 0	0 Sat	23/08/34 0	0 Mon 18/18/04	23/38/34 0 Tue	ziylm/se	21/88/14 0	22/00/14 0	23/08/54 0 Sat	0 Sun 24/08/24	25/88/34 0 Mon	o Tue	23/08/34  1  1  Wed	22/m/te  1  1  1  1  Thu	23/m/14  1  1  1  1  fri	aylayse 0	21/88/14 0

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	l																													
Aug-14	Ī	14					Actua	I Off D	uty																							
	+					•				•																						
Shortfall/Overfill	DAY Baseline	_	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue 12/08/14	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri 22/08/14	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Early Trained	Baseline 3	01/08/14	62/08/54	08/08/54	04/08/54	05/08/14	06/08/54	07/08/14	as/os/34	09/08/14	10/08/14	11/00/14	12/08/14	58/00/56	14/08/14	25/08/34	16/09/14	17/08/34	18/08/34	28/08/34	20/08/34	21/00/14	22/08/34	29/00/54	26/08/16	25/00/34	26/08/14	27/08/14	20/00/14	29/00/14	30/08/56	21/00/14
Early HCA	3				_	<del>                                     </del>	<del>                                     </del>	1																		_	_		_			$\vdash$
Late Trained	3				_	_	<del>                                     </del>	_																		_	_		_			$\vdash$
Late HCA	3					_	_	1																	1		-					$\vdash$
Night Trained	3																															$\vdash$
Night HCA	2						<del>                                     </del>												1													$\vdash$
Twilight Trained	0																															$\vdash$
Twilight HCA	0																															$\vdash$
	_																															
The Enhanced Patien	t Observo	rtion Nu	mbers (E	EPO) are	to show	the ove	erfill for l	EPO																								
	t Observo	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
EPO - HCA			Sat		Mon	Tue	Wed			Sat as/us/se				Wed 18/08/36	Thu 14/06/14	Fri 25/08/54	Sat 16/19/14	Sun 13/08/14			Wed zqrm/se		Fri 22/08/54	Sat 28/08/54	Sun 26/09/24	Mon 25/08/34	_		Thu 28/08/14	Fri 29/08/14	Sat xyxx/se	
EPO - HCA Early HCA EPO	t Observe	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
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	Fri 01/00/14	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA EPO Twillight HCA Agency Twillight HCA Agency Inciden	0 0 0 0	Fri 05/08/34	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					
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 outs (Falls)	Fri os/mgsa	Sat	Sun	Mon	Tue	Wed	Thu																	_		_					

Total Number of Planned Shifts	527	
Total Number of Actual Shifts (including EPO)	532	
maraning ar of	_	ı.

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

Total Number of EPO shifts	7
Total Number of Agency EPO shifts	7

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	21	100%

### Month Ward Aug-14 Actual Off Duty 31 Days in Mo DAY Fri Sect Sun Mon Tue Wed Thu Fri Sat 05/08/14 06/08/14 07/08/14 08/08/14 10/08/14 11/08/14 12/08/14 13/08/14 54/08/54 15/00/14 18/08/14 19/08/14 20/08/54 25/09/14 26/08/14 27/08/14 28/08/14 30/08/14 01/08/14 00/08/54 04/08/14 09/08/14 35/08/34 17/08/14 21/08/14 22/00/14 23/08/14 24/08/54 29/08/14 21/08/34 Shifts 02/08/14 4 4 5 4 4 4 **Early Trained** Λ 3 3 5 4 3 4 3 3 3 3 4 3 3 3 4 3 4 4 3 4 3 4 4 3 3 Early Trained Agency 1 1 1 1 1 1 1 1 1 1 1 1 4 4 3 4 4 4 4 4 5 4 3 4 4 4 4 4 3 3 4 4 4 4 4 3 Early HCA 4 4 4 4 4 5 4 4 Early HCA Agency Late Trained Λ 3 3 4 4 4 3 4 3 3 4 4 3 3 4 3 3 4 4 3 4 4 3 4 3 4 4 4 4 4 Late Trained Agency 1 1 1 1 1 1 1 4 4 4 4 3 4 4 4 3 4 Late HCA 3 4 4 4 4 4 4 5 4 4 4 5 4 4 3 4 4 4 4 3 3 4 Late HCA Agency Night Trained 3 3 3 3 3 3 3 3 2 2 2 2 2 3 4 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 2 2 Night Trained Agency 1 1 1 3 3 2 3 3 2 3 3 3 3 3 3 3 3 3 2 3 3 3 3 2 3 2 3 3 3 3 3 2 3 3 3 Night HCA Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency 22 Sister/Charge Nurse Supervisory Shifts Y Y Y 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 Wed Thu Fri DAY Fri Sat Sun Mon Tue Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Baseline 01/08/14 02/08/54 08/08/54 05/08/14 06/08/54 07/58/54 08/08/34 09/08/04 10/08/14 21/09/14 12/00/14 28/08/56 14/00/14 25/09/54 16/09/14 17/08/14 18/08/14 29/30/24 20/08/14 21/00/14 22/08/24 23/00/54 26/08/16 25/00/34 26/09/14 27/06/14 30/08/56 04/00/14 Early HCA EPO 0 1 Early HCA Agency Late HCA EPO 0 1 Late HCA Agency 0 Night HCA EPO Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency 0 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 29/00/24 Action codes 05/08/54 02/08/56 08/08/56 05/08/24 06/00/54 07/08/14 00/00/36 09/08/14 10/00/14 21/09/24 12/00/16 20/00/56 14/00/14 25/08/54 36/09/34 27/00/54 18/08/54 20/08/56 21/00/14 22/00/14 23/00/54 24/08/14 80/08/56 21/00/14 Early Trained h h . . Early HCA h h a h a Late Trained h 8 Late HCA h h h a 8 a Night Trained Night HCA h h Twilight Trained Twilight HCA 21/8/14 - Carers leave required for HCA Comments: 3/8/14 - RN Overfill due to KIT day whilst on MAT leave. 14/08/14 - Trained over whilst waiting for Carer cover, then Site Co-ordinator did not take trained back even when informed not required. 6/8/14 - RN overfill on night shift as healthcare worker short, and could only get nursing cover. 13/08/14 - HCA short due to sickness 18/8/14 - HCA overfill for Ambulatory Clinic 6/8/14 - Bank Carer providing one to one care. 11/08/14 - 1 RN overfill due to Kit day and 1 overfill HCA for Ambulatory Clinic 16/08/14 -HCA sent to Lindhurst Ward, no replacement given. 17/08/14 - RN short for early, due to sickness.

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																														
Aug-14	Ī	21					Actua	I Off D	uty																							
	<u> </u>					<b>'</b>				<b>'</b>																						
Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat es/m/se	Sun os/os/se	Mon se/se/se	Tue os/os/se	Wed se/se/se	Thu ozyte/se	Fri as/os/se	Sat as/m/se	Sun 10/08/14	Mon 11/09/14	Tue 12/08/14	Wed sayou/se	Thu 14/08/14	Fri 25/08/54	50t 16/09/14	Sun 17/08/14	Mon 18/08/14	Tue ss/m/se	Wed zg/m/se	Thu 25/06/54	Fri 22/08/54	Sot 29/00/54	Sun 26/08/16	Mon 25/08/34	Tue 26/06/16	27/08/14	7hu 28/08/14	Fri 29/00/14	Sat xv/m/se	Sun 31/08/14
Early Trained	4		1	1		-			1		3444	1	30,000			20000		1	34,443	244		200422	anguage.	2444				20,000		2000		30,40
Early HCA	4		1									1		1					1						1							1
Late Trained	4		1						1																							
Late HCA	4		1									1		1					1					1	1						1	1
Night Trained	3						1								1																	
Night HCA	3						1										1					1		1								
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observo																															
The Enhanced Patien EPO - HCA	t Observo	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	Wed	Thu	fri	Sat	Sun
EPO - HCA				Sun	Mon		Wed	Thu	Fri an/on/se	Sat as/as/sa		Mon 11/09/14		Wed sayon/se	Thu 14/08/14	Fri 25/08/24	Sat 16/09/14	Sun 13/08/14	Mon 18/08/14	Tue 28/08/24	Wed 20/08/24		Fri 22/08/54	Sat 28/08/54	Sun 2e/m/se	Mon 25/08/34	_			Fri 29/00/14	Sat xy/x/se	_
EPO - HCA Early HCA EPO	t Observe	Fri	Sat	Sun	Mon	Tue	Wed	Thu															_			_	_					_
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu															_			_	_					_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu															_			_	_					_
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu															_			_	_					_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu				_											_			_	_					_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu				_											_			_	_					_
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu				_											_			_	_					_
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	Fri 01/08/34	Sat	Sun	Mon	Tue	Wed	Thu				_											_			_	_					_
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	Fri 05/18/34	Sat	Sun	Mon	Tue	Wed	Thu															_			_	_					_

Total Number of Planned Shifts	682
Total Number of Actual Shifts	673
(including EPO)	0/3

Total Number of Shortfall Shifts	19
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	10

Total Number of EPO shifts	2
Total Number of Agency EPO shifts	0
211/12	

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	14	67%	

### Ward Month Actual Off Duty Aug-14 31 Days in Mor DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 09/08/14 10/08/14 13/08/14 54/08/54 15/30/14 35/08/34 20/08/54 21/08/14 24/08/54 31/08/36 Early Trained arly Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA ate HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency Wilight Trained wilight Trained Agency wilight HCA Twilight HCA Agency exc Supervisor Y Y Y Y Y Y Y Υ Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Baseline co/myse co/myse co/myse co/myse co/myse co/myse co/myse co/myse co/myse 09/08/14 10/08/14 11/08/14 12/08/14 12/08/14 14/08/14 15/08/14 15/08/14 11/08/14 18/08/34 18/08/34 20/08/54 25/08/54 22/08/54 29/08/54 24/08/54 25/08/54 26/08/54 Early HCA EPO arly HCA Agency ate HCA EPO ate HCA Agency Night HCA EPO Night HCA Agency Wilight HCA EPO Twilight HCA Agency 0 0 0 0 0 0 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Fri Sat Sun Mon Thu Fri Sat Sun Mon Fri Sat Thu Fri Fri Sat Sun Reasons for Shortfall/Overfill & Tue Wed Twe Wed Thu Sun Mon Tue Wed Sof Sun Mon Tue Wed Thu Action codes 05/08/34 02/08/56 08/08/56 08/08/36 09/08/24 10/06/14 21/09/24 12/00/14 10/00/56 14/00/14 25/08/54 16/09/14 27/08/56 18/08/34 29/08/24 20/08/14 21/00/14 22/00/14 23/00/54 24/08/24 25/00/36 26/09/14 23/00/14 28/08/24 25/00/54 Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA **Twilight Trained** wilight 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
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																													
Aug-14	Ī	22					Actua	I Off D	uty																							
	•					•				•																						
Shortfall/Overfill	DAY Baseline		Sat	Sun	Mon se/te/se	Tue	Wed se/se/se	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun 25/08/54
Early Trained	4	03/08/34	62/08/54	08/08/54	04/08/34	00/100/14	86/08/54	07/08/14	00/00/34	09/08/14	10/08/14	11/08/14	12/00/14	23/08/56	14/08/14	25/00/54	38/18/34	23/08/24	33/18/34	23/08/34	20/08/14	21/00/14	22/08/14	23/08/54	24/08/14	25/08/34	20/08/14	27/08/14	28/08/14	29/00/14	30/08/56	33/08/34
Early HCA	3	4		- 1	- 1	4			_	-	-		-	- 1	- 1	- 1	-	-	- 1		- 1	- 1	- 1	- 1	-	- 1	-	- 1	4	- 1	-1	1
Late Trained	4	-	-	-	-	-		-	4	1	4		4	-	-	-	4	4	-		-	-	-	1	4	1	-	-	-	-	1	-
Late HCA	3	+	_	_	- 1	4			-	-	- 1		-	- 1	-	- 1	-	-	- 1		- 1			- 1	- 1	- 1	-	- 1	- 1		-1	1
Night Trained	3	+		<del>                                     </del>	-	-	_		_	_	_	-		-		-			_		-			-	-	-	-	-	-			-
Night HCA	2	+	- 1		_	4	4	1	- 1	- 1	4	1		- 1	- 1		- 1	- 1	- 1	- 1		- 1	- 1	2		- 1		- 1	- 1	1	- 1	4
Twilight Trained	0	+	-	_	_	-	-	-	-	-	-	-		-				-	-				-	-		-		-	-	-	-	-
Twilight HCA	-	+	-			-	_	-		_		-	_					-		_		_	_	_	_		_		_	-		$\vdash$
		-	<del></del>																													$\vdash$
The Enhanced Patient	t Observo								Eri	Sur	Sun	Mon	True	Mind	Thu	Eri	Sof	Sun	Mon	True	Wed	Thu	Fei	Cost	Sun	Mon	Tive	Wed	Thu	Fel	Cost	Sun
The Enhanced Patient EPO - HCA	t Observo	Fri	Sert	Sun m/m/su	Mon	Tue	Wed	Thu 07/08/14	Fri ce/ce/se	Sat os/us/14	Sun 10/06/14	Mon 53/09/54	Tue 12/08/14	Wed sa/m/se	Thu 14/08/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/08/34	Tue sa/m/sa	Wed zq/m/se	Thu 21/06/14	Fri 22/88/54	Sot 29/06/54	Sun 24/08/14	Mon 25/06/34	Tue 26/06/14	Wed 27/08/14	Thu 28/08/14	Fri 29/00/14	Sat xo/xx/se	Sun 31/08/14
	t Observo	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA		Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA Early HCA EPO		Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO	0	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
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	Fri 03/08/34	Sert	Sun	Mon	Tue	Wed	Thu																	_							_
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	Fri 01/08/14	Sert	Sun	Mon	Tue	Wed	Thu																	_							_

Total Number of Planned Shifts	589
Total Number of Actual Shifts (including EPO)	625

Total Number of Shortfall Shifts	23	
Total Number of Overfill Shifts		
(includes all overfill Agency & EPO)	59	

Total Number of EPO shifts	1
Total Number of Agency EPO	
shifts	U

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
ister/Charge Nurse M-F Supervisory Shifts	21	13	62%	

### Month Ward Actual Off Duty Aug-14 31 Days in Mont DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 10/08/14 11/08/14 12/08/14 13/08/14 \$4/08/\$4 15/00/14 35/08/34 17/08/14 18/08/14 20/08/54 21/08/14 22/00/54 23/08/14 30/08/14 4 Early Trained 4 4 4 5 5 5 4 5 5 5 4 5 4 5 5 4 5 4 5 5 5 4 Early Trained Agency 1 1 1 1 1 Early HCA 2 1 Early HCA Agency Late Trained 6 4 4 4 4 5 5 5 5 4 5 5 5 4 5 5 4 4 5 4 4 5 4 5 5 5 5 5 5 5 5 4 Late Trained Agency 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 Late HCA 2 2 2 2 2 2 2 2 2 2 2 2 2 Late HCA Agency 1 5 4 4 4 4 4 5 4 4 4 4 5 4 Night Trained 4 4 4 4 4 4 4 4 4 4 4 4 4 3 4 4 4 Night Trained Agency 1 1 1 1 1 Night HCA 1 Night HCA Agency Twilight Trained wilight Trained Agency Twilight HCA Twilight HCA Agency 22 19 20 20 10 20 20 20 20 20 20 20 20 20 20 20 20 20 19 20 20 20 19 The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Sat Su 10/00/24 21/00/24 21/00/24 21/00/24 24/0 Early HCA EPO 0 Early HCA Agency 1 1 Late HCA EPO 0 Late HCA Agency 1 1 Night HCA EPO 0 Night HCA Agency 1 1 1 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 & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/14 02/08/54 08/08/54 04/00/14 05/08/14 06/00/54 08/08/58 09/08/14 10/00/14 21/09/24 12/00/14 22/09/34 14/00/14 25/09/54 16/09/14 17/08/14 18/08/14 29/00/24 20/08/14 21/00/14 22/00/14 22/00/54 24/08/54 25/00/54 26/09/14 23/00/14 28/08/54 29/00/14 80/08/56 21/00/14 **Early Trained** i 8 Early HCA Late Trained i i i a Late HCA Night Trained c Night HCA Twilight Trained Twilight HCA As previous months 6 trained is optimal but manageable on 5 with ward leader support but difficult at times. 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

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																														
Aug-14 23					1	Actua	I Off D	)utv																								
						4				4																						
Shortfall/Overfill	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/00/54	08/08/54	04/08/14	05/08/14	06/00/54	07/08/14	08/08/34	09/08/14	10/08/14	11/09/14	12/00/14	10/00/56	14/00/14	25/08/54	16/09/14	17/08/54	18/08/34	28/08/54	20/08/54	21/00/14	22/08/14	23/30/54	24/08/14	25/00/34	26/08/14	27/08/14	28/08/14	29/00/14	30/08/56	31/00/14
Early Trained	6	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2
Early HCA	2																															
Late Trained	6	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2
Late HCA	2																															
Night Trained	5																									1					1	
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa	ation Nu	mbers (E	PO) are	to show	the ove	rfill for l	EPO																								
500 1154		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
IEPO - HCA						_		_		_			_	_					_		_	_								_		
EPO - HCA		05/08/54			04/08/54	05/08/14	06/08/54	07/08/14	00/00/34	09/08/14	10/08/14	11/08/14	12/00/14	13/08/34	14/08/14	25/08/54	16/09/14	27/08/54	18/08/14	29/08/24	20/08/14	21/00/14	22/08/14	23/00/54	26/08/56	25/00/14	26/09/54		29/09/14	29/00/34	30/08/56	31/08/14
Early HCA EPO	0				04/08/34	05/08/14	06/08/54	07/08/14	08/08/S4	09/08/14	10/08/14	11/08/14	12/00/14	12/08/31	14/08/14		16/09/14	17/08/14	18/08/14	18/08/14	20/08/54	21/00/14	22/08/54	23/06/54	26/08/14	25/00/34	26/08/14			29/08/14	30/08/54	31/08/14
Early HCA EPO Early HCA Agency					04/08/54	05/08/54 1	1	07/88/54	as/os/ss	09/08/14	10/08/14	21/08/24	12/08/14	23/08/56	34/00/34		36/09/34	27/08/S4	18/18/14	28/08/24	20/08/34	25/08/54	22/88/54	23/08/54	24/08/54	25/08/34	26/08/14			29/00/34	30/08/56	35/00/34
Early HCA EPO Early HCA Agency Late HCA EPO	0				64/08/14	05/08/14 1	1	07/08/14	OR/08/34	09/08/14	10/08/14	11/08/14	12/88/14	53/08/56	14/00/14		16/09/14	17/08/14	18/08/14	19/08/54	20/08/54	25/06/56	22/88/54	28/06/54	26/08/54	25/06/34	26/08/14			29/00/34	30/08/54	35/08/34
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0				64/08/14	1	1	07/tm/24	an/m/se	09/08/14	10/08/14	11/08/14	12,680/14	12/08/26	14/00/14		16/09/14	17/08/14	18/08/14	19/38/54	20/08/14	21/00/14	22/88/54	23/36/54	24/08/54	25/08/34	26/08/14			25/58/34	30/08/54	35/00/34
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO					04/08/24	1	1	07/88/24	as/0s/34	09/00/24	10/08/14	11/08/14	12,66/14	13/08/34	14/08/34		16/09/14	23/08/24	19/19/34	29/08/24	20/08/14	25/08/58	22/88/14	23/08/54	26/08/56	25/00/14	26/08/24			29/88/24	.00/08/3d	35/80/34
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0				04/08/24	1	1	07/M/14	01/01/34	09/08/24	10/08/14	11/08/14	12,686/14	29/08/34	14/08/14		16/09/14	23/08/24	18/08/34	29/08/24	20/08/54	25/88/58	23/88/14	23/08/54	26/08/26	S/M/M	26/08/24			29/88/34	M0/08/34	21/00/24
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0				04/08/24	1	1	07/RM/24	08/08/34	09/08/24	10/08/14	11/08/14	12,6%/14	53/08/34	14/00/14		26/09/24	23/m/se	18/08/34	28/08/24	20/08/14	25/88/56	23/88/54	23/08/54	24/00/14	S/88/14	26/08/24			29/88/34	30/08/2d	21/00/14
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	03/08/34			1	1	1	07/fm/24	00/00/34	09/08/24	10/08/14	11/08/14	12/88/14	53/08/34	14/00/14		35/09/34	23/mm/sa	18/08/34	28/08/34	20/08/14	25/08/54	23/88/54	23/08/54	24/00/14	25/00/34	26/08/24			29/50/24	30/100/2d	31/38/14
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Inciden	0 0 0 ts (Falls)	03/08/34			1	1	1	07/m/14	as/0s/2s	09/08/24	10/08/14	21/08/24	12/88/14	23/08/34	14/00/24		26/100/34	23/0M/24	18/18/34	28/08/24	20/08/14	21/180/14	23/88/54	23/36/54	26/18/24	25/00/14	26/38/54			29/50/24	#J/#/34	31/38/14
Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Twillight HCA Agency Incident Incidents (Med	0 0 0 ts (Falls)	02/08/24			1	1	1 1	03/88/14	06/06/34	09/08/14	20/08/24	21/08/14	12,68/14	11/08/56	34/30/34		16/39/14	1)/m/24	13/38/14	23/08/24	20/08/24	21/08/14	22/88/14	23/38/24	26/18/24	2/8/14	26/08/24			29/58/24	as/m/se	31/38/14
Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Inciden	0 0 0 ts (Falls)	02/08/24			1	1	1	03/88/14	(8)/08/34	09/08/14	30/08/34	21/0M/14	12/88/14	13/0M/36	14/38/14		36/08/34	23/08/24	28/08/24	29/08/24	20/38/24	21/00/24	22/88/14	23/38/34	24/18/54	2/8/14	26/08/24			21/50/24	#J/#/#	21/00/14

Total Number of Planned Shifts	682
Total Number of Actual Shifts (including EPO)	620

Total Number of Shortfall Shifts	72
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	10

Total Number of EPO shifts	10
Total Number of Agency EPO shifts	10

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	12	57%

### Month Ward 24 Actual Off Duty Aug-14 31 Days in Mont DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 09/08/14 10/08/14 15/08/14 13/08/14 13/08/14 54/08/54 15/00/14 35/08/34 17/08/14 58/08/54 19/08/14 20/08/54 21/08/14 22/08/54 23/08/14 24/08/54 30/08/14 3 2 Early Trained 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 Early Trained Agency 1 1 Early HCA 3 4 4 3 3 3 3 3 Early HCA Agency Late Trained 3 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 3 2 3 3 Late Trained Agency 1 3 3 3 3 3 3 3 Late HCA 3 4 4 3 3 Late HCA Agency 2 2 3 2 2 2 2 3 3 3 2 3 2 2 2 2 3 3 2 2 2 2 3 2 3 2 2 3 2 2 Night Trained 3 3 Night Trained Agency 1 1 1 Night HCA 2 Night HCA Agency Twilight Trained wilight Trained Agency Twilight HCA Twilight HCA Agency 17 17 17 17 17 17 17 17 17 17 17 17 19 19 Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat O/MI/14 OZ/MI/14 OZ/M 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 Fri Sat Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/14 02/08/54 08/08/54 04/00/14 05/08/24 06/00/54 08/08/34 09/08/14 10/00/14 21/09/24 12/00/14 10/00/56 14/08/14 25/08/54 16/09/14 27/08/24 18/08/14 28/08/26 20/08/14 21/00/14 22/08/24 20/00/54 24/08/14 25/00/34 26/09/14 27/06/14 28/08/54 29/00/14 30/08/56 21/00/14 **Early Trained** Early HCA i i **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																														
Aug-14	Ī	24					Actua	I Off D	utv	1																						
	+					-				4																						
Shortfall/Overfill	DAY		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
	Baseline	01/08/14	02/08/54	08/08/54	04/08/14	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14	10/00/14	22/09/24	12/00/14	23/08/34	14/00/14	25/08/54	16/09/14	23/08/54	38/08/34	29/08/34	20/08/54	21/00/14	22/08/14	29/00/54	26/08/16	25/00/34	26/09/14	27/00/14	20/00/14	29/00/14	30/08/56	25/00/54
Early Trained	3																															
Early HCA	3																											1	1			
Late Trained	3																															
Late HCA	3																											1	1			
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa	tion Nu	mbers (E	EPO) are	to show	the ove	erfill for l	EPO																								
EPO - HCA		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
		01/08/14	02/00/54	09/09/54	04/08/54	05/08/34	06/00/54	07/08/14	08/08/34	09/08/54	10/08/14	23/00/34	12/08/14	10/00/56	14/00/14	25/08/34	16/09/14	17/08/54	18/08/34	28/08/24	20/08/54	21/00/14	22/08/14	28/08/54	26/08/56	25/00/34	26/08/14	27/00/14	28/08/14	29/00/14	30/08/56	21/00/14
Early HCA EPO	0						├																							$\overline{}$		
Early HCA Agency							├																							$\overline{}$		
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Inciden	its (Falls)																															
Incidents (Med	dication)																															
Incidents (	Staffina)																															

Total Number of Planned Shifts	527	
Total Number of Actual Shifts (including EPO)	531	
including croj		L

Total Number of Shortfall Shifts	0
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	4

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	13	62%	

Month		Ward																														
Aug-14		ward				1	Actua	I Off D	uty																							
31	Days in Mon	th								1																						
	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shifts	Baseline	01/08/14	02/08/14	09/08/54	94/98/14	05/08/54	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/08/14	54/08/54	15/08/14	55/08/54	17/08/14	18/08/14	19/08/14	20/08/54	21/08/14	22/08/54	23/08/14	24/08/54	25/08/14	25/08/14	27/08/14		29/08/14	30/08/14	31/08/56
Early Trained	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	2	3	3	2	3	3	3	3	3	3	2	3
Early Trained Agency		_	_			-			1		_	_	_			_		1			_	_		1				_			1	
Early HCA	3	3	3	3	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	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	2	3	2	3	3	2	3	3	2	3	3	3	3	3	3	2	3
Late Trained Agency									1									1						1							1	
Late HCA	3	3	3	3	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	3	3
Late HCA Agency																																
Night Trained	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	3	3	3	2	3	2	2	2	2	3	2	3	3
Night Trained Agency		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	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 exc Supervisory	17	17	17	17	17	17	17	15	17	17	17	16	15	17	17	16	17	17	17	17	15	17	17	17	17	17	17	17	17	27	17	£7
Sister/Charge Nurse Supervis		Y			Y	Y																					Y	Y	Y	Y		
(Enter Y or leave blank for No			-																								,	,	,	,		
The Enhanced Patient																																
	DAY	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	Wed	Thu	Fri	Sat	Sun
	Baselne	05/08/54		os/os/se	Mon se/se/se		_	Thu ar/m/se	Fri on/on/se	Saf 09/08/54	5un 10/08/14	11/00/14	Tue 12/00/14	Wed sayon/se	Thu 14/00/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/88/14	_	_	Thu 21/00/14	Fri 22/88/14		Sun 26/08/24	Mon 25/08/34	Tue 26/09/14	27/08/14	_	Fri 29/00/14	Scrt 30/08/se	35/36/34
Early HCA EPO	Baseline O						_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency	0						_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency Late HCA EPO							_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency Late HCA EPO Late HCA Agency	0				_		_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0				_		_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0				_		_	_	_											_	_	_	_		_		_	_	_	_		
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0				_		_	_	_											_	_	_	_		_		_	_	_	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	01/08/34	02/M/26	00/00/54	04/88/24	05/08/154	06/08/54	07/80/54	OR/OR/SA	09/08/24	10/08/34	23/08/24	12/08/14	13/08/34	34/00/34	25/08/24	16/09/14	23/m/24	28/09/24	28/0m/24	20/08/14	25/00/54	22/88/54	22/08/54	24/00/34	25/08/34	26/08/24	23/08/24	20/00/24	29/88/34	M(/M(/34	21/08/34
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0		02/M/26	00/00/54	04/88/24	05/08/154	06/08/54	_	OR/OR/SA		10/08/34									_	20/08/14	_	_		_	25/08/34	_	_	_	_		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	o clude En	ez/m/sa o	ou/ou/su	oq/oq/se	ou/ou/se	06/08/54	0)/m/s4	al/se/se	oyuu/sa	19/98/34	0	12/08/14	21/08/56	0	21/08/24	11/100/14	13/0m/3d	28/09/24	28/0m/24	20/08/14	25/00/54	22/08/24	23/08/24	24/08/54	25/08/14	26/08/24	23/08/24	20/00/24	29/58/24	#b/t#/34	11/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs	o o o o	02/08/24	0 0	00/00/54	04/08/24	05/08/14	06/08/54	07/m/14	08/08/34 0	0 0	10/08/14	11/00/14	12/08/14	13/08/34	34/00/34	25/08/24	16/09/14	23/m/24	28/09/24	28/0m/24	20/08/14	25/00/54	22/88/54	22/08/54	24/00/34	25/08/34	26/08/24	23/08/24	20/00/24	29/88/34	M(/M(/34	25/08/34
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 sh	o o o o	o clude En	ez/m/sa o	ou/ou/su	oq/oq/se	ou/ou/se	06/08/54	0)/m/s4	al/se/se	oyuu/sa	19/98/34	0	12/08/14	21/08/56	0	21/08/24	11/100/14	13/0m/3d	11/m/14	28/08/24	24/18/14	21/08/14	22/08/24	23/08/24	24/08/54	25/08/14	24/04/24	22/08/14	28/08/54	29/58/24	#b/t#/34	11/08/14
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	o o o o	0 lude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	0 ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0	23/08/56 0	0 Thu	21/08/24 0	11/10/14 0	0 Sun	0 Mon	28/08/26 0	o Wed	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/24 0 Sum
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	o o o o	0 lude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	0 ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue	23/08/56 0	0 Thu	21/08/24 0	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/24 0 Sum
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 lude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	0 ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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	o o o o	0 lude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue	23/08/56 0	0 Thu	21/08/24 0	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/24 0 Sum
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 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	0 ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	22/08/24 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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	o o o o	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	22/08/24 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Trotal 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	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	22/08/24 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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	o o o o	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su 0 now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14 0	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/24 0 Sum
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Trotal 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	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su o now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Trotal 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	o o o o	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su o now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/14 0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Trotal 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	o o o o o o o o o o o o o o o o o o o	0 olude En	o hanced	0 Patient	0 Observa Mon	0 os/os/se	on/m/se	O ese are i	aylas/su o now reco	on/un/se	0 perately	0 Mon	0 Tue 12,68/14	23/08/56 0	0 Thu	0 Fri 31/08/24	11/10/14 0	0 Sun	0 Mon	28/08/26 0	0 Wed 24/18/24	21/08/16 0	22/08/24 0	23/08/54 0 Sat	0 Sun	25/08/14	24/04/24 0	23/08/14	28/08/54	29/88/24 0	asytas/se  0  Soft	81/88/14 0

ı	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
ı	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																														
Aug-14	I	ward	31				Actua	I Off D	uty																							
	•					<u> </u>				·																						
Shortfall/Overfill	DAY		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
Early Trained	Baseline	01/08/14	02/00/54	08/08/54	04/00/54	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14	10/08/14	21/00/14	12/00/14	23/08/34	14/00/14	25/08/54	16/09/14	17/00/14	18/08/14	28/08/54	20/08/54	21/00/14	22/08/54	23/00/54	24/08/54	25/08/34	26/08/14	23/08/14	29/08/14	29/00/14	30/08/56	31/08/14
	3	-		_	-	-	-	4				-	1		_			-			1		_		-		_	-		_		_
Early HCA	3					_		1																								
Late Trained	3												1			1					1											
Late HCA	3				├	├		1					_																			
Night Trained	3											1																				
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	it Observo	rtion Nu	mbers (E	PO) are	to show	the ow	erfill for	FPO																								
				,																												
		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun
EPO - HCA		Fri		Sun	Mon	Tue	Wed	Thu	_	Sat 09/08/14	Sun 10/08/14	Mon 23/08/34			Thu 14/08/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/88/34				Fri 22/08/54	Sat 29/06/54	Sun 24/08/14		_	_	7hu 28/08/54		Sat xo/xx/se	Sun 35/08/34
EPO - HCA Early HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA		Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA Early HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA  Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
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	Fri 03/08/24	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			
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	Fri 02/08/24	Sat	Sun	Mon	Tue	Wed	Thu	_			_											_		_		_	_	_			

Total Number of Planned Shifts	527	
Total Number of Actual Shifts (including EPO)	519	

Total Number of Shortfall Shifts	8
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	21	7	33%

Month		Ward																														
Aug-14	T I	32				1	Actua	LOff D	utv	l																						
	Days in Mon					1	Accuo	One	ucy	l																						
	DAY	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
Shifts	Baseline	01/08/14	02/08/14	00/08/54	04/08/14	05/08/34	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/58/14	56/08/56	15/00/14	56/08/54	17/08/14	18/08/14	19/08/14	20/08/54	21/08/14	22/08/54	23/08/14	24/08/54	25/00/14	25/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/56
Early Trained	3	3	4	3	4	3	3	2	3	3	2	3	3	4	3	3	2	2	3	3	3	3	3	3	2	2	3	3	3	2	2	2
Early Trained Agency								1			1						1	1			1				1	1				1	1	1
Early HCA	3	3	2	2	2	3	3	3	2	3	3	3	3	2	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	2	2	3	3	2	3	3	3	2	2	3	3	3	2	2	2
Late Trained Agency								1			1						1	1			1				1	1				1	1	1
Late HCA	3	3	3	2	3	3	3	2	2	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	3	1	3	3	3	3	3	3	3	2	2	2	2	3	2	2	2	2	3	3	3	2	2	2	2	2	3	2	2	2
Night Trained Agency				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	2
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	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	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	17	24	17	17	17	16	15	16	17	17	17	17	17	17	17	17	16	15	17	17	17	17	17	17	17	17	17	27	17	27
Sister/Charge Nume Supervi (Enter Y or leave blank for N		у			у	у	у	у	у										у	у			у			у	у	у	у			
The Enhanced Patien	t Observa	tion Nu	mbers (E	PO) belo	w mus	t NOT b	e includ	ed in the	above i	numbers																						
	DAY	Fri	Sert	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
	Baseline	05/08/54	62/08/54	08/08/54	04/00/34	05/08/14	06/08/54	07/08/54	00/00/34	09/08/54	10/08/14	23/00/34	12/00/14	10/00/56	14/00/14	25/00/54	16/09/14	17/08/54	18/08/14	29/00/54	20/08/54	21/00/14	22/08/34	28/00/54	26/08/54	25/00/34	26/09/34	27/00/14	28/08/54	29/00/34	30/08/56	21/00/14
Early HCA EPO	0																				1		1									
Early HCA Agency																																
Late HCA EPO	0										l			l .							1		1									
														_																		
Late HCA Agency						-	_																									
Night HCA EPO	0																1															1
Night HCA EPO Night HCA Agency																	1															1
Night HCA EPO Night HCA Agency Twilight HCA EPO	0																1															1
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0																															
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	1	0	0	0	2	0	2	0	0	0	0	0	0	0	0	
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0												0	0	0	ō		0	0	0	2	0	2	0	0	0	0	0	0	0	0	
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs	o hould exc												0 Tue	0 Wed	0 Thu	0 Fri		o Sun	0 Mon	0 Tue	2 Wed	o Thu	2 Fri	o Sat	0 Sun	0 Mon	0 Tue	0 Wed	O Thu	0 Fri	0 Sat	
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below s	o hould exc	lude En	hanced	Patient (	Observa	ntion (EP	O) as the	ese are i	ow reco	rded se	perately						1															1
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes	o hould exc	lude En	hanced Sat as/m/se	Patient (	Observa Mon oqoqusa	tion (EP	O) as the	ese are i Thu	ow reco	rded se Sat	perately Sun	Mon	Tue	Wed	Thu	Fri	1 Sat	Sun	Mon	Tue	Wed zq/m/se	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained	o hould exc	lude En	Sat az/m/se mp	Sun os/os/su	Observa Mon sepsyse mp	tion (EP	O) as the	ese are i Thu	Fri as/as/ss	rded se Sat	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon	Tue ss/m/se	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA	o hould exc	lude En	hanced Sat as/m/se	Patient (	Observa Mon oqoqusa	tion (EP	O) as the	ese are i Thu	ow reco	rded se Sat	perately Sun	Mon	Tue	Wed	Thu	Fri	1 Sat	Sun	Mon	Tue	Wed zq/m/se	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  on/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	Thu ar/m/14	Fri an/an/su	rded se Sat	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  m/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	ese are i Thu	Fri as/as/ss	rded se Sat	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon	Tue ss/m/se	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  on/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  m/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	Thu ar/m/14	Fri an/an/su	rded se Sat	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  m/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	o hould exc	lude En	Sat az/m/se mp	Patient ( Sun  m/m/su	Observa Mon sepsyse mp	tion (EP	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight HCA	o hould exc	Fri es/mens	hanced Sat estation mp	Patient ( Sun  m/m/su	Mon eq/as/se mp	Tue os/os/sa	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight HCA	o hould excoverfill &	Fri es/mens	hanced Sat estation mp	Patient ( Sun anyanya	Mon eq/as/se mp	Tue os/os/sa	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun
Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight HCA	o hould excoverfill &	Fri es/mens	hanced Sat estation mp	Patient ( Sun anyanya	Mon eq/as/se mp	Tue os/os/sa	O) as the	Thu ar/m/14	Fri an/an/su	Sat on/un/sa	perately Sun	Mon	Tue	Wed sa/m/se mp	Thu	Fri	1 Sat	Sun	Mon 28/88/24	Tue 28/08/24	Wed 20/08/24 mp	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	1 Sun

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																														
Aug-14	T	32				1	Actua	LOff D	utv	1																						
7108 21	4					1	710000		cicy	4																						
	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shortfall/Overfill	Baseline	05/08/54			04/00/54	05/08/14	06/00/54	07/08/14	00/00/34	_		23/09/24		18/08/56	14/00/14	25/08/54	16/09/14	17/08/54	18/08/14	29/08/54	20/08/14		22/08/54	23/30/54	26/08/56	25/00/34	26/08/14	27/08/14	28/08/54	29/00/14		31/08/14
Early Trained	3		1		1									1							1											
Early HCA	3		1	1	1				1					1						1	1											
Late Trained	3																															
Late HCA	3			1				1	1										1	1												
Night Trained	3			1																												
Night HCA	2									1																						
Twilight Trained	0																															
Twilight HCA	0																															
					_																											
The Enhanced Patien	it Observa	rtion Nu		EPO) are		the ove		EPO																								
The Enhanced Patien	it Observa	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
EPO - HCA			Sat	Sun					_	Sat 09/08/14	_			Wed sa/m/se	Thu 14/00/14	Fri 25/08/24	Sat 16/09/14	Sun 17/08/14	Mon 18/08/14	Tue 28/08/24	Wed 20/08/54		Fri 22/08/54		Sun 24/09/54	Mon 25/08/34	_	Wed 23/08/14	_	Fri 29/00/14		Sum #1/88/14
EPO - HCA Early HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
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	Fri 01/00/14	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Incides	0 0 0 0	Fri 01/00/14	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			
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)	Fri cs/mgsa	Sat	Sun	Mon	Tue	Wed	Thu	_		_																_	_	_			

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	523

Total Number of Shortfall Shifts	14
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	10

Total Number of EPO shifts	6
Total Number of Agency EPO	0
shifts	U

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	13	62%

Month Ward Aug-14 Actual Off Duty 31 Days in Mo DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat 04/08/14 05/08/14 06/08/14 Baseline 01/08/14 02/08/14 09/08/54 07/08/54 08/08/16 09/08/14 10/08/14 11/08/14 12/08/14 13/08/14 54/08/56 15/20/14 35/08/34 17/08/14 18/08/14 19/08/14 20/08/54 21/08/14 22/08/14 23/08/14 24/08/54 25/08/14 26/08/14 27/08/16 28/08/14 29/08/14 30/30/14 21/08/34 Early Trained 3 3 3 2 3 2 3 2 3 3 2 3 3 3 3 3 3 3 2 3 2 2 3 3 3 3 3 2 2 3 3 3 Early Trained Agency 1 1 1 1 1 1 1 Early HCA 3 3 3 2 3 3 3 3 4 3 3 3 3 3 3 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 Early HCA Agency 1 Late Trained 3 3 2 3 3 3 3 3 3 3 2 3 3 3 2 3 2 2 3 3 3 3 3 3 2 2 2 3 3 3 2 3 Late Trained Agency 1 1 1 Late HCA 3 3 2 3 3 3 3 3 3 3 3 3 3 3 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 Late HCA Agency Night Trained 3 2 Night Trained Agency 1 2 2 2 2 2 Night HCA 7 1 2 Night HCA Agency 1 Twilight Trained 0 Twilight Trained Agency Twilight HCA 0 Twilight HCA Agency Total over 24 hour 17 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 Fri Sat Sun Mon Tue Wed Thu Sa Fri Sat Sun 01/08/34 02/08/34 08/08/34 04/08/34 04/08/34 04/08/34 04/08/34 04/08/34 04/08/34 12/08/34 12/08/34 12/08/34 12/08/34 25/08/54 Baseline 16/09/14 17/09/14 18/09/54 19/09/54 20/08/14 21/00/14 22/00/14 28/00/54 26/08/16 25/00/34 26/09/14 23/06/14 30/08/56 25/08/56 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 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately 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 Thu Fri Sat Sun Reasons for Shortfall/Overfill & Wed Action codes 01/08/14 09/08/14 10/00/14 12/00/14 13/08/36 14/00/14 25/08/34 16/09/14 17/08/14 18/08/14 19/00/14 20/08/24 22/08/14 30/08/56 31/00/14 Early Trained i Early HCA 8 d i Late Trained Late HCA d a Night Trained Night HCA Twilight Trained Twilight HCA 17/8/14 agency didn't turn up 15/08/14 had reducing halms 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
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
5	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month		Ward																														
Aug-14	T	33				1	Actua	LOff D	utv	1																						
Aug-14	1	-				1	Actua	One	ucy	1																						
	DAY	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
Shortfall/Overfill	Baseline	01/08/14	02/00/54		04/08/54	05/08/14	06/00/54	07/08/14				11/08/14	12/08/14	10/00/16	14/00/14	25/08/54		13/00/14		29/39/34	20/08/34	21/00/14	22/88/54	23/00/54	26/08/16		_	27/08/14		29/00/14	30/08/56	25/00/34
Early Trained	3																	1								1						
Early HCA	3			1					1							1		1														
Late Trained	3																	1								1						
Late HCA	3		1												1	1		1														
Night Trained	3																		1													
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observa																															
The Enhanced Patient EPO - HCA	t Observa	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
EPO - HCA				Sun		Tue		Thu		Sat 09/08/14	_		Tue 12/08/14	Wed sa/m/se	Thu 14/06/14	Fri 25/08/54	Sat 16/09/14	Sun 13/08/14	Mon 18/08/14	Tue 28/08/34	Wed zq/m/se	Thu 21/06/14	Fri 22/08/54	Sat 28/08/54	Sun 24/18/24	Mon 25/06/34		Wed 23/08/34		Fri 29/00/14	Sat M/M/se	Sun 21/08/14
EPO - HCA Early HCA EPO	0 Observa	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA  Early HCA EPO  Early HCA Agency		Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA Early HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA  Early HCA EPO  Early HCA Agency  Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu		_																						
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	Fri 01/00/14	Sat	Sun	Mon	Tue	Wed	Thu		_																						
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	Fri 05/08/34	Sat	Sun	Mon	Tue	Wed	Thu		_																						

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	516

Total Number of Shortfall Shifts	12
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	1

Total Number of EPO shifts	0
Total Number of Agency EPO shifts	0
	$\overline{}$

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	16	76%	

Month		Ward																														
Aug-14	ĺ	34				1	Actua	I Off D	)utv	1																						
	Days in Mon	th				4	- 1000		,	ı																						
	DAY	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
Shifts	Baseline	01/08/14	02/08/14	08/08/54	04/08/14	05/08/54	06/08/14	67/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/08/14	54/08/54	15/00/14	35/08/34	17/08/14	58/08/54	19/08/14	20/08/54	21/08/14	22/08/54	23/08/14	24/08/54	25/08/14	_	_	28/08/14	29/08/14	30/08/14	31/08/34
Early Trained	3	2	3	3	2	2	1	2	2	3	3	1	3	2	3	2	2	2	2	2	3	2	3	4	3	3	2	2	1	2	3	3
Early Trained Agency		1			1	1	2	1	1			2		2	1	1	1			1	1	1					1	1	2	1		
Early HCA	3	4	3	3	4	4	4	4	3	3	4	4	4	4	3	4	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	2	3	3	2	2	1	2	2	3	3	1	3	2	3	2	2	2	2	2	2	2	3	3	3	3	2	2	1	2	3	3
Late Trained Agency		1			1	1	2	1	1			2		1		1	1			1	1	1					1	1	2	1		
Late HCA	3	3	3	3	4	4	4	3	4	3	4	4	4	3	4	4	4	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	2	2	3	3	2	2	3	2	2	2	2	3	3	2	1	1	2	2	3	2	2	2	3	3	3	3	2	2	2	1
Night Trained Agency			1	1			1			1	1	1	1			1	2	2	1	1									1	1	1	2
Night HCA	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	18	17	17	19	19	19	17	17	17	19	19	19	19	19	19	2.0	15	15	10	20	16	16	17	16	17	17	17	17	27	17	27
Sister/Charge Nurse Supervis (Enter Y or leave blank for No							Y	Y	Y			Y	Y	Y	Y	Y											Y	Y	Y	Y		
The Enhanced Patient	t Observa	tion Nu	mbers (E	PO) belo	ow mus	t NOT b	e include	ed in the	above i	number	5																					
	DAY	Fri	6-4																													
	-	***	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
	Baseline	01/08/34	02/08/54	3un 08/08/54	Mon se/se/se	Tue as/as/sa	Wed 86/88/54	Thu as/m/se	Fri on/on/se	Sat 09/08/14	Sun 10/08/14	Mon 11/00/14	Tue 12/08/14	Wed sa/m/se	Thu 16/08/16	Fri 25/08/54	Sat 16/09/14	Sun 17/08/54	Mon 18/88/34	Tue 19/08/14	Wed 20/08/54	Thu 21/06/14	Fri 22/88/54	Sat 29/08/54	Sun 26/08/56	Mon 25/38/34	_	_	_	Fri 29/00/14	Sat xy/xx/se	_
Early HCA EPO			_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency	Baseline 0		_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency Late HCA EPO	Baseline		_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency Late HCA EPO Late HCA Agency	Baseline 0 0		_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	Baseline 0		_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	Dazeline 0 0 0		_			_							_										_		_	_	_	_	_	_		_
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	Baseline 0 0		_			_							_										_		_	_	_	_	_	_		_
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	O O O		_			_							_		14/08/14								_		_	_	_	_	_	_	30/08/5s	31/38/34
Eurly HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	Dazeline 0 0 0		_			_							_										_		_	_	_	_	_	_		_
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 0 0	02/08/34	02,800/24	00/00/54	04/06/26	05/08/14	06/08/54	07/00/24	0 0	00/UE/24	10/08/14	21/08/56 0	_		14/08/14								_		_	_	_	_	_	_	30/08/5s	31/38/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below si	0 0 0 0 0 onould exc	o clude En	onhanced	ou/ou/se  o  Patient	0 Observa	ou/ou/se	06/08/24 0 0) as the	0)/M/s4	a,/a,/s	os/us/se	0 perately	11/00/14	12,68/14	23/08/36	14/98/14	25/08/24	18/18/14	22/0m/24	11/00/34	28/08/24	24/18/24	21/08/14	22/08/24	23/08/24	24/08/24	25/08/34	26/18/14	0	28/08/14	29,00,714	#b/08/54	21/88/14
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	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0) AM/14	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	12,6%/14	23/08/36 0	24/W/24 0	0 Fri	14/10/14 0	27/08/54 0	11/m/14	18/08/16	29/38/14 0	21/06/16 0	22/08/24 0	23/38/34 0 Sat	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
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	0 0 0 0 0 onould exc	o clude En	onhanced	ou/ou/se  o  Patient	0 Observa	ou/ou/se	06/08/24 0 0) as the	0)/M/s4	a,/a,/s	os/us/se	0 perately	11/00/14	12,68/14	23/08/36	14/98/14	25/08/24	18/18/14	0 Sun 17/08/24	0 Mon 18/18/14	28/08/24	24/18/24	21/08/14	22/08/24	0 Sot 23/06/24	24/08/24	25/08/34	0 Tue	0 Wed	28/08/14	29,00,714	#b/08/54	21/88/14
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	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0) AM/14	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	0 Tue 12/86/14	0 Wed 12/08/56	24/W/24 0	0 Fri 15/08/54	14/10/14 0	27/08/54 0	11/m/14	18/08/16	29/38/14 0	21/06/16 0	22/08/24 0	23/38/34 0 Sat	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
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	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0) AM/14	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	12,6%/14	23/08/36 0	24/W/24 0	0 Fri	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	18/08/16	29/38/14 0	21/06/16 0	22/08/24 0	0 Sot 23/06/24	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
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	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0)AN/24	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	0 Tue 12/86/14	0 Wed 12/08/56	24/W/24 0	0 Fri 15/08/54	14/10/14 0	0 Sun 17/08/24	0 Mon 18/18/14	18/08/16	29/38/14 0	21/06/16 0	22/08/24 0	0 Sot 23/06/24	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
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	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0)AN/24	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	0 Tue 12/86/14	0 Wed 12/08/56	24/W/24 0	0 Fri 15/08/54	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	18/08/16	29/38/14 0	21/06/16 0	22/08/24 0	0 Sot 23/06/24	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	0)AN/24	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	0 Tue 12/06/34	0 Wed 12/08/56	0 Thu	0 Fri St/08/24	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	0 Tue 15/08/24	O Wed approximate	21/06/16 0	22/08/24 0	0 Sot 23/06/24	24/08/24 0	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
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 si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	O cse are i	a (a) (a) (a) (a) (a) (a) (a) (a) (a) (a	0 on/un/te	o perately	21/00/24 0	0 Tue 12/06/34	0 Wed 12/08/56	0 Thu	0 Fri St/08/24	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	0 Tue 15/08/24	O Wed approximate	22,04/54  0  Thu 22,04/54	22/88/54 0 Fri 22/88/54	23/06/54 0 Sot 23/06/54 m	O Sun 24/20/24	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal 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	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	O cse are i	O POW FEC	0 on/un/te	o perately	21/00/24 0	0 Tue 12/06/34	0 Wed 12/08/56	0 Thu	0 Fri St/08/24	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	0 Tue 15/08/24	O Wed approximate	22,04/54  0  Thu 22,04/54	22/88/54 0 Fri 22/88/54	23/06/54 0 Sot 23/06/54 m	O Sun 24/20/24	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Troid 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	0 0 0 0 0 onould exc	ou/m/sa  o  clude En	ozimijsa 0 0 sat	on/m/se  o  Patient:	0 Observa Mon	0 os/os/se	0 O) as the	O cse are i	O POW FEC	0 on/un/te	o perately	21/00/24 0	0 Tue 12/06/34	0 Wed 12/08/56	0 Thu	0 Fri St/08/24	14/10/14 0	0 Sun 12/08/24	0 Mon 18/18/24 ft	0 Tue 15/08/24	O Wed approximate	22,04/54  0  Thu 22,04/54	22/88/54 0 Fri 22/88/54	23/06/54 0 Sot 23/06/54 m	O Sun 24/20/24	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal 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 HCA	Daseline  0  0  0  0  0  0  onould excitations are a second of the secon	os/m/s4	onhanced Sat espense	O Patient Sum on/m/ss	O Observa Mon eq/m/ss	o otion (EP Tue as/m/sa	O O) as the	orphe/se	o o now reco fri actorise	0 on/un/te	o perately	21/00/24 0	0 Tue 12/86/34 m	o Wed styles/se	0 Thu 14/18/14	o Fri st/os/se m	14/10/14 0	Sun sym/se at	O Mon ss/ss/ss ft	28/08/24  0  Tue 28/08/24	O Wed 29/18/34	o Thu 21/04/16	22/88/54 0 Fri 22/88/54	23,08,54 0 23,08,54 m	24/38/54  0  5um 24/38/54	25/08/34	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency Trotal 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 HCA	0 0 0 0 0 onould exc	os/m/s4	onhanced Sat espense	O Patient Sum on/m/ss	O Observa Mon eq/m/ss	o otion (EP Tue as/m/sa	0 O) as the	orphe/se	o o now reco fri actorise	on/m/se	o perately	21/00/24 0	0 Tue 12,08/34 m	o  Wed  sayve/se  m	0 Thu	o Fri styou/se m	0 Sat 16/19/34	Sun sym/se at	O Mon sa/m/se ft ft	o Tue za/la/sa m	o  Wed  ziylin/se  m	o Thu zz,0syze ft	0 Fri 22/Mm/se	23/06/54 0 Sot 23/06/54 m	O Sure 24/18/24 et	O Mon Signific	0 Tue	0 Wed	28/m/te	29/88/34 0	as/m/se	21/88/24 0 Sun

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																														
Aug-14	34					1	Actual Off Duty																									
						ı				1																						
Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat as/m/se	Sun 09/09/54	Mon se/se/se	Tue 05/08/14	Wed os/os/se	Thu at/te/se	Fri an/on/se	Sat as/as/se	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed sayou/se	Thu 14/00/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/88/34	Tue 19/08/54	Wed 20/08/54	Thu 21/06/14	Fri 22/08/54	Sot 29/08/54	Sun 24/08/14	Mon 25/08/34	Tue 26/09/14	Wed 23/08/34	Thu 28/08/54	Fri 29/00/14	Sat M/M/M	Sun 31/08/14
Early Trained	3													1	1			1	1		1			1								
Early HCA	3	1			1	1	1	1			1	1	1	1		1					1											
Late Trained	3																	1	1													
Late HCA	3				1	1	1		1		1	1	1		1	1	1			1	1											
Night Trained	3							1														1	1	1								
Night HCA	2								1																1							
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	Observa	tion Nun	nbers (E	PO) are	to show	the ove	rfill for l	EPO																								
EPO - HCA		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
Early HCA EPO	0	05/08/54	62/08/54	08/08/54	64/08/54	05/08/54	06/00/54	07/08/14	08/08/34	09/08/14	10/08/14	11/08/14	12/00/14	10/00/56	14/00/14	25/08/54	16/09/14	17/08/14	18/08/14	29/08/34	20/08/14	21/00/14	22/08/14	29/00/54	24/08/14	25/08/34	26/08/14	27/08/14	29/09/14	29/00/14	30/08/36	25/00/34
Early HCA Agency					_	_	_		_										_			_		_	_	_			$\vdash$	$\overline{}$		<del></del>
Late HCA EPO	0					_																_			_	_				$\overline{}$		_
Late HCA Agency																								_	_	_						_
Night HCA EPO	0																					_										_
Night HCA Agency						_																										_
Twilight HCA EPO	0																															_
Twilight HCA Agency						_																										_
Incident	ts (Falls)																															
Incidents (Med																																
Incidents (S																																

Total Number of EPO shifts

shifts

Total Number of Agency EPO

0

Total Number of Shortfall Shifts

Total Number of Overfill Shifts

(includes all overfill Agency & EPO)

10

27

Total Number of Planned Shifts

Total Number of Actual Shifts

(including EPO)

527

544

$\overline{}$	_
~	h

PLANNED ACTUAL SHIFTS

12

Sister/Charge Nurse M-F Supervisory Shifts

### Month Ward Actual Off Duty Aug-14 31 Days in Mo DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 04/08/14 07/08/54 10/08/14 11/08/14 12/08/14 13/58/14 54/08/54 15/20/14 35/08/34 17/08/14 58/08/54 19/08/14 20/08/54 21/08/14 22/08/54 23/08/16 26/08/14 27/08/14 29/08/14 30/38/14 Shifts Baseline 01/08/14 02/08/14 09/08/54 05/00/54 08/08/14 09/08/14 24/08/54 25/08/14 28/08/14 31/08/36 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 hours Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Baseline 10/08/14 11/08/14 12/08/14 13/08/14 14/08/14 25/08/54 18/08/14 29/08/24 20/08/34 21/00/14 22/08/14 05/08/54 02/08/54 08/08/54 04/08/14 05/08/14 06/00/54 07/08/14 00/00/34 09/08/14 16/09/14 27/08/54 23/00/54 24/08/14 25/00/34 27/00/14 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 0 0 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Fri Sat Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Thu Fri Sot Sun Mon Thu Fri Sat Sun Reasons for Shortfall/Overfill & Sun Tue Wed Tue Wed Action codes 02/00/54 08/08/54 04/00/14 10/00/14 11/00/14 12/00/14 25/00/54 16/09/14 27/00/54 28/08/24 21/00/14 23/00/54 24/08/34 27/00/14 **30/08/3**6 25/00/34 **Early Trained** ш . THE REAL PROPERTY. u Early HCA m a **Late Trained** u Late HCA d . Night Trained t f f h Night HCA Twilight Trained Twilight HCA overbooked HCA Trust trained moved to ward 36 in exchange for ag Agency trained Dna, agency pulled from another area Trust trained moved to Ward: Bank care sick, shad 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																														
Aug-14	I	35					Actua	I Off D	uty																							
	•					•	•			•																						
Shortfall/Overfill	DAY		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	Wed	Thu	Fri	Sat	Sun
Early Trained	Baseline	05/08/54	62/88/54	08/08/54	64/00/54	05/08/14	86/38/54	07/00/54	00/00/34	09/08/14	10/08/14	21/00/14	12/00/14	23/08/34	14/00/14	25/08/54	38/38/34	23/08/24	38/08/34	29/00/54	20/08/24	21/00/14	22/08/14	29/00/54	26/08/34	25/00/34	26/08/14	23/08/14	28/08/54	29/00/34	30/08/56	21/00/14
Early HCA	3				1						- 1			_											_	_			_	-	-	
Late Trained	3							-			-			_											_				_			_
Late HCA	_	-					_							_							4			_	_		_		_	$\vdash$		
	3	-				_	_							_							1			_	_				_	$\vdash$		
Night Trained	_	_				_	_							_				1							_	1		1	_	$\vdash$		_
Night HCA	2	_	-			_	_	$\vdash$																_			_			$\vdash$		
Twilight Trained	0																													$\vdash$		
Twilight HCA	0					L																										
The Enhanced Patien	t Observa												-		901					-		-					-		-			
EPO - HCA		Fri 05/08/54	Set	Sun os/os/se	Mon	Tue	Wed ss/ss/ss	Thu ar/te/se	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun 31/08/14
										09/08/14	10/08/14	21/09/24	12/08/14	28/08/34	14/00/14	25/08/54		12/08/14	18/08/14	28/28/24	20/08/24	21/00/14	22/08/04	29/00/54	24/08/14	25/00/34	26/09/34	27/08/14	28/08/14	29/00/14		
Early HCA EPO	0		62/68/34	en/myse	64/08/34	onland to	and red to a	ovyeny se	at/08/34	09/08/14	10/00/14	21/00/24	12/00/14	23/08/56	14/00/14	25/08/54	36/09/34	27/08/54	38/08/34	19/08/14	20/08/54	21/00/14	22/08/54	29/08/54	24/08/54	25/00/34	26/08/14	23/00/14	20/00/14	29/00/14	July UNIV 24	any may an
Early HCA EPO  Early HCA Agency	0		es/en/se	coyony an	DE/OR/24	od-my-re	and only as	ooyaay sa	anyonysa	09/08/24	10/00/14	21/08/34	12/08/14	23/08/34	14/00/14	25/08/34		17/08/54	18/08/14	29/08/24	20/08/14	21/00/14	22/88/14	29/00/54	26/08/54	25/06/34	26/08/24	27/08/14	28/08/54	29/08/34	anyun/se	20/40/25
	0	- Contract	62/08/24	DIVINO 24	04/08/24	ony only as	50/30/20	oryang za	68/08/38	019/00/24	30/08/34	21/08/24	12/06/14	23/08/54	14/00/14	25/06/24		17/08/14	18/08/14	19/08/24	20/08/54	21/06/14	22/08/14	28/08/54	24/08/24	25/06/34	26/08/24	27/00/14	28/08/54	29/00/14	Myth/26	20,20,11
Early HCA Agency			02/08/34	DIA SERVICE	on/on/se	opay.	Separate Sep	07/48/14	allyon/sa	09/08/14	10/08/14	21/08/24	12/06/14	13/08/36	14/00/14	25/08/54		17/08/14	18/08/34	28/38/24	20/08/54	25/06/54	22/88/14	23/06/54	24/08/54	25/08/14	26/08/14	27/08/14	28/08/14	29/80/14	abyta/se	20/20/21
Early HCA Agency Late HCA EPO			82/88/34	intrody.se	ad/odyse			00/00/14	allyon/sa	09/UB/14	10/08/14	23/08/24	12/08/14	23/08/34	14/89/14	25/08/24		23/08/24	18/08/34	28/38/34	20/08/54	21/06/14	22/88/14	23/06/54	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/80/14	Mysty 36	20,20
Early HCA Agency Late HCA EPO Late HCA Agency	0		62/08/24	unjunjun	os/os/24			07/40/14	dayon/sa	09/08/14	10/08/14	23/08/24	12/88/14	23/08/34	34/00/34	25/08/24		27/08/24	28/10/24	28/08/24	20/08/14	21/00/50	22/88/14	28/08/54	24/08/54	25/08/34	26/08/24	23/08/14	20/00/24	25/50/14	Mystay 26	2,00,1
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0		62/18/26	uniyaniyas	06/08/28			07/40/14	al/al/a	09/48/14	10/08/14	23/08/24	12/88/14	23/08/34	34/08/34	25/100/24		23/0M/24	28/10/24	29/08/24	20/08/14	21/08/56	22/88/14	28/08/54	26/08/56	25/08/34	26/08/24	23/06/34	29/08/24	29/00/14	Mystly 28	20/20/20
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0		62/18/24	uni/mg/ss	06/08/22			07/48/14	a)/00/12	09/08/14	10/08/14	11/08/14	12/00/14	\$\$/08/24	14/08/14	ss/me/se		23/0M/24	13/10/14	29/38/24	20/08/14	21/00/24	22/68/14	28/08/54	26/08/24	25/08/34	26/130/24	23/06/34	22/08/24	29/00/14	Mystay 26	20/20/20
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0		2/8/24	uni/mg/ss	04/08/22			0.7/48/24	8,00,12	09/08/14	14/08/14	11/08/14	12/00/14	\$\$\forall \text{TM} \sqrt{24}	14/08/14	55/08/34		23/08/24	11/10/14	29/08/24	20/08/14	21/00/24	22/68/14	22/08/54	26/18/24	25/08/14	26/18/24	23/08/14	22/08/24	29/00/14	ally tally se	
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)		2/8/3		56/08/22			do Junio 14	al/08/32	09/08/14	10/00/14	11/00/14	12/88/14	23/M/56	14/08/14	25/48/24		23/0m/24	28/08/24	29/08/24	20/08/54	22/00/24	23/88/54	28/08/54	24/38/24	25/08/14	24/38/24	22/08/14	22/08/24	29/00/14	asym/sr	

Total Number of Planned Shifts	527
Total Number of Actual Shifts	517
(including EPO)	51/

Total Number of Shortfall Shifts	12
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	21	8	38%

### Month Ward Aug-14 Ward 36 Actual Off Duty 31 Days in Mont DAY Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Fri Fri Sert Sun Mon Tue Wed Thu Fri Tue Sun Mon Tue Wed Thu Sat Sun 01/08/14 02/08/14 07/08/54 08/08/16 09/08/14 10/08/16 11/08/14 12/08/14 13/08/14 54/08/54 15/00/14 35/08/34 17/08/14 18/08/14 19/08/14 20/08/54 21/08/14 22/00/14 23/08/16 24/08/54 25/08/14 26/08/14 27/08/16 28/08/14 29/08/14 30/38/14 21/08/36 Shifts 09/08/34 04/08/14 05/00/34 06/08/14 **Early Trained** 4 3 4 3 4 4 4 4 3 4 4 4 4 4 2 3 3 3 4 4 4 4 3 3 4 4 4 4 4 3 3 Early Trained Agency 1 1 1 1 1 1 1 1 1 1 1 1 1 2 2 1 Early HCA 3 Early HCA Agency 3 3 3 3 4 4 4 3 4 4 3 4 4 3 4 3 4 4 4 3 3 4 4 4 3 3 Late Trained 4 4 4 4 Late Trained Agency Late HCA 2 3 3 3 3 4 3 3 3 3 3 3 3 3 3 3 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 Late HCA Agency Night Trained 3 2 3 Night Trained Agency 2 2 2 2 1 1 2 2 2 2 2 1 1 1 1 1 1 1 1 1 1 1 2 2 2 1 2 Night HCA Night HCA Agency wilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency Total over 24 hours 21 16 19 20 22 22 22 23 19 23 20 20 21 22 17 28 19 21 22 23 20 23 19 19 20 24 25 21 22 19 50 16 sc Supervisor 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 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 Thu Fri Sat Sun Tue Wed 01/08/34 02/08/34 08/08/34 04/08/34 05/08/34 06/00/54 07/08/24 08/08/34 09/08/04 10/00/14 11/00/14 12/00/14 20/00/56 14/00/14 25/00/54 16/09/14 17/09/14 18/08/14 19/09/14 20/08/14 21/09/14 22/08/14 29/00/54 28/08/54 29/00/34 30/00/34 33/00/34 26/08/26 25/00/34 26/09/14 27/06/14 Early HCA EPO 0 2 2 2 1 1 1 2 1 2 1 1 1 1 1 1 1 1 2 1 1 1 2 1 1 1 1 1 1 1 Early HCA Agency Late HCA EPO 0 1 1 2 1 1 1 1 1 1 1 1 2 2 2 2 1 1 1 1 2 1 2 1 1 1 1 1 Late HCA Agency 0 1 1 2 1 1 1 1 1 1 1 1 2 2 2 2 1 1 1 1 3 2 1 2 2 1 2 1 2 Night HCA EPO 1 Night HCA Agency Twilight HCA EPO 0 Twilight HCA Agency Total Staff per 24 hrs 3 3 6 3 3 3 3 3 3 3 6 6 6 6 2 2 3 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Reasons for Shortfall/Overfill & Action codes 01/08/14 02/08/54 04/09/14 05/08/14 06/00/54 00/00/34 21/09/24 12/00/14 20/00/56 14/00/14 25/08/54 16/09/14 17/08/14 18/08/14 29/00/24 20/08/54 21/00/14 22/00/14 22/00/54 24/08/54 25/00/34 26/09/14 27/00/14 28/08/54 29/00/14 80/08/56 08/08/56 07/08/34 10/00/14 21/00/14 **Early Trained** N n Ν Ν N Ν Ν N Ν Ν Ν Ν Ν Ν N Ν Ν Ν Early HCA J Late Trained N N N N N Ν N N N N N N N N N N N n Late HCA Night Trained Night HCA п 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																														
Aug-14	Ī	Ward	36				Actua	I Off D	uty																							
	•					•				•																						
Shortfall/Overfill	DAY Baseline		Set	Sun 09/09/14	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue 19/08/14	Wed	Thu	Fri	Sot 29/06/54	Sun	Mon	Tue	Wed	Thu	Fri 29/00/14	Sat	Sun
Early Trained	3	2	anyony an	1	1	2	2	2	2	only may be	2	1,000	1	2	2	1	20/10/24	2.yunyan	1	2	2	1	2.000/14	zayonyan	24/my24	1	3	3	1	2,000/24	acycle/se	33/10/34
Early HCA	3						_																									
Late Trained	3	1		1	2	2	1	2	2		2	1	1	1	2	1			2	2	2	1	2			1	3	3	1	1		
Late HCA	3	1					1											1														
Night Trained	2	3		1	1	2	2	2	3	3	3	2	2	2	2	3	2	2	2	2	3	2	3	3	3	2	2	3	3	3	3	2
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	nt Observo																															
EPO - HCA		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
Early HCA EPO	0	05/08/54	4	08/08/54	96/08/34	05/18/14	4	07/08/14	00/00/54	09/08/14	10/08/14	11/00/14	12/00/14	20/00/54	14/00/14	25/08/54	16/09/14	23/08/24	18/18/14	29/08/54	20/18/14	21/08/14	22/88/14	23/06/54	24/08/14	25/00/34	26/08/14	27/08/14	20/08/24	29/00/14	.mycm/se	33/88/34
Early HCA Agency		-			-	-	_	-		-	-	-	- 4	-	-	- 4	-		-	-	-		-	-	-	-	-	-	-		-	-
Late HCA EPO	0	1	- 1	2	- 1	4	4	4		-															_		_					
Late HCA Agency											1 1	1 1	,	2		2		- 1	4			1		1 1	7	1 1		1	1	1 1	1 1	
				_	-	-		-	1	1	1	1	2	2	2	2		1	1			1		1	2	1	2	1	1	1	1	1
Night HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2
	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2
Night HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2
Night HCA EPO Night HCA Agency		1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency		1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2
Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	o nts (Falls)	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	3	2	1	2	2	1	2	1	2

Total Number of Planned Shifts	496
Total Number of Actual Shifts (including EPO)	752

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts	250
(includes all overfill Agency & EPO)	259

Total Number of EPO shifts	112
Total Number of Agency EPO shifts	0
-	

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
ister/Charge Nurse M-F Supervisory Shifts	21	13	62%	

		Ward				_																										
Aug-14	Days in Mont	Ward	41				Actua	I Off D	uty																							
31	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Si
hifts	Baseline	01/08/14	02/08/14	09/08/54	04/08/14	05/00/54	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14		13/50/14	54/08/54	15/08/14	35/08/34	17/08/14	18/08/14	19/08/14	20/08/54	21/08/14	22/00/54	23/08/14	24/08/54	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	
arly Trained	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	2	3	3	3	3	3	2	
arly Trained Agency																				1				1	1						1	
arly 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	3	3	3	3	3	3	3	
orly HCA Agency																																
te Trained	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	2	3	3	3	3	3	2	$\top$
te Trained Agency																				1				1	1						1	
te 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	3	3	3	3	3	3	3	т
te HCA Agency												_	_		_				_		_					_	-					
ght Trained	3	2	3	3	3	3	3	2	2	2	3	2	2	2	3	2	2	2	2	2	2	2	1	2	2	3	3	2	2	2	2	$\top$
ight Trained Agency		1						1	1	1		1	1	1		1	1	1	1	1	1	1	2		1			1	1	1	1	
ght HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	+
ght HCA Agency																																
vilight Trained																																
vilight Trained Agency																																
vilight HCA																																
vilight HCA Agency																																+
Total over 24 hours	17	17	17	15	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	+
exc Supervisory ter/Charge Nurse Supervisor																																_
ter/Charge Nurse Supervis eter Y or leave blank for No		Y				Y	Y					Y	Y	Y	Y				Y	Y	Y					у	у	у	у	у		н
he Enhanced Patient	$\overline{}$	tion Nu	mherr /F	POI held	and marie	· NOT b	e include	ed in the	above :	umben																						
ie Limancea Fatient	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Т
	Baseline	01/08/14	62/08/54	08/08/34	66/08/14	05/08/14	06/08/54	_										2011			PF CO	1110					_	_	_	_	30/08/36	_
4. 1164 500								(E7/DB/114	00/00/34	09/09/114	10/09/14	22/09/24	12/09/14	20/00/56	14/00/14	35/09/54	16/09/14	43/09/54	10/00/04	29/39/24	20/08/04	21/09/14	22/08/04	22/30/54	24/09/14	25/00/34	26/09/04	23090/34	28/08/04			
MY MCA EPO	0	1						07/88/34 1	an/on/se	09/08/54	10/08/14	11/09/14	12/08/14	23/08/34 1	14/00/14	25/00/54	16/09/34	17/08/14	18/08/14	29/09/24	20/08/14	21/08/14	22/88/34	29/08/54	24/08/24	25/08/34	26/08/24	27/08/14	20/00/54	29/00/34	Alyun/20	-
	0	1	1	1	1	1	1	1	1	1	10/08/34	1	12/08/14	1	14/00/14	25/08/54	16/09/14	17/08/54	18/08/34	19/08/24	20/08/24	21/00/14	22/08/24	29/08/54	1	25/08/34	26/38/24	23/08/34	28/08/24	29/08/14	anyunyas	-
rfy HCA Agency			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	27/06/14	20/00/24	29/00/14	Ayon/or	
orly HCA Agency ste HCA EPO	0	1																										27/08/14	28/08/14	25/50/14	Mysty 20	
nty HCA Agency nte HCA EPO nte HCA Agency	0	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	27/08/14	20/00/24	25/50/14	Mythy 20	
orly HCA Agency ste HCA EPO ste HCA Agency ight HCA EPO			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	23/08/14	20/00/24	25/58/14	Alyon/or	
orly HCA Agency ste HCA EPO ste HCA Agency sight HCA EPO sight HCA EPO	0	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	23/06/14	28/18/24	29/00/14	Alyon/20	
orly HCA Agency one HCA EPO one HCA Agency light HCA EPO light HCA Agency willight HCA EPO	0	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	23/06/14	28/38/24	29/00/14	acycary at	
urly HCA Agency site HCA EPO site HCA Agency ight HCA EPO ight HCA Agency willight HCA Agency willight HCA Agency	0	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	23/08/14		29,000/14		
arly HCA EPO arly HCA Agency site HCA EPO site HCA Agency light HCA EPO glat HCA Agency willight HCA Agency willight HCA Agency Total Staff per 24 hrs the Reasons below sh	0	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	1	1	1	1	1	1	1	1	1	1	1	1	1	1		28/08/24		0	
irly HCA Agency ste HCA EPO ste HCA Agency ight HCA EPO sight HCA Agency willight HCA EPO villight HCA Agency Total Staff per 24 hrs	0 0 0 0	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	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
irly HCA Agency te HCA EPO te HCA Agency ight HCA EPO ght HCA Agency willight HCA EPO villight HCA Agency Total Staff per 24 hrs the Reasons below sh	0 0 0 0	1 1 3 lude En	1 1 1	1 1 1 Patient	1 1 1 Observa	1 1 1 stion (EP	1 1 1 1 3 O) as the	1 1 1 see are i	1 1 1 1 now reco	1 1 1 sorded se	1 1 1 2 superately	1 1 1 3	1 1 1 3	1 1 1 3	1 1 1	1 1 1	1 1 1	1 1 1 3	1 1 1	1 1 1	1 1 1	1 1 1	1 1	1 1 1	1 1 1	1 1 1 3	1 1 1 3	0	0	0	0	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA EPO git HCA Agency villight HCA Agency Total Staff per 24 hrs the Reasons below sh easons for Shortfall/Oction codes	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sun m/m/se	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1 Mon	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 Sot	1 1 1 3	1 1 1	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA Agency willight HCA Agency rotal Staff per 24 hrs the Reasons below sh easons for Shortfall/Oction codes rly Trained	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sun	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 Sot	1 1 1 3	1 1 1	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA Agency ght HCA Agency whight HCA Agency whight HCA Agency Total Staff per 24 hrs te Reasons below sh teasons for Shortfall/O tion codes rly Trained	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/m/se a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 Sot	1 1 1 1 Sun	1 1 1 3	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA EPO ght HCA Agency rillight HCA Agency rotal Staff per 24 hrs. he Reasons below sh reasons for Shortfall/Ortion codes dry Trained thy HCA te Trained	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sun m/m/se	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 Sot	1 1 1 1 Sun	1 1 1 3	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA EPO ght HCA Agency Willight HCA Agency Total Staff per 24 hrs. the Reasons below sh the state of the	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/m/se a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 3 Sot 23/08/34	1 1 1 1 Sun	1 1 1 3	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
arly HCA Agency the HCA EPO the HCA Agency ght HCA Agency ght HCA Agency willight HCA Agency willight HCA Agency Total Staff per 24 hrs the Reasons below sh the sesons for Shortfall/O tition codes trily Trained try HCA te Trained the HCA ght Trained	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/m/se a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 Sot	1 1 1 1 Sun	1 1 1 3	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA EPO ght HCA EPO ght HCA Agency rilight HCA EPO rilight HCA Agency rotal Staff per 24 hrs the Reasons below sh tessons for Shortfall/O tition codes rly Trained te HCA ght Trained	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/m/se a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 2 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1 Mon	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 3 Sot 23/08/34	1 1 1 1 Sun	1 1 1	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
rly HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA Agency willight HCA Agency willight HCA Agency Total Staff per 24 hrs. the Reasons below sh teasons for Shortfall/Or ction codes rly Trained thy HCA te Trained te HCA	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/m/se a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 1 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1 Mon	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 3 Sot 23/08/34	1 1 1 1 Sun	1 1 1	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	
ofy HCA Agency te HCA EPO te HCA Agency ght HCA EPO ght HCA EPO ght HCA EPO lifight HCA EPO lifight HCA Agency Total Staff per 24 hrs the Reasons below sh the soons for Shortfall/Or tion codes thy Trained thy HCA te Trained the HCA ght Trained ght HCA	0 0 0 0	1 1 3 lude En	1 1 1 substitute of the state o	1 1 1 Patient Sum on/on/on a	1 1 1 3 Observa Mon	1 1 1 stion (EP)	1 1 1 1 O) as the	1 1 1 1 see are i	1 1 1 sow reco	1 1 1 surded se	1 1 1 1 superately	1 1 1 3	1 1 1 1 3 Tue	1 1 1 3 Wed	1 1 1 1 Thu	1 1 1	1 1 1 Sat	1 1 1 Sun	1 1 1 Mon	1 1 1 Tue	1 1 1 3 Wed	1 1 1	1 1 1 Fri	1 1 1 3 Sot 23/08/34	1 1 1 1 Sun	1 1 1	1 1 1 1 Tue	0 Wed	O Thu	0 Fri	o Sat	

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)
	j k

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

Aug-14		Ward																														
	1	Ward	41				Actua	I Off D	uty																							
										•																						
Shortfall/Overfill	DAY	Fri 05/08/54	Sat ez/m/se	Sun os/os/se	Mon se/se/se	Tue os/os/se	Wed as/as/se	Thu 07/08/14	Fri as/ss/ss	Sat as/as/sa	Sun 10/00/14	Mon 11/06/14	Tue 12/08/14	Wed sa/m/se	Thu 14/08/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/08/14	Tue 18/08/14	Wed 20/08/54	Thu 21/06/14	Fri 22/88/54	Sat 29/08/54	Sun 26/08/14	Mon 25/06/34	Tue 26/09/14	Wed 23/08/34	Thu 28/08/54	Fri 29/00/34	Sat xo/m/se	Sun 21/08/14
	3		and order	1							340033	30,000		10,000			34,443	20000		2000	-	200422	20,000	20,000	2000		-	20,000	ang ang a	2000	- April 10	30,000
Early HCA	3																															
Late Trained	3			1																												
Late HCA	3																															
Night Trained	3																							1								
Night HCA	2																							1								
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient Ob	bservat	ion Nun		PO) are		the ove		EPO																								
EPO - HCA		Fri																														
	_ H		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
	_		02/08/54							Sat as/as/sa			_	Wed sayou/se		5/00/54			Mon 18/88/34	_	Wed 20/08/54	_	Fri 22/88/54	Sot 23/00/54	Sun 26/08/24	_	_	_	7hu 28/08/14		Sat xyxx/se	
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 Lote HCA EPO Lote 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 EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0												_							_				_	_	_	_	_	_			
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												_							_				_	_	_	_	_	_			
Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0 0 0 0 (Falls)												_							_				_	_	_	_	_	_			

Total Number of Planned Shifts	527
Total Number of Actual Shifts	603
(including EPO)	

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts	79
(includes all overfill Agency & EPO)	79

Total Number of EPO shifts	78
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	15	71%

# Ward Month Aug-14 Actual Off Duty 31 Days in Mo Sat Sun Mon Wed Thu Sat Sun Mon Tue Wed Tue Wed Thu DAY Fri Sun Mon Tue Wed Thu Fri Tue Fri Thu Fri Set Sun Mon Fri Sat Sun Shifts Baseline 05/08/34 00/08/14 00/08/54 04/08/14 05/08/34 06/08/16 07/08/54 08/08/14 09/08/14 10/08/14 15/08/14 13/08/14 13/08/14 54/08/54 15/38/14 55/08/54 17/08/54 18/08/14 19/08/14 20/08/54 21/08/14 22/08/14 23/08/14 25/08/14 25/08/14 27/00/14 28/08/14 29/08/14 30/30/14 21/08/36 24/08/54 **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 Twilight Trained Agency Willight HCA Twilight HCA Agency Sister/Charge Nurse Supervisory Shifts Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Fri Sat Sun Sun Mon Tue Wed Thu Fri Sat Su Baseline OS/MAJER OS/MAJER OR/MAJER OR/ 26/09/34 30/08/56 26/08/26 25/00/34 21/00/14 Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency 1 2 2 0 0 0 0 0 0 0 0 0 Total Staff per 24 hrs 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/14 06/08/54 00/00/36 09/08/24 10/00/14 12/00/14 23/08/36 14/00/14 25/00/56 16/09/14 27/08/24 18/08/14 29/00/24 20/08/24 21/00/14 22/08/34 20/00/54 26/08/16 25/00/36 21/08/14 Early Trained Early HCA i Late Trained Late HCA Night Trained f Night HCA Twilight Trained Twilight HCA The night team leader informed and were supported at times of need. Comments: We split the ward

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																														
Aug-14	Ī	42				1	Actua	I Off D	utv	]																						
	+					-				1																						
Shortfall/Overfill	DAY		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
_	Baseline	05/08/54	02/00/54	00/00/54	04/08/34	05/08/54	06/00/54	07/08/54	08/08/58	09/08/54	10/00/14	21/09/14	12/00/14	28/08/56	14/30/14	25/08/54	36/09/34	27/08/54	18/08/54	28/08/34	20/08/54	21/00/14	22/08/54	28/08/54	26/08/16	25/00/34	26/09/14	27/08/34	20/00/54	29/00/34	30/08/56	31/30/14
Early Trained	3																															
Early HCA	3																							1								
Late Trained	3																															
Late HCA	3																															
Night Trained	3		1																													
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observo	rtion Nu				the ove		EPO																								
	t Observo	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
EPO - HCA		Fri	Sat		Mon		Wed	Thu						Wed sayon/se		Fri 25/08/54		Sun 13/08/14		Tue ss/m/se										Fri 29/00/14		
EPO - HCA Early HCA EPO	t Observo	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 0 0 0	Fri 05/38/34	Sat	Sun	Mon	Tue	Wed	Thu																								

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	536

Total Number of Shortfall Shifts	2
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	11

Total Number of EPO shifts	11
Total Number of Agency EPO shifts	0

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	9	43%

## Month Ward Aug-14 Actual Off Duty 31 Days in Mo DAY Tue Sat Sun Mon Thu Fri Sat Sun Mon Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Fri Sat Sun Mon Wed Thu Fri Tue Wed Tue Sun 01/08/14 02/08/14 09/08/54 04/08/14 05/08/54 06/08/16 67/08/54 08/08/14 09/08/14 10/08/14 11/08/14 13/08/14 13/58/14 54/08/56 15/30/14 35/08/34 17/08/14 58/08/54 19/00/14 20/08/54 21/08/14 22/00/54 23/08/14 24/08/54 25/08/14 26/08/14 27/08/14 28/08/14 29/08/14 30/38/14 21/08/56 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 hours exc Supervisor Sister/Charge Nurse Supervisory Shifts Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 01/08/24 02/08/24 03/08/24 04/08/24 04/08/24 05/08/24 05/08/24 03/08/24 03/08/24 11/08/24 12/08/24 12/08/24 14/00/14 25/00/24 18/00/24 13/00/24 13/00/24 18/00/24 29/00/24 21/00/24 22/00/24 22/00/24 24/00/24 26/09/16 27/08/14 29/09/14 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 0 0 Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/14 02/08/54 08/08/56 05/08/04 05/00/54 07/08/34 08/08/56 09/08/56 10/00/14 21/09/24 12/00/14 20/00/56 14/00/14 25/09/54 16/09/14 17/08/14 10/00/24 29/30/20 20/08/24 21/00/14 22/08/24 20/00/54 26/08/56 25/00/34 26/09/24 23030/14 20/00/04 30/08/56 21/00/14 04/30/34 29/30/34 Early Trained Early HCA a 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																														ŗ
Aug-14	Ī	43					Actua	I Off D	uty	]																						
	+					•				•																						
Shortfall/Overfill	DAY	_	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	Wed	Thu	Fri	Sat	Sun
Early Trained	Baseline 4	05/08/54	02/08/54	08/08/54	04/00/14	05/08/14	06/00/54	07/08/14	08/08/34	09/08/54	10/08/14	11/08/14	12/00/14	10/00/56	14/00/14	25/08/54	16/09/14	17/08/14	18/08/34	19/08/14	20/08/14	21/08/14	22/08/14	23/00/54	24/08/14	25/00/14	26/08/14	27/08/14	28/08/14	29/00/14	30/08/S6	25/00/34
	_	_						_												_							4				_	+-
Early HCA	3	_	_							_										_							1		_			+
Late Trained	_	_	_							_										_									_			+
Late HCA	3	_								_										_							1					+
Night Trained	4																						1						1			<b>─</b>
Night HCA	2																															<b>─</b>
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa																															
EPO - HCA		Fri	Sat ez/m/se	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
Early HCA EPO	0	01/08/14	62/68/34	08/08/54	04/08/14	05/08/14	06/00/54	07/08/14	mi/on/se	09/08/14	30/08/34	11/08/14	12/08/14	23/06/56	14/00/14	25/08/54	16/09/14	27/08/54	18/08/34	19/08/14	20/08/14	21/08/34	22/08/14	23/00/54	24/08/14	25/00/34	26/08/14	27/08/14	29/09/14	29/08/14	My/M/36	25/00/34
Early HCA Agency							<del>                                     </del>	_											_											_	_	+
Late HCA EPO	0																															+-
Late HCA Agency																																+-
Night HCA EPO	0																															$\vdash$
Night HCA Agency																																+-
Twilight HCA EPO	0																															$\vdash$
Twilight HCA Agency																																+
	nts (Falls)																															
114																																-
Incidents (Med	dication)	l					l	l	l	I	l	l	l	l				l .	l									l	I .	ı	1	1

Total Number of Planned Shifts	620
Total Number of Actual Shifts	616
(including EPO)	010

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

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	16	76%

Month		Ward																														
Aug-14	I I	44				1	Actua	I Off D	utv	1																						
	Days in Mon	th				1	710000		cicy	1																						
	DAY	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	Wed	Thu	Fri	Sat	Sun
Shifts	Baseline	01/08/14	02/08/14	09/08/54	04/08/14	05/08/54	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	15/08/14	12/08/14	13/08/14	54/08/54	15/30/14	35/08/34	17/08/14	18/08/14	19/08/14	20/08/54	21/08/14	22/08/54	23/08/14	24/08/54	25/08/14	25/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/34
Early Trained	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	4	3	4	4	3	3
Early Trained Agency																																
Early HCA	3	3	3	3	3	3	2	3	3	3	3	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	4	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
Late Trained Agency																																
Late HCA	3	3	3	3	3	3	2	3	3	3	3	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	3	2	3	3	3	3	3	2	2	2	2	2	3	3	2	3	2	2	3	2	2	2	2	2	2	2	2	2	3	3
Night Trained Agency				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	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	3	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency Total over 24 hours		45	47	17						- 17		40	**	40	**	40		47	- 17	-			**	17					- 40		- 47	17
exc Supervisory	17	15	17	17	17	17	17	17	17	17	17	19	19	19	19	19	17	17	17	17	17	17	28	17	16	17	18	17	18	20	17	D.
Sister/Charge Nurse Supervi (Enter Y or leave blank for N									у					у	у				у	у	y		у				y		у	у		
The Enhanced Patien	t Observa	tion Nu	mbers (E	PO) belo	w must	t NOT b	e include	ed in the	above i	numbers																						
	DAY	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	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/54	00/00/54	04/00/54	05/08/14	06/00/54	07/88/14	00/00/34	09/08/14	10/00/14	21/09/14	12/00/14	23/08/56	14/08/14	25/00/54	16/09/14	17/08/54	18/08/14	29/08/54	20/08/54	21/00/14	22/08/54	23/08/54	26/08/56	25/00/34	26/09/14	27/08/14	29/09/14	29/00/14	30/08/56	21/08/14
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	ø	0	0	0	0
rocar scap per 24 hrs	U	U	U	U	U	U		U		U	· ·	U		U	U	U	U	U	U		U	U	U	U	U		U		U	U	U	U
The Reasons below si	hould exc	dude En	hanced	Patient	Observa	tion (EP	O) as the	ese are i	now reco	orded se	perately	,																				
Reasons for Shortfall/C	verfill &	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	Wed	Thu	Fri	Sat	Sun
Action codes		05/08/34	62/08/34	00/00/54	04/00/34	05/08/54	06/08/54	07/88/54	00/00/34	09/08/54	10/08/14	21/00/24	12/00/14	13/08/16	14/00/14	25/00/54	16/09/14	17/08/14	18/09/34	29/00/24	20/08/54	21/00/14	22/08/14	23/00/54	26/08/26	25/00/34	26/08/14	23/00/14	20/00/14	29/00/14	30/08/56	21/00/14
Early Trained																																
Early HCA																					<del>                                     </del>						1	1	1	1	1	1
Late Trained						<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>							<del>                                     </del>				<del>                                     </del>	<del>                                     </del>								_		-	-
Late HCA						-	$\vdash$	-								_					_						1	1	1	1	1	1
						_	_	_													-						1	1	1	1	1	1
Night Trained									<del></del>							<u> </u>					-	_				_	_	-		_	-	-
Night HCA																					-						1	1	1	1	1	1
Twilight Trained																																
Twilight HCA																																
Com	ments:	dat4s 11-	15 escort t	o nch																												
			d to cover																													
I		25th -care	er coverd r	gn																												

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
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																														
Aug-14		44					Actua	I Off D	uty																							
										•																						
Shortfall/Overfill	DAY Baseline		Sat es/m/se	Sun os/os/se	Mon se/se/se	Tue as/as/se	Wed se/se/se	Thu asympto	Fri an/on/se	Sat os/m/se	Sun 19/08/14	Mon 11/06/14	Tue 12/08/14	Wed sa/m/se	Thu 14/06/14	Fri 25/08/54	Sat 16/09/14	Sun 13/08/14	Mon 18/88/14	Tue 19/09/14	Wed 20/08/14	Thu 21/06/14	Fri 22/08/14	Sat 29/09/34	Sun 26/08/14	Mon 25/08/34	Tue 26/09/14	Wed 27/08/14	Thu 28/08/14	Fri 29/00/14	Sat so/m/se	Sun 31/00/14
Early Trained	3						1																1				1		1	1		$\overline{}$
Early HCA	3						1					1	1	1	1	1																
Late Trained	3						1																									
Late HCA	3						1					1	1	1	1	1																
Night Trained	3																									1						
Night HCA	2	2																							1	1						
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa	tion Nu	mbers (E	PO) are	to show	the ove	rfill for l																									
EPO - HCA		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
F-4-1124 PRO		05/08/54	62/06/54	09/09/54	04/00/14	05/08/14	06/00/54	07/08/54	08/08/34	09/08/14	10/00/14	21/08/34	12/00/14	10/00/56	14/00/14	25/08/54	16/09/14	27/08/24	18/08/34	28/08/24	20/08/34	21/00/14	22/08/14	28/08/54	26/08/56	25/00/34	26/08/54	27/08/14	20/08/54	29/00/14	30/08/56	21/00/14
Early HCA EPO	0						_		_																							_
Early HCA Agency Late HCA EPO	0								_				_													_						<del></del>
Late HCA Agency																																<del>                                     </del>
Night HCA EPO	0							<del>                                     </del>	_	<del></del>			_	_					_							-		_				<del></del>
Night HCA Agency									_	_									_							_						<del></del>
Twilight HCA EPO	0							<del></del>	_	_			_	_					_							-						<del></del>
Twilight HCA Agency								_	_	_			_						_							_						<del></del>
	ts (Falls)																															
Incidents (Med																																
Incidents (																																

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	538

Total Number of Shortfall Shifts	6
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	17

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	10	48%	

### Ward Month Ward 51 Actual Off Duty Aug-14 31 Days in Mo DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 13/08/14 15/00/14 35/08/34 17/08/14 18/08/14 30/08/14 31/08/34 Early Trained Early Trained Agency Early HCA Early HCA Agency Late Trained Late Trained Agency Late HCA ate HCA Agency Night Trained Night Trained Agency Night HCA Night HCA Agency - 1 О Twilight Trained wilight Trained Agency Twilight HCA n n Twilight HCA Agency Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 09/08/54 12/00/14 14/00/14 17/00/14 29/08/24 30/08/56 Early HCA EPO arly HCA Agency ate HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Willight HCA Agency The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Fri Sat Sum Thu Fri Sat Sun Mon Tue Thu Fel Sat Fri Sat Reasons for Shortfall/Overfill & Mon Tue Wed Wed Sun Mon Tue Wed Thu Fri Set Sun Mon Tue Wed Thu Sun Action codes 05/08/34 02/08/56 09/08/24 10/00/16 21/09/24 12/00/14 10/00/56 14/00/14 25/09/54 16/09/14 27/08/24 29/08/24 20/08/24 21/00/14 22/08/24 23/00/54 24/08/24 25/00/34 26/09/24 27/00/14 21/00/14 Early Trained m Early HCA m m Late Trained m Late HCA a Night Trained Night HCA Twilight Trained Twilight HCA 7.8.14 = emergency annual leave Comments: 18.8.14 = 1 hca requested from bank, 2 arrived on duty-extremely busy night stayed on GAU

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
I	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																														
Aug-14	T	Ward	51			1	Actua	I Off D	utv	1																						
	4					4				1																						
Shortfall/Overfill	DAY	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
	Baseline	05/08/54	02/08/54	08/08/54	04/08/34	05/08/14	66/00/54	07/08/14	00/00/34	09/08/14	10/08/14	23/09/34	12/00/14	23/08/56	14/00/14	25/08/54	36/09/34	17/08/54	18/08/14	29/30/24	20/08/54	21/00/14	22/08/14	23/00/54	26/08/14	25/00/34	26/08/14	27/00/14	20/00/54	29/00/14	30/08/56	31/00/14
Early Trained	3												1																			
Early HCA	3																							1	1							1
Late Trained	3																															
Late HCA	3													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	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
EPO - HCA		Fri	Sat		Mon	Tue		Thu	_	Sat as/us/se			_	_	Thu 14/08/14	Fri 25/08/24	Sat 16/19/14	Sun 13/08/14		Tue 18/08/14	_	Thu 21/09/14	_	_	Sun 26/08/56	_	_	_	_	Fri 29/00/24		-
EPO - HCA Early HCA EPO	0 Observe	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	_		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	_		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	_		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
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	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Incide:	0 0 0 0 nts (Falls)	Fri	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_
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 nts (Falls)	Fri os/m/se	Sat	Sun	Mon	Tue	Wed	Thu	_				_	_	_	25/08/54		_		_	_	-	_		_	_	_	_	_	$\overline{}$		_

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	602

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

Total Number of EPO shifts	73	
Total Number of Agency EPO shifts	58	

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	16	76%

Month		Ward																														
Aug-14	Days in Mon	52					Actua	I Off D	uty																							
	DAY		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
Shifts	Baseline	01/08/14	02/08/14	09/08/54	04/08/14	05/08/34	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	56/08/56	15/00/14	35/08/34	17/08/14	58/08/54	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/54	25/08/14	25/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/34
Early Trained	5	5	3	4	3	4	3	4	4	3	3	4	4	4	2	3	3	3	3	3	5	3	4	3	3	4	3	4	4	3	3	3
Early Trained Agency					1		1			1	1				2	1	1	1	1	1					1		1			1	1	1
Early HCA	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	3	3	4	4	4	4	3
Early HCA Agency										3	3											1				1						
Late Trained	5	5	3	4	3	4	3	4	4	1	1	4	4	4	2	3	3	3	3	3	5	3	4	3	4	4	3	4	4	3	3	3
Late Trained Agency					1		1								2	1	1	1	1	1		1					1			1	1	1
Late HCA	3	3	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	3	3	4	3	4	3	4	4	4	4	3
Late HCA Agency																						1										
Night Trained	3	3	2	2	3	3	3	2	3	3	2	2	2	3	2	2	2	2	1	2	2	2	2	2	2	2	2	3	2	2	3	2
Night Trained Agency			1					1			1	1	1		1	1	1	1	2	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	1	2	2
Night HCA Agency																																
Twilight Trained																														oxdot	$\longrightarrow$	
Twilight Trained Agency																																
Twilight HCA																														oxdot	$\longrightarrow$	
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	21	21	18	19	21	21	21	21	21	21	21	20	21	21	21	21	21	21	21	21	23	20	20	10	20	21	19	21	21	20	21	29
Sister/Charge Nurse Supervis																																
(Enter Y or leave blank for No																																
The Enhanced Patient																																
	DAY	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
Early HCA EPO	Baseline	05/08/54	62/08/54	08/08/54	04/00/34	05/08/14	06/08/54	07/08/14	00/00/34	09/08/14	10/00/14	11/08/14	12/00/14	13/08/56	14/00/14	25/08/54	16/09/14	17/08/14	18/08/34	18/08/14	20/08/54	21/00/14	22/08/54	29/00/54	26/08/56	25/00/34	26/08/14	27/00/14	20/00/54	29/00/34	30/08/56	21/00/14
Early HCA Agency													1	1							1									$\blacksquare$	$\longrightarrow$	
Late HCA EPO	0												1	1							1										$\overline{}$	
Late HCA Agency													1	- 1							1										$\overline{}$	
Night HCA EPO	0												-				1	1			1											
Night HCA Agency												1	_				-	-	$\overline{}$		-										$\overline{}$	
Twilight HCA EPO	0												4	4	4				4	4												
	•											1	1	1	1				1	1											$\vdash$	
												1	1	1	1				1	1												
Twilight HCA Agency Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	1	3	1	1	0	1	1	1	1	3	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs												1				0	1	1			3	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs The Reasons below si	hould exc	lude En	hanced	Patient	Observa	tion (EP	0) as the	se are n	ow reco	rded se	perately	1	3	3	1				1	1												
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O	hould exc	lude En	hanced Sat	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	1 Mon	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes	hould exc	lude En	hanced Sat az/m/sa	Patient	Observa	tion (EP	0) as the	se are n	ow reco	rded se	perately	1	3	3	1				1	1		Thu 21/06/14		Sot 28/08/54								
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained	hould exc	lude En	hanced Sat az/m/sa	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	1 Mon	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue 26/08/54	Wed	Thu	fri	Sat	Sun 31/89/14
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA	hould exc	lude En	hanced Sat satmiss a d	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri	Sot 23/08/54 f	Sun	Mon	Tue	Wed	Thu	fri	Sat	Sun
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained	hould exc	lude En	hanced Sat az/m/sa	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	1 Mon	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sot 28/08/54	Sun 24/m/se	Mon	Tue 26/08/54	Wed	Thu	fri	Sat	Sun #1/88/14
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA	hould exc	lude En	hanced Sat satmiss a d	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri	Sot 23/08/54 f	Sun	Mon	Tue 26/08/54	Wed	Thu	fri	Sat	Sun 31/89/14
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	hould exc	lude En	hanced Sat satmiss a d	Patient Sun	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sot 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	fri	Sat	Sun #1/88/14
Total Staff per 24 hrs The Reasons below si Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA	hould exc	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	fri	Sat	Sun #1/88/14
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	hould exc	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	Fri 29/88/54	Sat	Sun #1/88/14
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	hould exc	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	Fri 29/88/54	Sat	Sun #1/88/14
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 Twilight HCA	hould exc overfill &	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	Fri 29/88/54	Sat	Sun #1/88/14
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 Twilight HCA	hould exc	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	Fri 29/88/54	Sat	Sun #1/88/14
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 Twilight HCA	hould exc overfill &	lude En	hanced Sat satmiss a d	Patient Sun an/an/su	Observa: Mon	tion (EP	O) as the	se are n	ow reco	rded se Sat	perately Sun	I Mon 11/08/14	3 Tue	3 Wed	1 Thu	Fri	Sat	Sun	1 Mon	1 Tue	Wed	Thu 21/06/14	Fri 22/88/14	Sut 23/08/54 f	Sun 24/m/se	Mon	Tue 26/08/24	Wed	Thu	Fri 29/88/54	Sat	Sun #1/88/14

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																														
Aug-14	Į l	52					Actua	I Off D	uty																							
Shortfall/Overfill	DAY Baseline		Sat es/m/se	Sun os/os/se	Mon se/se/se	Tue os/os/se	Wed 86/06/54	Thu oz/se/se	Fri on/on/se	Sat as/as/se	5un 10/00/14	Mon 21/09/34	Tue 12/00/14	18/08/36	Thu 14/00/14	Fri 25/08/54	5at 16/09/14	Sun 17/00/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/54	Thu 21/00/14	Fri 22/08/54	Sat 29/08/54	Sun 26/08/16	Mon 25/08/34	Tue 26/08/54	27/06/14	7hu 28/08/54	Fri 29/80/14	Sat xylxe/se	Sun 31/08/14
Early Trained	5		2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		2	1	2	1	1	1	1	1	1	1	1
Early HCA	3				1	1	1	1	1	4	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	
Late Trained	5		2	1	1	1	1	1	1	4	4	1	1	1	1	1	1	1	1	1		1	1	2	1	1	1	1	1	1	1	1
Late HCA	3		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 Trained	3			1																				1								
Night HCA	2																													1		
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Ohceon	stion No.	mberr /F	EBOL are	to chou	the ow	efill for l	FDO																								
THE EMPOREE PULLET	LODSETVO																															
EPO - HCA	LODSETVO	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
EPO - HCA			Sat	Sun		Tue				Sat 09/08/14				Wed sa/m/se	Thu sa/m/sa	Fri 25/08/24	Sat 16/09/14	Sun 17/08/14	Mon 38/88/34	Tue 28/08/34	Wed 20/06/se		Fri 22/88/54	Sut 29/08/54	Sun 24/08/14	Mon 25/06/34			7hu 28/08/14	Fri 29/88/34	Sat M/M/M	
EPO - HCA Early HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency		Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
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	Fri 03/08/34	Sat	Sun	Mon	Tue	Wed	Thu																								
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	Fri 01/18/34	Sat	Sun	Mon	Tue	Wed	Thu																								

Total Number of Planned Shifts	651
Total Number of Actual Shifts (including EPO)	651

Total Number of Shortfall Shifts	72
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	/2

Total Number of EPO shifts	15
Total Number of Agency EPO shifts	8

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
Sister/Charge Nurse M-F Supervisory Shifts	21	0	0%	

## Month Ward Aug-14 stroke unit Actual Off Duty 31 Days in Monti DAY Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Wed Thu Fri Sat Wed Thu Fri Fri Sat Sun Mon Tue Wed Thu Fri Tue Sun Mon Tue Sat Sun Baseline 01/08/14 02/08/14 00/00/54 06/08/16 07/08/54 08/08/16 09/08/14 10/08/14 11/08/14 12/08/14 13/08/14 54/08/54 15/00/14 35/08/34 17/08/14 18/08/14 19/08/14 20/08/54 21/08/14 22/00/54 23/08/14 24/08/54 25/08/14 26/08/14 27/08/16 28/08/14 29/08/14 30/38/14 21/08/36 Shifts 04/08/14 05/00/34 **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 34 hours .15 ж .13 ĸ .13 exc Supervisors Sister/Charge Nurse Supervisory Shifts Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 10/08/14 11/08/14 12/08/14 Baseline 05/08/54 02/08/54 08/08/54 04/08/54 05/08/54 06/00/34 07/00/34 08/00/34 09/09/14 18/08/36 14/08/36 25/08/36 18/08/36 13/08/36 18/08/36 19/08/54 20/08/54 21/09/54 22/08/56 23/00/54 26/08/26 26/09/16 27/00/14 20/00/24 29/00/34 30/08/56 31/08/56 Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Willight HCA EPO Twilight HCA Agency 1 3 1 2 3 3 1 3 3 6 6 2 0 3 3 0 0 0 0 8 8 6 Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/16 02/08/56 08/08/54 05/08/14 06/00/54 00/00/36 09/09/14 10/00/14 21/09/24 12/00/14 23/09/36 14/98/14 25/00/54 16/09/14 23/00/24 18/08/34 29/00/24 20/08/24 21/09/14 22/09/24 20/00/54 26/08/26 25/00/50 26/09/24 27/08/14 20/00/04 29/00/14 30/08/56 21/00/14 04/09/54 07/08/14 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																														
Aug-14	[	strok	e unit				Actua	l Off D	uty	]																						
	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Yh	Fri	Sat	form	Mon	To a	Wed	Thu	Fri	Sat	firm.	Mon	Your	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shortfall/Overfill	Baseline	05/08/34	02/08/54		se/se/se	05/08/14	06/08/54	Thu ar/tm/se	00/00/34		Sun 10/00/14		Tue 12/08/14	18/08/34	14/30/14			Sun 17/08/14		Tue 18/08/14	20/08/14		22/08/34	23/00/54	26/08/24	25/36/34	26/09/14	27/08/14		29/00/14	30/08/56	
Early Trained	8		1	1		1				2	2	1				1	1	1		1				1	1		1		1		1	1
Early HCA	5	4	4	4							1																					
Late Trained	8		1	1				1		2	2					1	1	1	1			1		1	1				1		1	1
Late HCA	5										1		1									1										
Night Trained	5																						1	1								
Night HCA	4																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO																																
The Enhanced Patien	t Observa							EPO																								
The Enhanced Patient EPO - HCA	t Observa	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
EPO - HCA			Sat	Sun		Tue	Wed	Thu		Sat os/m/ss			_	Wed sa/m/se	Thu 14/00/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14			Wed zq/m/se		Fri 22/08/14	Sat 23/06/54	Sun 26/08/24	Mon 25/08/34	_	_	Thu 28/08/24	fri 29/00/14	Sat xy/xx/se	$\overline{}$
EPO - HCA Early HCA EPO	t Observa	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	_	_		-		$\overline{}$
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	_	_		-		$\overline{}$
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	-			-		$\overline{}$
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	_			-		$\overline{}$
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	_			-		$\overline{}$
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	_			-		$\overline{}$
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	-			-		$\overline{}$
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	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	-			-		$\overline{}$
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	Fri	Sat	Sun	Mon	Tue	Wed	Thu					_	_									$\overline{}$		_	_	-			-		$\overline{}$

Total Number of Planned Shifts	1085	
Total Number of Actual Shifts (including EPO)	1151	

Total Number of Shortfall Shifts	38
Total Number of Overfill Shifts	404
(includes all overfill Agency & EPO)	104

Total Number of EPO shifts	89
Total Number of Agency EPO shifts	87

	PLANNED SHIFTS	ACTUAL SHIFTS	%	
iister/Charge Nurse M-F Supervisory Shifts	21	6	29%	

# Month Ward Aug-14 CCU Actual Off Duty 31 Days in Mo Sat Sun Mon Wed Thu Sat Sun Mon Tue Wed Tue Wed Thu DAY Fri Sun Mon Tue Wed Thu Fri Tue Fri Thu Fri Sat Sun Mon Fri Sat Sun Shifts Baseline 05/08/34 02/08/14 00/08/54 04/08/14 05/08/54 06/08/16 07/08/54 08/08/14 09/08/14 10/08/14 15/08/14 13/08/14 13/08/14 54/08/54 15/00/14 35/08/34 17/08/14 18/08/14 19/08/14 20/08/54 21/08/14 22/08/14 23/08/14 25/08/14 26/08/14 27/00/14 28/08/14 29/08/14 30/30/14 21/08/36 24/08/54 **Early Trained** 8 8 8 10 Q 9 9 8 10 9 10 8 8 8 7 7 8 9 8 10 8 8 7 8 7 7 7 8 9 8 8 Early Trained Agency 1 1 1 1 1 1 1 1 2 Early HCA 1 Early HCA Agency 10 Late Trained 8 5 8 8 9 7 9 9 8 8 6 10 9 8 8 7 8 10 8 8 8 8 8 8 7 7 7 8 8 9 8 Late Trained Agency 3 2 1 1 1 1 2 1 Late HCA 1 Late HCA Agency Night Trained 8 8 8 8 8 9 9 9 6 8 8 9 9 8 9 9 8 9 9 9 9 7 7 7 8 9 9 8 8 8 Night Trained Agency 1 2 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 Night HCA 1 1 1 1 1 1 1 1 1 1 1 1 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency 27 Sister/Charge Nurse Supervisory Shifts Y γ Y Y Y Y Y Y The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Fri Sat Sun Sun Mon Tue Wed Thu Fri Sat Su Baseline OS/MAJER OS/MAJER OR/MAJER OR/ 25/30/36 26/09/34 30/08/56 23/06/34 20/00/54 21/00/14 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 0 Total Staff per 24 hrs 0 0 0 The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Set Sun Mon Tue Wed Thu Fri Sat Sun Action codes 01/08/14 00/00/36 12/00/14 14/00/14 25/00/54 29/00/24 02/00/56 06/08/54 09/08/24 10/00/14 22/09/56 16/09/14 23/08/56 18/08/14 20/08/24 21/00/14 22/08/34 23/00/54 26/08/16 25/00/36 26/09/16 30/08/56 21/00/14 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																														
Aug-14		CCU					Actua	I Off D	uty																							
						<u> </u>				<u> </u>																						
Shortfall/Overfill	DAY Baseline	_	Sat	Sun os/os/se	Mon	Tue as/as/se	Wed se/se/se	Thu ar/te/se	Fri	Sat	Sun 10/08/14	Mon	Tue 12/08/14	Wed sa/m/se	Thu 14/08/14	Fri 25/08/54	Sat 16/09/14	Sun 17/08/14	Mon 18/08/14	Tue ss/m/se	Wed	Thu	Fri 22/08/54	Sot 29/00/54	Sun 26/08/16	Mon	Tue	Wed 23/08/14	Thu	Fri	Sat	Sun 25/00/34
Early Trained	8	01/08/14	82/68/34	co/m/se	04/08/34	1	1	0/year/14	anyonyse	2	319/08/34	21/00/14	12/08/14	11/08/36	16/00/14	23/08/24	38/88/34	2.0/08/24	18/18/14	28/08/26	24/48/14	21/08/34	22/08/14	23/08/54	24/m/14	25/08/34	20/00/14	23/08/14	20/00/14	29/00/14	2	32/00/34
Early HCA	1	-			-	-	-	-		-	-	-		-					-		-			-		-	-		-	-	-	_
Late Trained	1 8				- 1		1	1		_	_	2	1	1			2		2							1	- 1		1	2	- 1	
Late HCA	1				-		-	-					-	-			-		1	1	1					_	_	1	_	1	_	
Night Trained	8					1	1	1		1	1	1	1	1		1	1			1	1	1	1		1	1		1	1	2	1	1
Night HCA	1																									1				1	1	1
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Paties	nt Observe	tion Nu	mbers (E	PO) are	to show	the ove	rfill for	EPO	•														•									•
EPO - HCA		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
		05/08/54	62/08/54	08/08/54	04/08/54	05/08/54	06/00/54	07/08/54	00/00/34	09/08/54	10/08/14	21/09/14	12/00/14	13/08/36	14/08/14	25/08/54	16/09/14	27/08/54	18/08/14	29/39/24	20/08/16	21/00/14	22/08/54	23/00/54	26/08/16	25/00/34	26/09/14	27/08/14	28/08/14	29/00/14	30/08/56	31/88/14
Early HCA EPO	0								l					_		- my coy as	and and an	adopte														
Early HCA Agency		ı							_								ad-day	200020														-
Late HCA EPO		_														-	aquiga.															
	0																	2000														
Late HCA Agency																	any my ac															
Late HCA Agency Night HCA EPO	0																and and an															
Late HCA Agency Night HCA EPO Night HCA Agency	0																any only an															
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO																																
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0																															
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Incide	0 onts (Falls)																															
Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0 onts (Falls)																															

Total Number of Planned Shifts	837
Total Number of Actual Shifts (including EPO)	877

Total Number of Shortfall Shifts	16
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	30

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	21	100%

Month		Ward																														
Aug-14		NNU					Actua	I Off D	uty																							
31	Days in Mont																															
	DAY Baseline	Fri	Sut 02/08/14	Sun	Mon 04/08/14	Tue	Wed	Thu 07/08/54	Fri 08/08/14	Sat	Sun	Mon	Tue	Wed 13/08/14	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon 25/08/14	Tue	Wed	Thu	Fri 29/08/14	Sat	Sun
Shifts Early Trained	3	01/08/14 3	3	03/08/14	3	85/08/54	3	3	3	3	10/00/14	11/08/14	12/08/14	3	sa/os/sa 2	15/00/14	34/08/34	17/00/14	38/08/34	34/88/14	20/08/14	21/88/14	22/08/14	23/08/14	24/08/54	3	36/08/14	27/08/14	28/08/14	3	30/08/14	31/08/14
	3	,	,	3	,	,	,	,	,	,	-	,	,	,		,	,	-	,	-	,	,	,	,	,	,	-	,	-	,	,	,
Early Trained Agency									-	_						_		-		_	_	•		_			-					_
Early HCA	1	1	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1	0	0	0	1	0	1	0	0	0	1	1	1	0
Early HCA Agency Late Trained	3	-	-	-	-	٠,	,	-	,	-	-	,	,	-	-	-	-	-	,	٠,	٠,	-	,	-	-	,	٠,	٠,	٠,	,	-	-
Late Trained Agency	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	3	3
Late HCA		-	0	1	-	-			_	0	-					_	_	-		0	0	0	1		-		0	_	1			_
Late HCA Agency	1	1	U	1	1	1	1	1	0	U	1	1	1	1	1	0	0	0	1	0	0	U	1	0	1	0	0	0	1	1	1	0
	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	3
Night Trained	3	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	- 2	,	-	,	-	,	,	,
Night Trained Agency	4	,	0	0		0		0				0					4		- 0	-	-	,			4		-	-	-			-
Night HCA	1	1	0	0	0	0	0	0	1	1	1	0	1	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	0	1	1	1
Night HCA Agency Twilight Trained																																
-																																
Twilight Trained Agency Twilight HCA																																
Twilight HCA Agency Total over 24 hours		12	9	11	11	11	11	11	10	30	12	11	12	12	20	10	20	10	11	9	20	10	12	10	11	10	9	9	11	22	12	20
exc Supervisory	12		•	**	**		**	**			**	**	**	**		20	20	- 40	**	,	200		**	10		10	•	•	**	~	**	20
Sister/Charge Nurse Supervis (Enter Y or leave blank for No																																
The Enhanced Patient	Observa	tion Nu	mbers (E	PO) belo	w must	t NOT b	e include	ed in the	above r	numbers	5																					
	DAY	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	Wed	Thu	Fri	Sat	Sun
	Baselne	01/08/14	62/08/54	00/00/54	04/00/54	05/08/14	66/00/54	07/08/54	00/00/56	09/08/14	10/08/14	21/09/24	12/00/14	23/09/56	14/00/14	25/08/54	16/09/14	23/08/54	18/08/14	29/38/26	20/08/14	21/00/14	22/08/14	23/00/54	26/08/16	25/00/34	26/09/14	27/00/14	29/09/54	29/00/14	30/08/56	21/08/14
Early HCA EPO	Baseline O	05/08/54	62/88/54	00/00/54	64/00/54	05/08/14	06/08/54	07/00/14	00/00/34	09/08/54	10/08/14	21/00/24	12/00/14	18/08/34	14/00/14	25/08/54	16/09/14	23/08/54	28/08/24	28/08/34	20/08/54	21/00/14	22/88/54	23/00/54	24/08/14	25/00/34	26/08/14	23/08/14	20/00/24	29/00/14	30/08/56	35/00/34
Early HCA Agency	0	01/08/14	02/88/54	08/08/34	04/08/34	05/08/24	06/08/54	07/08/14	00/00/34	09/08/14	10/08/14	21/08/34	12/00/14	53/08/56	14/00/14	25/08/24	10/00/14	17/08/54	18/08/14	28/08/24	20/08/24	21/00/14	22/08/14	29/00/54	24/08/54	25/00/14	26/08/24	27/00/14	20/00/14	29/88/14	30/08/56	21/08/14
Early HCA Agency Late HCA EPO		05/08/54	02/08/54	09/08/54	04/00/54	05/08/24	06/06/54	07/08/14	as/os/ss	09/08/24	10/08/14	11/00/14	12/06/14	58/08/56	14/00/14	25/08/24	16/09/14	13/08/54	18/08/14	28/08/24	20/08/24	21/00/14	22/88/54	28/08/54	24/08/24	25/08/34	26/08/24	27/08/14	28/08/24	29/88/34	30/08/54	31/88/14
Early HCA Agency Late HCA EPO Late HCA Agency	0	03/08/34	62/08/54	08/08/54	04/08/54	05/08/24	06/08/54	03/08/14	OR/OR/34	09/08/14	10/08/14	11/08/14	12/06/14	28/08/56	14/00/14	25/08/24	16/09/14	13/00/se	18/09/14	28/08/24	20/08/14	25/06/54	22/88/14	23/06/54	24/08/24	25/08/34	26/08/14	23/08/14	20/00/14	29/06/14	30/08/54	21/08/14
Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	01/08/14	62/08/54	08/08/14	on/myse	05/08/14	06/08/04	07/tm/14	as/os/ss	09/08/24	10/08/14	21/08/24	12/06/14	13/08/34	14/00/14	25/00/24	16/18/14	13/mm/se	18/18/14	28/08/24	20/08/14	21/06/54	22/88/54	23/06/54	24/08/24	25/08/34	26/08/24	23/08/14	28/88/14	29/06/14	30/08/S4	21/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	01/08/14	02/68/24	cos/on/se	04/08/24	05/08/24	06/08/54	07/08/14	08/08/34	09/UB/124	10/06/14	21/08/24	12/68/14	53/08/5e	14/00/14	25/08/24	16/18/14	12/08/14	18/18/14	19/08/10	20/08/54	21/00/14	22/08/14	28/08/54	24/08/54	25/00/14	26/08/14	22/08/14	28/08/54	29/88/14	N/M/16	22/08/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	01/08/14	62/RM/34	as/se/se	64/00/24	05/08/154	06/08/54	03/Mm/14	08/08/34	09/UB/124	10/06/14	21/08/24	12/08/14	53/08/56	14/00/14	25/08/24	16/09/14	12/08/14	18/18/24	19/08/14	20/08/54	21/00/14	22/08/14	28/08/54	26/08/24	25/00/14	26/08/14	23/08/14	28/08/54	25/00/24	no/on/se	22/08/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency	0						06/08/54	ospa/se											18/18/24		20/08/24	21/08/24				25/08/34	26/08/24	22/08/14	20/00/24			
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	01/08/14	62/EM/24	0	0	0 0	06/08/54	07/RM/14	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	09/08/24	10/08/34	23/08/24	12/88/14	22/08/56 0	14/06/34	25/08/24 0	36/09/34	12/08/24	13/09/34	29/08/26	zq/m/ze	21/00/24	22/88/14	28/08/54	24/100/24	25/08/34	26/08/24	23/08/14	22/00/24	29,889/34	#6/0#/26 0	22/M/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0							19/09/14		Zaylan/sie	21/06/16				25/m/34	26/08/14	22/08/34	22/08/24			
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs The Reasons below sh	o o o o	0	0 hanced	0	0	0 tion (EP	o O) as the	0 ese are i	o now reco	0 orded se	0 perately	0	0	0	0	ů.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA EPO Twillight HCA Agency Total Staff per 24 hrs	o o o o	0	0	o Patient	0 Observa	0	0	0	0	0	0	0							0 Mon 12/m/14	o Tue	0 Wed	0 Thu 22/08/24				0 Mon 25/08/34	0 Tue 26/38/24	0 Wed 23/08/34	O Thu			
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	o o o o	o lude En	o hanced Sat	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri	0 Sat	0 Sun	0 Mon	0 Tue	0 Wed	O Thu	0 Fri	o Sat	0 Sun	0 Mon	0 Tue	0 Wed	O Thu	o fri	0 Sat	0 Sun
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	o o o o	o lude En	o hanced Sut ezitajsa	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco Fri as(se/se	0 orded se Sat on/on/se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu 34/36/34	O Fri SI/ON/Se	0 Sat 18/10/14	0 Sun 23/08/34	0 Mon	0 Tue 23/38/34	O Wed 29/m/se	0 Thu 21/56/26	0 Fri	O Soft 25/06/24	0 Sun	O Mon zijanjse	O Tue	0 Wed 22/08/34	O Thu	o fri	0 Sat	0 Sun 21/20/24
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	o lude En	o hanced Sat	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu 14/36/34	0 Fri	0 Sat	0 Sun	0 Mon	0 Tue	0 Wed	O Thu	0 Fri	o Sat	0 Sun	0 Mon	0 Tue	0 Wed	O Thu	o fri	0 Sat	0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Twilight HCA EPO Twilight 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	o o o o	o lude En	o hanced Sat ezytaysa hs	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco fri ayaya hs	o orded se Sat on/un/se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu 34/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun stylen/se hs	0 Mon	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun	O Mon symyse	Tue 26/08/16	0 Wed 23/08/34 hs	O Thu	o fri	0 Sat	O Sun 21/m/14
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 Action codes Early Trained Early HCA Late Trained Late HCA	o o o o	o lude En	o hanced Sut ezitajsa	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco Fri as(se/se	0 orded se Sat on/on/se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu 14/36/34	O Fri SI/ON/Se	0 Sat 18/10/14	0 Sun 23/08/34	0 Mon	0 Tue 23/38/34	O Wed 29/m/se	0 Thu 21/56/26	0 Fri	O Soft 25/06/24	0 Sun 24/08/54	O Mon zijanjse	O Tue	0 Wed 22/08/34	O Thu	o fri	0 Sat	0 Sun 21/30/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Tread 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	o lude En	o hanced Sat exemps hs	O Patient Sum on/on/su	O Observa Mon outsits	o tion (EP) Tue as/m/sa	O) as the	O ese are i	o now reco fri ayaya hs	o orded se Sat on/un/se	o perately Sun	0 Mon ±1/04/14	0 Tue	0 Wed	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun st/m/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	0 Sum 21/m/se hs
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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 HCA	o o o o	o lude En	o hanced Sat ezytaysa hs	o Patient Sun	o Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco fri ayaya hs	o orded se Sat on/un/se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun st/m/se hs	0 Mon	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	Tue 26/08/16	0 Wed 23/08/34 hs	O Thu	o fri	0 Sat	0 Sum 21/30/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA Agency Trotal 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	o lude En	o hanced Sat exemps hs	O Patient Sum on/on/su	O Observa Mon outsits	o tion (EP) Tue as/m/sa	O) as the	O ese are i	o now reco fri ayaya hs	o orded se Sat on/un/se	o perately Sun	0 Mon ±1/04/14	0 Tue	0 Wed	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun st/m/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	0 Sum 21/30/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight 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 HCA	o o o o	o Sude En Fri CL/MINA	o hanced Sat e2,444/34 hs	O Patient Sum ON/ON/S4	O Observa Mon oqosysa	Oution (EP) Tue ou/ou/se	O) as the Wed on/on/se	O ese are in This anywayse	o oow reco	orded se Sat on/un/se hs	perately sun 19/00/14	0 Mon 21/04/24	0 Tue 11/40/14	0 Wed 12/0m/56	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun stylen/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	O Sun 21/m/14
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 Sude En Fri CL/MINA	o hanced Sat e2,444/34 hs	O Patient Sum ON/ON/S4	O Observa Mon oqosysa	Oution (EP) Tue ou/ou/se	O) as the	O ese are in This anywayse	o oow reco	orded se Sat on/un/se hs	perately sun 19/00/14	0 Mon 21/04/24	0 Tue 11/40/14	0 Wed 12/0m/56	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun stylen/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	O Sun 21/m/14
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 0 0 0 0 0 0 0 0 0 0 0 0 0 0	o Siude En	o hanced Sat e2,44,724 hs hs	O Patient Sum on/100/34	Observa Mon eq/08/34 hs	on (EP) Tue asympte hs	O) as the Wed on/on/se	O see are in This and August 1978 and 1	o oow reco	orded se Sat on/un/se hs	perately sun 19/00/14	0 Mon 21/04/24	0 Tue 11/40/14	0 Wed 12/0m/56	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun stylen/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	O Sum az/m/se hs
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	o o o o o o o o o o o o o o o o o o o	o siude En Fri es,/m/n4	o hanced Sat e2,44,724 hs hs	O Patient Sum mylmyse hs	O Observa Mon aq/aq/sa hs o Special C er of staff	on (EP) Tue asyte(34) hs	O) as the Wed on/00/24	O see are in This and August 1978 and 1	o oow reco	orded se Sat on/un/se hs	perately sun 19/00/14	0 Mon 21/04/24	0 Tue 11/40/14	0 Wed 12/0m/56	0 Thu 14/36/34	o Fri st/on/se	0 Sat 18/09/24	O Sun stylen/se hs	0 Mon 18/08/54	Tue	0 Wed 20/00/24	0 Thu 21/08/14	0 Fri	0 Sot 20/00/24 hs	0 Sun 24/08/54	O Mon symyse	O Tue Jajoujie hs	0 Wed 22/08/34 hs	0 Thu 20/00/54	o fri	0 Sat	O Sum az/m/se hs

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

IVIONTN		wara																														
Aug-14	Ī	NNU				1	Actua	LOff D	)utv	1																						
7108 21	ı					4	710000		ac,	1																						
	DAY	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
Shortfall/Overfill	Baseline	05/08/54			04/39/34	05/08/14	06/00/54	07/08/14	08/08/34	09/08/14		23/08/34	12/00/14	13/08/34	14/00/14	25/08/54	16/09/14	17/08/14	18/08/14		20/08/14	21/06/14	22/08/14	23/08/54	24/08/14	25/00/34	26/08/14	27/08/14	29/09/14	29/00/14	30/08/56	21/00/14
Early Trained	3														1																	
Early HCA	1		1						1	1						1	1	1		1	1	1		1		1	1	1				1
Late Trained	3														1																	
Late HCA	1		1						1	1						1	1	1		1	1	1		1		1	1	1				1
Night Trained	3																								1							
Night HCA	1		1	1	1	1	1	1				1							1	1							1	1	1			
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa																															
EPO - HCA		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
Early HCA EPO	0	05/08/54	02/08/54	09/09/54	04/00/34	05/08/14	06/00/54	07/88/14	00/00/34	09/08/54	10/08/14	11/00/14	12/00/14	28/08/56	14/00/14	25/08/54	16/09/14	27/08/54	18/08/34	28/08/24	20/08/54	21/06/14	22/08/14	23/00/54	26/08/56	25/00/34	26/08/14	27/08/14	20/00/24	29/00/14	30/08/58	31/00/14
Early HCA Agency			_		<del>                                     </del>	<del>                                     </del>		<del></del>	_			_																<del>                                     </del>				<del>                                     </del>
Late HCA EPO	0					<del>                                     </del>			_																			_				_
Late HCA Agency				<del>                                     </del>	_	<del>                                     </del>		<del></del>	_			_			_				_		-							-		-	_	-
Night HCA EPO	0					<del>                                     </del>			_																							<del>                                     </del>
Night HCA Agency						-			_						_													-				-
Twilight HCA EPO	0					_		_																								<del>                                     </del>
Twilight HCA Agency					<del>                                     </del>	-			_																			<del>                                     </del>				<del>                                     </del>
	ts (Falls)																															
Incidents (Med						_																										
Incidents (Med						_																										_
i incidents i	staninai																															

	372
Total Number of Actual Shifts	329
(including EPO)	329

Total Number of Shortfall Shifts	43
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	21	0	0%

# Month Ward Actual Off Duty Aug-14 31 Days in Mor DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 15/30/14 Early Trained arly 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 exc Supervisor The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat arly HCA EPO arly HCA Agency ate HCA EPO ate HCA Agency Wight 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 Fri Fri Mon Sert Mon Tue Wed Thu Sat Sun Tue Wed Thu Fri Sat Sun Mon Tue Thu Fri Wed Thu Fri Sat Reasons for Shortfall/Overfill & Sun Wed Sat Sun Mon Tue Sum Action codes 14/00/14 Early Trained h h h h h h h h h h h h h h h h a h h a • Early HCA h Late Trained a a h h h h h h h h h a a h h h h h h h h h h h Late HCA h h light Trained h n a a a Night HCA **Twilight Trained** wilight HCA n= Phased return on 06/08/14 Comments: n= increased activity of unsupervised babies requiring additional support

Reasons for Shortfall/Overfill and Action codes

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

h= out to agency and not covered

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

<b>Month</b>		Ward																														
Aug-14		25					Actua	I Off D	uty																							
	•					•				•																						
hortfall/Overfill	DAY	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
	Baseline	01/08/14	02/08/54	08/08/54	84/00/34	05/08/14	06/08/54	07/68/14	08/08/34	09/08/14	10/08/14	21/00/24	12/00/14	13/08/56	14/08/14	25/08/34	36/09/34	17/08/54	18/08/34	19/08/14	20/08/54	21/08/14	22/68/54	23/06/54	26/08/16	25/00/34	26/08/14	27/08/14	28/08/14	29/00/34	30/08/56	35/38/54
arly Trained	7	1	2	1	1			1	1	1	1	1	1	1	1	1	2	1	1		1			2	1	1	1		1	1	1	1
arly HCA	2					1				1																						
ate Trained	7	1	1	1	1			1	1	1	1	1	1	1	1	1	2	1	1		1	1		2	1	1	1	1	1	1	1	1
ate HCA	2					1				1																						
ight Trained	6						1			1				1		1	1				1					1						
ight HCA	0																		1													
wilight Trained	0																															
wilight HCA	0																															
he Enhanced Patient	Observa	tion Nur	nbers (E	PO) are	to show	the ove	rfill for l	EPO																								
PO - HCA		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
		01/08/14	02/00/56	09/09/54	04/09/54	05/08/14	06/08/54	07/88/54	00/00/34	09/08/54	10/08/14	21/09/14	12/00/14	23/08/56	14/08/14	25/08/54	16/09/14	27/08/54	18/08/14	29/38/56	20/08/56	21/00/14	22/08/56	23/38/54	26/08/26	25/00/34	26/08/14	27/08/14	28/08/54	29/00/14	30/08/56	21/00/14
arly HCA EPO	0																															
arly HCA Agency																																
ate HCA EPO	0																															
ate HCA Agency																																
light HCA EPO	0																															
ight HCA Agency																																
wilight HCA EPO	0																															
wilight HCA Agency																																
Incident	s (Falls)																															
Incidents (Med	ication)																															
Incidents (S	taffing)																															

Total Number of EPO shifts

Total Number of Agency EPO

Total Number of Planned Shifts

Total Number of Actual Shifts

(including EPO)

744

679

Total Number of Shortfall Shifts

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

Sister/Charge Nurse M-F Supervisory Shifts

Month		Year			_	Ward				_																						
ug-14						Mate	rnity				Actua	al Off I	Duty																			
	DAY	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	S
ifts Ba	seline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
nry Trained	10	10	10	10	11	10	10	9	9	9	10	8	9	9	9	8	8	10	8	9	8	9	9	9	9	9	10	9	9	9	8	$\perp$
•	4	4	4	3	4	4	5	4	4	3	4	4	5	4	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	3	┸
	10	9	10	9	10	9	9	9	8	9	9	8	9	9	8	8	8	9	8	9	9	8	8	8	9	9	9	9	9	8	8	╄
	4	3	3	3	4	3	4	4	3	3	3	3	4	3	3	4	3	3	4	4	4	3	3	3	3	4	4	4	3	4	2	╄
-	9	7	8	9	9	9	9	9	9	8	8	9	8	8	8	8	8	8	9	8	8	9	7	7	8	9	8	9	9	8	8	+
-	4	3	3	3	4	3	3	3	3	3	2	2	3	4	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	╀
wilight Trained wilight HCA	_	$\rightarrow$																														+
ster/Charge Nurse																																+
upervisory Shifts	_	_																														+
inter Y or N)																																_
hortfall/Overfill Ba	seline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	10				1			1	1	1		2	1	1	1	2	2		2	1	2	1	1	1	1	1		1	1	1	2	
-	4			1			1			1			1		1		1												1		1	
	10	1		1		1	1	1	2	1	1	2	1	1	2	2	2	1	2	1	1	2	2	2	1	1	1	1	1	2	2	┺
_	4	1	1	1		1			1	1	1	1		1	1		1	1				1	1	1	1				1		2	╄
-	9	2	1							1	1		1	1	1	1	1	1		1	1		2	2	1		1			1	1	╄
•	4	1	1	1		1	1	1	1	1	2	2	1		1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
-	0							-																_								+
•	0																															+
Incidents (F	-				_																										_	+
Incidents (Medicat	-																															╀
Incidents (Staff	fing)																															
otal Number of Shift	ts	1148		Total N	lumber	of Short	tfall Shij	fts				Total Number of Overfill Shifts  3 Sister/Charge Nurse Total Number of Super								Supervi	ervisory Shifts 0											
leasons for Shortfall/Over	mill and.	Action co	des																													
arty Trained																																
arty HCA																																
ate Trained																																
ate HCA																																
ight Trained																																
ight HCA																																
wilight Trained																																
wilight HCA																																
																																_
Comments:																																

Code	Shortfall Reasons
8	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
5	Decision taken not to cover
t	Other (enter a comment)

# Month Ward Aug-14 chatsworth Actual Off Duty 31 Days in Mo Sat Sun Mon Tue Wed Thu Fri Sat Sun DAY Fri Mon Tue Wed Thu Fri Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Shifts Baseline 01/08/14 02/08/14 09/08/54 04/08/14 05/08/54 06/08/16 07/08/54 08/08/14 09/08/14 10/08/14 11/08/14 13/08/14 13/58/14 54/08/54 15/00/14 35/08/34 17/08/14 18/08/14 19/08/14 20/08/54 21/08/14 22/08/14 23/08/14 24/08/54 25/08/14 26/08/14 27/08/14 28/08/14 29/08/14 21/08/34 30/08/14 Early Trained 4 2 2 2 7 2 3 2 3 2 3 2 2 2 2 2 3 3 2 2 3 2 3 3 3 3 3 2 2 Early Trained Agency Early HCA 2 3 3 4 4 3 3 3 4 4 4 4 3 4 3 3 3 3 4 3 3 3 3 3 3 4 4 4 2 4 1 1 1 Early HCA Agency 1 Late Trained 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 2 2 2 2 2 2 2 2 2 2 2 Late Trained Agency Late HCA 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 1 2 2 2 2 1 2 2 2 2 2 2 2 2 Late HCA Agency Night Trained 1 2 2 2 2 2 2 1 1 1 2 2 2 2 2 1 2 2 1 1 1 1 1 2 2 2 1 2 1 Night Trained Agency 1 Night HCA 1 1 1 1 1 1 1 1 1 1 1 1 1 1 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency 13 Sister/Charge Nurse Supervisory Shifts Υ Y Y Y Y Υ The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Th Tue Wed Thu Fri Sat Sun Baseline 05/08/54 02/08/54 09/08/54 04/08/54 04/08/54 05/08/54 07/08/54 07/08/54 09/08/54 10/08/54 \$2,000/24 \$2,000/24 \$2,000/24 \$4,000/24 \$5,000/24 \$2,000/24 \$2,000/24 \$2,000/24 \$2,000/24 \$2,000/24 23/00/54 26/08/16 25/00/34 27/08/14 29/08/14 29/08/14 26/09/24 30/08/56 31/08/56 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 0 Total Staff per 24 hrs The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately Reasons for Shortfall/Overfill & Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Action codes 05/08/54 12/00/14 29/08/24 22/08/54 02/08/56 08/08/34 08/08/36 10/00/56 14/00/14 25/00/54 16/09/14 23/00/24 18/08/14 23/00/54 26/08/26 25/00/36 26/09/16 27/00/14 28/08/24 30/08/56 25/00/54 **Early Trained** m Early HCA 8 Late Trained 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
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																														
Aug-14	Ī	chats	worth				Actua	ctual Off Duty																								
	•					•				•																						
Shortfall/Overfill	DAY		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
	Baseline	05/08/54	02/00/54	08/08/54	04/08/14	05/08/14	06/08/54	07/08/14	08/08/34	09/08/14	10/08/14	21/08/24	12/08/14	10/00/56	14/00/14	25/08/54	16/08/14	17/08/14	18/08/14	28/08/54	20/08/14	21/00/14	22/08/14	29/00/54	24/08/54	25/00/34	26/08/14	27/00/14	28/08/14	29/00/14	30/08/56	31/00/14
Early Trained	2	2						1		1		1							1	1			1			1	1	1	1	1		$\vdash$
Early HCA	4	2						1	1	1		2							1	1		1	1			1	1	1	1	1		igwdown
Late Trained	2																		1													$\sqcup$
Late HCA	2																		1													$\sqcup$
Night Trained	2								1																							
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	e Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO																															
THE EMPOREED FORCE	IL OBSETVE			., -, -, -, -	10 3000	DIFF. DAY	,,																									
	it observe	Fri	Set	Sun	Mon	Tue	Wed	Thu	Frí	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
EPO - HCA		Fri	Set		Mon	Tue	Wed	Thu			Sun 10/08/14		_			Fri 25/08/54	Sat 16/09/14			Tue ss/m/se		Thu 25/06/54	Fri 22/88/54							Fri 29/00/14		
EPO - HCA Early HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA  Early HCA EPO  Early HCA Agency		Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Eurly HCA EPO Eurly HCA Agency Late HCA EPO		Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Eurly HCA EPO Eurly HCA Agency Late HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu					_																			
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency	0	Fri 02/08/24	Set	Sun	Mon	Tue	Wed	Thu					_																			
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	Fri 02/20/24	Set	Sun	Mon	Tue	Wed	Thu					_																			

Total Number of Planned Shifts	403
Total Number of Actual Shifts	399
(including EPO)	399

Total Number of Shortfall Shifts	18
Total Number of Overfill Shifts	
(includes all overfill Agency & EPO)	14

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%
ister/Charge Nurse M-F Supervisory Shifts	21	12	57%

Month		Ward																														
Aug-14		lindh	urst				Actua	I Off D	uty																							
31	Days in Mon																															
	DAY Baseline	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
Shifts	Daseline	01/08/14	02/08/14	09/08/54	04/08/14	05/08/34	06/08/14	07/08/54	08/08/14	09/08/14	10/08/14	11/08/14		13/08/14	54/08/54	15/00/14	10/08/14	17/08/14	18/08/14	19/00/14	20/08/14	21/08/14	22/08/54	23/08/14	24/08/54	25/00/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	_
Early Trained	2	2	2	2	4	2	3	4	3	3	2	3	3	3	3	3	3	3	2	2	3	3	2	2	2	3	3	3	2	3	2	2
Early Trained Agency						_		_				_	_	_		_	_	_				_										
Early HCA	4	4	4	4	2	3	3	2	2	2	4	3	3	2	3	3	2	3	4	4	3	3	4	4	4	3	3	3	4	3	4	4
Early HCA Agency																																
Late Trained	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	2
Late Trained Agency																																
Late 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	2
Late HCA Agency																																
Night Trained	2	1	1	1	2	1	2	1	1	1	1	2	2	2	1	1	1	2	1	1	1	1	1	2	1	2	2	1	1	1	1	1
Night Trained Agency		1	1	1		1		1	1	1	1				1	1	1		1	1	1	1	1		1			1	1	1	1	1
Night HCA	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	1	1	1	1	1
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours	13	13	13	13	13	12	13	13	12	12	13	13	13	12	±3	13	12	13	13	13	13	13	13	13	13	13	13	13	13	±3	13	£
Sister/Charge Nurse Supervisory	on Chifts																															
(Enter Y or leave blank for No																																
The Enhanced Patient		tion Nu	mbers (E	POI belo	ow must	NOT b	e include	ed in the	above	number																	•					
	DAY		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
	Baseline	01/08/14	02/08/54	08/08/34	04/08/14	05/08/14	06/00/54	07/08/14	00/00/34	09/08/14		11/09/14	12/00/14	28/08/34	14/00/14	25/08/54	16/09/14	13/08/14	18/08/14	19/38/14	20/08/24	21/00/14	22/08/34	23/38/54	26/08/24	25/08/34	26/09/14	27/00/14	20/00/14	29/00/14	30/08/56	21/00/1
																															-	_
Early HCA EPO	0									l	1							1		l .	1	1	1	l	1	l				1 1	1	1 1
	0																				1	1	1		1					1	1	1
Early HCA Agency								1														1	1									
Early HCA Agency Late HCA EPO	0	1	1	1			1	1													1	1	1		1					1	1	1
Early HCA Agency Late HCA EPO Late HCA Agency	0	1	1	1			1	1						1						1	1			1	1			1	1		1	1
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO					,	,			,	,	,	,	,	1	,		•		,	1	1	1	2	1		,	,	1	1			1
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	1		1	1 1	1			1	1	1	1	1	1		1	1
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0				1	1			1	1	1	1	1	1	1	1	1		1		1	1		1	1	1	1	1	1		1	1
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			1	1			_							0		1	1 1 1	1	2		1		1	1	1		1	1
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	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1		1	1		1	1	1			1	1	1	1
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 The Reasons below sh	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa	1 tion (EP	1 2 0) as the	1 2 ese are r	1 now reco	1 orded se	1 perately	1	1	1	1	1	1		1	1	1 1 1	1 1	2	1	1	1	1	1	1	1	1	1
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	1 tion (EP	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa	1 tion (EP	1 2 0) as the	1 2 ese are r	1 now reco	1 orded se	1 perately	1	1	1	1	1	1 Sat 16/19/14		1	1	1 1 1	1 1	2	1	1	1	1	1	1	1	1	1
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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 o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	1 tion (EP	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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 o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 Sun
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	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 Sun
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 HCA	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 Sun
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 Late Trained Late HCA Night HCA Wight HCA Twillight HCA Twillight Trained	o o o o o	1 2 clude En	1 2 shanced	1 2 Patient	1 Observa Mon	tion (EP Tue ss/ss/ss	1 2 O) as the	1 2 ese are r	1 now reco	1 orded se	1 perately Sun	1 Mon	1 Tue	I Wed	1 Thu	1 Fri	1 Sat 16/19/14	Sun	1 Mon	1 2 Tue	1 1 1 4 Wed	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
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 HCA Twillight HCA Twillight Trained Twillight Trained	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2  clude En  Fri  cs/m/s4	1 2 shanced Sat authyse	2 Patient Sun on/on/se	1 Observa Mon oq/aq/se	1 tion (EP) Tue ou/ou/se as	2 O) as the Wed	1 2 ese are r Thu annunce	1 now reco Fri at/se/se as	I orded se Sat osympte	2 perately Sun 19/08/14	1 Mon 11/04/14	1 Tue 12/68/34	I Wed 13/m/3e	1 Thu 14/18/34	I Fel SI/M/Se	3 Sot 16/09/34 BS	Sun 13/08/34	1 Mon 18/18/34	2 Yue 18/08/14	1 1 1 Wed 20/18/14	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
Early HCA Agency Late HCA EPO Late HCA Agency 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 HCA Twilight HCA	o o o o o	2  clude En  Fri  cs/m/s4	1 2 shanced Sat authyse	2 Patient Sun on/on/se	1 Observa Mon oq/aq/se	1 tion (EP) Tue ou/ou/se as	2 O) as the Wed	1 2 ese are r Thu annunce	1 now reco Fri at/se/se as	I orded se Sat osympte	2 perately Sun 19/08/14	1 Mon 11/04/14	1 Tue 12/68/34	I Wed 13/m/3e	1 Thu	I Fel SI/M/Se	3 Sot 16/09/34 BS	Sun 13/08/34	1 Mon 18/18/34	2 Yue 18/08/14	1 1 1 Wed 20/18/14	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun
Early HCA Agency Late HCA EPO Late HCA EPO 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 Night Trained Night HCA Ivilight HCA	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2  clude En  Fri  cs/m/s4	1 2 shanced Sat authyse	2 Patient Sun on/on/se	1 Observa Mon oq/aq/se	1 tion (EP) Tue ou/ou/se as	2 O) as the Wed	1 2 ese are r Thu annunce	1 now reco Fri at/se/se as	I orded se Sat osympte	2 perately Sun 19/08/14	1 Mon 11/04/14	1 Tue 12/68/34	I Wed 13/m/3e	1 Thu 14/18/34	I Fel SI/M/Se	3 Sot 16/09/34 BS	Sun 13/08/34	1 Mon 18/18/34	2 Yue 18/08/14	1 1 1 Wed 20/18/14	1 1	2 3	1 Sat	1 1 3	1 Mon	1 Tue	1 Wed	1 Thu	1 2	1 1 3 Sat	1 1 3 Sun

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																														
Aug-14	Ī	lindh	urst				Actua	I Off D	uty																							
	+					•				•																						
Shortfall/Overfill	DAY	_	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
	Baseline	01/08/14	02/08/54	08/08/54	04/08/54	05/08/34	06/08/54	07/08/14	08/08/34	09/08/14	10/08/14	22/08/24	12/00/14	28/08/36	14/00/14	25/08/54	16/09/14	17/08/54	18/09/14	29/08/34	20/08/54	21/06/14	22/08/14	23/00/54	26/08/36	25/08/34	26/08/14	23/08/34	28/08/14	29/00/14	30/06/36	21/00/14
Early Trained	2				2		1	2	1	1		1	1	1	1	1	1	1			1	1				1	1	1		1		
Early HCA	4				2	1	1	2	2	2		1	1	2	1	1	2	1			1	1				1	1	1		1		
Late Trained	2																															
Late HCA	2																															
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	rt Observo																															
The Enhanced Patien EPO - HCA	t Observo	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	Wed	Thu	fri	Sat	Sun
EPO - HCA			Set		Mon		Wed			Sat 09/08/14		Mon 11/09/14		Wed sa/m/se	Thu 14/06/14	Fri 25/08/24		Sun 17/08/14		Tue 18/08/14	Wed zq/m/se	Thu 25/06/54	Fri 22/08/54	Sat 28/06/34		Mon 25/08/34	_					
EPO - HCA Early HCA EPO	t Observe	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA EPO	0	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
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	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
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	Fri	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					
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	Fri e1/20/34	Set	Sun	Mon	Tue	Wed	Thu												_						-	_					

Total Number of Planned Shifts	403
Total Number of Actual Shifts	448
(including EPO)	448

Total Number of Shortfall Shifts	25
Total Number of Overfill Shifts	70
(includes all overfill Agency & EPO)	70

Total Number of EPO shifts	50
Total Number of Agency EPO shifts	25

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	0	0%

Month		Ward																														
Aug-14	[	Oakh	am				Actua	I Off D	uty	I																						
31	Days in Mont					·				•																						
Shifts	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 13/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sut 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	7/nu 28/08/54	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	Daseline 2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	20/08/14	23/88/34	22/08/54	3	3	25/08/14	20/08/14	3	28/08/54	3	2	2
Early Trained Agency		-	-	-	-	-	-	-	-	-	-	-	,	-	-	-	-	-	-	-	-	-	-	,	,	-	-	-	-	,	-	-
Early HCA	4	4	4	4	4	4	4	5	4	4	4	4	3	4	4	4	4	4	5	4	4	4	4	3	3	4	4	3	4	3	4	4
Early HCA Agency	-	_	-	-	-	-	-		-	-	-	-		-	_	-	-	-		-	_	-	-			_	-	-	-		_	-
Late Trained	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	2
Late Trained Agency		-	- 2	2	-	- 2	-		- 2	-	- 2		- 2	-	- 2		- 2	- 2	-	-	-		-2	- 2	- 2	-	-	-	-	-	- 2	- 2
Late 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	2
Late HCA Agency	2		- 2	2		- 2	- 2				- 2	- 2		-2	2		2	- 2				- 2	-2	2	2		- 2		-		2	
Night Trained	3	-	2	-	,					2	2	-	,	,	-	,	-	-	-	,		,	2		-	-	-	٠,	-	-	-	2
	2	2	- 2	2	2	1	1	1	1		- 2	2	2	2	2	2	2	2	2	2	1	2	-2	2	2	2	2	2	2	2	2	2
Night Trained Agency	1		1			1	1	1	1					-							1	1										
Night HCA	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	1	1	1	1	1
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	0
	U	U	U	U	U	U	0	U	U	U	U	U	U	0	U	0	U	U	U	U	0	U	U	U	U	0	0	0	0	U	U	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	0
Twilight HCA Agency Total over 34 hours		13	13	13	13	13	13	14	n	13	13		13	n	13		13	13	.,	13		13		13	n			13	13	T)	13	13
est Supervisory	13	- 23	- 23		- 22	- 22	- 23	24	- 23	- 22	- 22	13	2.5	- 23		13	22	- 13	24		13	- 22	13	- 13	4	13	13		- 22	23		- 22
Sister/Charge Nurse Supervis (Enter Y or leave blank for No		Y			Y		Y					Y		Y		Y			Y		Y		Y			Y	Y	Y		Y		
The Enhanced Patient	Observat	tion Nu	mbers (E)	PO) belo	w must	NOT be	include	d in the	above ni	umbers																						
	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline																														30/08/34	21/08/16
		01/08/16	02/08/56	09/08/56	04/08/14	05/00/14	06/08/14	67/08/56	08/08/54	09/08/34	10/08/14	11/00/14	12/08/16	18/08/14	14/08/16	15/00/14	26/00/34	17/08/14	28/08/24	19/08/34	20/08/34	21/08/14	22/98/14	28/08/56	24/08/24	25/00/34	26/08/34	27/00/34	28/38/14	29/00/24	any may an	
Early HCA EPO	0	61/08/14	02/08/24	08/08/54	04/08/14	05/00/14	06/08/14	67/08/24	08/08/54	09/08/34	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/88/14	17/08/14	38/08/34	19/08/24	20/08/34	21/08/14	22/08/14	28/08/14	24/08/54	25/88/34	26/08/04	27/38/14	28/58/54	29/08/24	aujunjan	
Early HCA Agency	0	61/08/14	02/08/24	08/08/24	04/08/14	05/00/14	06/08/14	67/88/54	08/08/14	09/08/24	10/08/14	11/08/14	12/08/14	18/08/14	14/08/14	15/08/24	16,60,714	17/08/14	28/08/24	19/18/14	20/08/34	21/08/14	22/38/14	29/08/14	24/08/24	25/88/34	26/08/34	27/00/14	28/08/24	29/18/14	20/20/20	
Early HCA Agency Late HCA EPO		61/08/14	02/08/24	08/08/34	04/08/14	05/bs/14	06/38/16	67/08/24	08/08/24	09/08/34	10/08/14	11/08/14	12/08/14	18/08/14	14/08/34	15/08/24	26,60,714	17/08/14	18/08/14	19/18/14	20/08/34	21/08/14	22/00/14	29/08/14	24/08/24	25,64/34	26/08/24	27/38/34	28/08/14	29/18/34	any any an	
Early HCA Agency Late HCA EPO Late HCA Agency	0	01/08/14	02/08/24	ca/ca/se	04/08/24	05/08/14	06/08/16	07,08/24	on/on/o	09/08/24	10/08/14	11/08/18	12/08/16	18/08/24	14/08/34	15/08/24	26,60,714	17/08/14	18/08/14	19/18/34	20/08/34	21/08/14	22/38/14	29/08/54	24/08/24	25/04/24	26/08/24	27/38/34	28/88/14	29/18/24	any unity an	
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	01/08/14	02/08/24	00/00/24	06/08/24	05,618/14	06/08/04	07,08/24	os/us/t-s	09/08/34	10/08/14	11/08/14	12/08/16	18/08/24	14/08/34	15/08/24	16/08/14	17/08/14	28/08/24	19/08/34	20/08/14	21/08/14	22/08/14	29/08/54	24/08/24	25,616/14	26/08/24	27/38/34	28/08/14	29/18/24	any unit an	
Early HCA Agency Late HCA EPO Late HCA Agency	0	81/08/14	62/88/24	CEL/CEL/SA	04/08/54	05,600/14	06/08/14	67,08/24	ON/ON/SA	09/08/24	10/08/14	11/08/14	12/08/24	18/08/24	34/08/34	15/00/04	16/08/14	17/00/24	38/08/34	19/08/24	20/08/26	21/08/14	22/08/14	23/08/14	24/08/24	25,810/24	26/08/24	23/88/14	29/38/14	zayan/sa		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	61/08/24	62/98/24	03/101/24	04/08/54	05,600/14	06/08/14	67,00,/24	OR/OR/S4	09/08/24	10/08/14	11/08/14	12/08/24	18/08/24	34/08/34	15/00/24	16/00/14	17/08/24	28/08/24	19/08/34	20/08/34	21/08/14	22/08/14	23/08/16	24/08/24	25,810/24	26/08/24	23/88/14	29/36/24	25/08/16		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	61/08/24	02/08/24	03/03/24	04/08/24	05/00/24	06/08/14	67,08/24	ON/ON/SA	09/08/24	10/08/24	11/08/14	12/08/34	13/08/24	34/18/24	15/08/54	26/00/24	27/08/24	28/08/24	19/08/24	20/08/34	21/08/14	22/00/14	23/88/24	24/08/54	25/80/24	20/08/34	27/38/14	29/36/24	25/08/16		
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	0	0	0	04/08/24	0	06/08/14	07,000/24	O O	09/08/24	0	0	0	23/08/24	34/100/24	15/08/54	zejtos/za	27/08/54	28/08/24	19/08/24	20/08/34	21/08/14	22/08/14	23/53/24	24/08/24	25/88/24	20/00/24	27/38/34	28/38/14	0	0	0
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	0	0	0	0	0	0	0																					
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 0 0 ould excl	0	0	0	0	0	0	0	0	0	0																					
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	0 0 0 0 ould excl	0 lude Eni	o hanced P	0 Patient C	0 Observat	o ion (EPO	o ) as the:	o se are no	0 pw recor	0 ded sep	o	0	0	0	0	0	0	0	0	0 Tue	0	0	0	0	0	0	0	0	o Thu	0	0	0
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below sh Reasons for Shortfall/O	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon	0 Tue	0 Wed	o Thu	0 Fri	0 Sat	0 Sun	0 Mon	0 Tue	0 Wed	o Thu	0 Fri	0 Sat	0 Sun
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	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/14	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon	0 Tue	0 Wed	o Thu	0 Fri	O Sat 20/00/24	0 Sun 24/04/24	0 Mon	0 Tue	0 Wed 27/36/14	o Thu	O Fri 29/Un/Se	0 Sat	o Sun
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	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	o Sun
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	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
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	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
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	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
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 Night HCA Night HCA	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
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 Night HCA Twilight Trained	0 0 0 0 ould excl	o lude Eni	o hanced P	0 Patient C	0 Observat Mon	ion (EPO	o )) as the: Wed	o se are no Thu azpaysa	o ow recor	0 ded sept	o erately Sun	0 Mon	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA EPO Twilight HCA EPO The Reasons below sh Reasons for Shortfall/O Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	0 0 0 0 ould excl	o lude Eni es/m/se	o hanced P sat e2/m/24	o atient C sun av/av/24	0 bservat Mon 04/08/24	o ion (EPO ii.,66/24	0 ) as the: Wed 04/08/34	o se are no Thu az/m/se m	O O FECO Fri ON/ON/24	o ded sept on/on/as	o erately Sun 10/08/24	0 Mon 11/08/14	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA EPO Twilight HCA EPO Twilight HCA EPO 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 ould excl	o lude Eni es/m/se	o hanced P	o atient C sun av/av/24	0 bservat Mon 04/08/24	o ion (EPO ii.,66/24	0 ) as the: Wed 04/08/34	o se are no Thu az/m/se m	O O FECO Fri ON/ON/24	o ded sept on/on/as	o erately Sun 10/08/24	0 Mon 11/08/14	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun
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 Night HCA Twilight Trained Twilight Trained Twilight HCA	0 0 0 0 oould excloverfill &	o lude Eni es/m/se	o hanced P sat e2/m/24	o atient C sun av/av/24	Observat	o ion (EPO ii.,66/24	0 ) as the: Wed 04/08/34	o se are no Thu az/m/se m	O O FECO Fri ON/ON/24	o ded sept on/on/as	o erately Sun 10/08/24	0 Mon 11/08/14	0 Tue 12/08/34 m	0 Wed	0 Thu	0 Fri	o Set	0 Sun	0 Mon 18/18/54	0 Tue	0 Wed	o Thu	0 Fri	0 Sat 28,08/24 m	0 Sun 24/08/24 m	0 Mon	0 Tue	0 Wed 22/20/34	o Thu	0 Fri 29/08/24 m	0 Sat	0 Sun

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)
ij	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 Aug-14	I	Ward Oakha				]	Actua	I Off D	uty	I																						
	DAY	Fri	S-t	E.un	Mon	T	Wed	Thu	Fri	C-4	Sun.	Mon	Tue	Wed	Thu	Fri	f-t	6	Mon	Tue	Wed	Thu	Fri	Sat	Sun.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shortfall/Overfill	Baseline		Sat 02/08/54	Sun os/os/se		Tue 05/08/14		07/08/54		Sat 09/08/14	Sun 10/08/14						501 16/08/14	Sun 17/08/14	28/08/24			21/08/14	22/98/14		Sun 24/08/14	25/88/34				29/08/54		
Early Trained	2												1											1	1			1		1		
Early HCA	4							1					1						1					1	1			1		1		
Late Trained	2																															
Late HCA	2																															
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patien	t Observa	rtion Nur	mbers (E	PO) are t	to show	the ove	rfill for E	PO																								
	t Observa	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Set	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
EPO - HCA			Sat		Mon	Tue	Wed	Thu		Sat os/os/se				Wed 28/08/24		Fri 15/08/24			Mon 28/08/24		Wed 20/08/34		Fri 22/00/14							Fri 29/08/54	Sat so/se/se	
EPO - HCA Early HCA EPO	t Observa	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Twillight HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Incider	0 0 0 0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								
EPO - HCA Early HCA EPO Early HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Twillight HCA Agency	0 0 0 0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																								

Total Number of Planned Shifts	403
Total Number of Actual Shifts	405
(including EPO)	405

Total Number of Shortfall Shifts	5
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	%
Sister/Charge Nurse M-F Supervisory Shifts	21	13	62%

Month		Ward																														
Aug-14		sconce						I Off D	uty																							
31	Days in Mon						_					_																				_
	DAY		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
Shifts Early Trained	A	01/08/14 4	02/08/14	00/08/54 4	94/98/14	5	06/08/14	07/08/54	08/08/14	09/08/14 4	10/08/14	15/08/14	12/08/14	31/08/14	54/08/54 4	15/08/14	35/08/34	17/08/14	18/08/14	зя/зв/за 4	20/08/54 4	21/08/14	22/08/14	23/08/14	24/08/54	25/08/14	25/08/14	27/08/14	28/08/14	29/08/14	30/08/14 4	31/08/54
	4	4	4	4	4	,	4	4	4	4	4	4	4	,	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Early Trained Agency Early HCA			_			-	-			_	<b>.</b>							-	-						-		· .		-		_	_
	4	4	3	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4	3	2	3
Early HCA Agency		-				-	-				-			-	-			-	-						3				-			4
Late Trained  Late Trained Agency	4	4	4	4	4	5	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	_	4	4	4	4	4	4	4
					-						-							-					_		1		-		-	_	-	_
Late HCA	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4	3	3	3
Late HCA Agency		,	,	,	,	,	-	,	_	-	٠,	_	,	,	,	_	-	-	-	,	-	,	,	-	1	,	٠,	,	-	_	,	-
Night Trained	3	3	2	2	3	3	3	3	2	2	3	2	3	2	3	2	2	3	3	2	2	2	2	2	2	3	3	3	2	2	2	3
Night Trained Agency		_	1	1	_			_	1	1	-	1	_	1		1	1	_		1	1	1	1	1	1	_	-	_	1	1	1	
Night HCA	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	1	3	3	3
Night HCA Agency							1															1	1				-		2			
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	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	0
Twilight HCA Agency		•••							•••						**	**			•••	-											40	
Total over 24 hours exc Supervisors	22	22	21	22	22	24	22	22	22	21	22	22	22	20	22	22	22	22	22	22	22	22	20	22	22	22	22	22	22	20	19	20
Sister/Charge Nume Supervi (Enter Y or leave blank for N		у										у																				
The Enhanced Patien	t Observa	tion Nu	mbers (E	PO) belo	w must	t NOT b	e include	ed in the	above i	number	s																					
	DAY		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sot	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	62/08/56	08/08/54	04/00/54	05/08/54	06/00/54	07/08/54	00/00/56	09/09/14	10/08/14	21/09/14	12/00/14	23/08/36	14/00/14	25/00/54	16/09/14	27/08/54	18/08/34	29/00/56	20/00/24	21/00/14	22/00/54	29/08/54	26/08/26	25/00/34	26/09/34	23/00/14	20/00/14	29/00/14	30/00/56	31/00/14
Early HCA EPO	Baseline	01/08/14	02/08/54	08/08/54	64/08/54	05/08/34	06/08/54	07/08/14	an/on/sa	09/08/14	10/00/14	21/08/14	12/00/14	18/08/56	14/00/14	25/08/54	16/09/14		18/08/14	29/08/54	20/08/24	21/00/14	22/08/14	23/08/54	26/08/14	25/00/14	_		20/00/14	29/00/14	30/08/56	23/00/34
Early HCA EPO Early HCA Agency		05/08/54	02/08/54	09/09/54	04/08/34	05/08/14	06/08/54	07/08/14	an/on/se	09/08/54	10/08/14	21/08/24	12/08/14	22/08/54	14/00/14	25/08/54	16/08/14		18/08/14	28/08/24	20/08/54	21/00/14	22/88/54	29/08/54	26/08/24	25/00/34	_		20/00/24	29/00/14	30/08/56	31/00/14
		05/08/54	62/68/34	08/08/34	04/08/54	05/08/14	06/08/54	07/08/14	an/on/se	09/08/24	10/08/14	21/00/14	12/08/14	23/06/56	14/00/14	25/08/24	16/09/14		18/08/14	29/08/24	20/08/24	21/00/14	22/88/54	29/08/54	24/08/14	25/08/14	_		20/08/14	29/00/24	30/08/54	21/08/14
Early HCA Agency	0	05/08/34	02/km/se	09/09/54	04/06/54	05/08/14	06/08/54	07/00/14	08/08/54	09/08/14	10/00/14	11/00/14	12/00/14	23/08/36	14/06/14	25/08/54	36/09/34		18/08/34	28/08/24	20/08/14	21/06/14	22/88/14	23/08/54	24/08/24	25/38/34	_		28/08/14	25/58/14	36/08/5d	25/00/34
Early HCA Agency Late HCA EPO	0	05/08/54	02/08/5e	00/00/54	64/06/54	05/08/24	06/08/24	07/M/14	as/os/ss	09/08/24	10/00/14	23/08/24	12/06/14	12/08/26	14/00/14	25/08/54	16/09/14		13/08/34	29/08/24	20/06/24	21/00/14	22/88/14	23/06/54	26/08/24	25/08/34	_		28/08/14	25/50/14	30/08/Sd	31/08/14
Early HCA Agency Late HCA EPO Late HCA Agency	0	01/08/14	62/m/36	08/08/54	64/00/16	05/00/14	06/08/54	07/M/14	as/06/54	09/08/24	10/08/34	11/08/14	12/80/14	13/08/34	14/00/14	25/08/24	16/09/14		18/08/34	18/08/26	20/20/14	21/08/16	22/88/14	20/08/54	24/00/24	25/08/34	_		20/00/24	29,680/24	#6/0#/5e	21/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO	0	01/08/14	02/88/26	08/08/54	04/08/24	05/00/54	06/00/54	07/M/S4	as/00/14	09/08/24	10/08/14	11/08/14	12,886/34	23/08/34	34/00/34	25/00/24	18/09/14		18/08/34	28/08/24	20/08/14	21/08/16	22/88/14	23/08/54	24/00/24	25/08/34	_		20/00/24	29/88/14	#6/08/56	21/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency	0	05/08/54	62/58/56	08/88/54	04/08/34	05/08/24	86/08/54	ov/me/sa	an/on/se	09/00/54	10/08/14	11/08/14	12/00/34	23/08/34	14/00/14	25/00/24	16/09/14		18/10/34	28/08/24	20/18/16	25/08/56	22/88/54	23/06/54	24/00/34	25,000/34	_		20/00/24	29/88/14	#6/18/54	21/00/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO	0	03/100/34		00/00/ss	04/08/34	05/08/14	06/08/54	07/Mm/14	00/00/34	09/08/54	10/06/14	11/08/14	12/88/34	23/08/34	14/00/14	25/08/24	16/100/14		28/08/34	28/08/24	20/18/14	21/08/14	22/88/14	23/08/54	24/08/24	25,000/34	_		20/00/24	29/88/24	#6/UM/Se	21/08/14
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA EPO Night HCA EPO Twilight HCA EPO Twilight HCA Agency	0	0	0	0	0	0	0	0	0	0	0	0						13/08/14									26/38/24	23/08/34				
Early HCA Agency Lote HCA EPO Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA EPO Twilight HCA Agency Total Staff per 24 hrs	0 0 0 0 0	0	0	0	0	0	0	0	0	0	0	0						13/08/14									26/38/24	23/08/34				
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 s	0 0 0 0 0	o dude En	o	o Patient	0 Observa	o tion (EP)	o O) as the	0 ese are i	o now reco	0 orded se	o perately	0	0	0	0	0	0	23/0m/se	0	0	0	0	0	0	0	0	20/00/34	22/06/14	0	0	0	0
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C	0 0 0 0 0	o clude En	0 shanced	0 Patient Sun	0 Observa Mon	0 tion (EP	0 O) as the	0 Thu	o now reco	0 orded se	o perately Sun	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri	0 Sat	0 Sum
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 s Reasons for Shortfall/C Action codes Early Trained	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	0 Wed 13/08/56	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 23/58/34	0 Sat	0 Sun 12/00/34
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twilight HCA Agency Twilight HCA Agency Total Staff per 24 hrs. The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA	0 0 0 0 0	o clude En	0 shanced	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	0 orded se	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri	O Sat MyM/M	0 Sun
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	0 Wed 13/08/56	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/06/34
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA Agency Night HCA Agency Twilight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 23/58/34	O Sat MyM/M	0 Sun 12/00/34
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/06/34
Early HCA Agency Late HCA EPO Late HCA Agency Night HCA Agency Night HCA Agency Twillight HCA Agency Total Staff per 24 her The Reasons below s: Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night TCA	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/08/34
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Twillight HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/00/24
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	0 0 0 0 0	o clude En	o shanced sat azem/sa	0 Patient Sun	0 Observa Mon	o tion (EP)	0 O) as the	0 Thu	o now reco	o orded se Sat on/on/sa	o perately Sun	0 Mon	0 Tue	© Wed	0 Thu	0 Fri	0 Sat	23/08/54	0 Mon	0 Tue	0 Wed	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/00/24
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twilight HCA Twilight Trained Twilight HCA	0 0 0 0 0	0 Fri on/m/s4	o hanced Sat as/m/sa	0 Patient Sun	O Observa Mon oq/m/34	Ontion (EP) Tue as/as/s4	0 O) as the Wed 04/08/24	O ese are in This and anywayse	O PECCE Fri anylogyst	orded se Sat on/on/s4	o perately sun sq/m/s4	0 Mon 11/04/14	0 Tue 12/00/14	0 Wed 11/08/16 3	0 Thu 14/8/14	0 Fri 21/08/24	0 Sat 18/18/14	Sun Sun	0 Mon 18/08/14	0 Tue 15/06/14	0 Wed zq/m/ze	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/00/24
Early HCA Agency Late HCA Agency Late HCA Agency Night HCA EPO Night HCA Agency Total Staff per 24 hrs The Reasons below s Reasons for Shortfall/C Action codes Early Trained Early HCA Late Trained Late HCA Night HCA Twilight HCA Twilight Trained Twilight HCA	0 0 0 0 hould exc	0 Fri on/m/s4	o hanced Sat as/m/sa	Patient ( Sum on/im/24	O Observa Mon oq/m/34	Ontion (EP) Tue as/as/s4	0 O) as the Wed 04/08/24	O ese are in This and anywayse	O PECCE Fri anylogyst	orded se Sat on/on/s4	o perately sun sq/m/s4	0 Mon 11/04/14	0 Tue 12/00/14	0 Wed 11/08/16 3	0 Thu 14/8/14	0 Fri 21/08/24	0 Sat 18/18/14	Sun Sun	0 Mon 18/08/14	0 Tue 15/06/14	0 Wed zq/m/ze	0 Thu	0 Fri 22/88/14	0 Sat	0 Sun	0 Mon	0	22/06/14	O Thu	0 Fri 29/00/24	O Set Myse/se	0 Sun 32/00/24

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																															
Aug-14	T	scond	e			1	Actua	I Off D	utv	1																							
	+																																
Shortfall/Overfill	DAY 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
-	Baseline	01/08/14	02/08/54	08/08/54	04/08/54	05/08/54	06/00/54	07/08/54	00/00/34	09/08/54	10/00/14	21/09/34	12/00/14	23/08/34	14/00/14	25/08/54	36/09/34	27/08/54	18/08/34	29/08/54	20/08/54	21/00/14	22/08/54	28/08/54	24/08/54	25/00/54	26/08/14	27/00/14	20/00/54	29/00/14	30/08/56	31/00/14	
Early Trained	4					1								1																			
Early HCA	4		1							1													1							1	2	1	
Late Trained	4					1								1																			
Late HCA	4																						1							1	1	1	
Night Trained	3																																
Night HCA	3																																
Twilight Trained	0																																
Twilight HCA	0																																
	Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO																																
The Enhanced Patien	it Observi	rtion Nu	mbers (b	EPO) are	to show	the ove	rfill for l	EPO																									
	t Observe	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	
EPO - HCA		Fri		Sun	Mon		Wed	Thu		Sat 09/08/14					Thu 14/00/14		Sat 16/09/14				Wed 20/08/24			Sot 28/08/54	Sun 26/08/14		Tue 26/08/14			Fri 29/00/14		Sun 31/08/14	
EPO - HCA Early HCA EPO	t Observe	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA  Early HCA EPO  Early HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO		Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA Early HCA EPO Early HCA Agency Late HCA EPO Late HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
EPO - HCA  Early HCA EPO Early HCA Agency Lote HCA EPO Lote HCA Agency Night HCA EPO Night HCA Agency	0	Fri	Sat	Sun	Mon	Tue	Wed	Thu																									
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	Fri 05/08/24	Sat	Sun	Mon	Tue	Wed	Thu																									
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	Fri 03/08/34	Sat	Sun	Mon	Tue	Wed	Thu																									

Total Number of Planned Shifts	682
Total Number of Actual Shifts	674
(including EPO)	671

Total Number of Shortfall Shifts	13
Total Number of Overfill Shifts	-
(includes all overfill Agency & EPO)	- 2

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

	SHIFTS	SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	2	10%

# Month Ward FCU Actual Off Duty Aug-14 31 Days in Mon DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 10/08/14 11/08/14 12/08/14 13/08/14 54/08/54 15/38/14 35/08/34 17/08/14 21/08/14 30/08/14 1 Early Trained 1 Early Trained Agency Early HCA 2 Early HCA Agency Late Trained 1 Late Trained Agency 2 2 2 2 2 2 2 2 Late HCA 2 2 2 2 2 2 2 2 2 2 2 2 Late HCA Agency 1 Night Trained 1 1 Night Trained Agency Night HCA 1 2 1 2 2 2 2 2 2 2 Night HCA Agency Twilight Trained Twilight Trained Agency Twilight HCA Twilight HCA Agency The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers DAY Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun 01/m1/re 02/m1/re 02/m1/re 04/m1/re 04/ Early HCA EPO 0 Early HCA Agency Late HCA EPO 0 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 Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Twe Wed Thu Fri Sat Sun Mon Thu Fri Sat Sun Mon Fri Sat Sun Reasons for Shortfall/Overfill & Tue Wed Tue Wed Thu Action codes 09/08/16 10/00/14 21/09/24 12/00/14 23/09/36 14/00/14 25/00/54 36/09/34 23/08/24 18/08/14 29/30/26 20/08/24 21/00/14 22/08/14 20/00/54 26/08/26 25/00/34 25/08/34 Early Trained Early HCA **Late Trained** Late HCA ai Night Trained Night HCA a Twilight Trained Twilight HCA 1st both HCA's sick on night duty - managed to cover with x1 HCA Comments: 16th - HCA to cover patient bon FCU - EPO - for pm shift only until he calmed down 24th - HCA sick unable to cover shift

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																														
Aug-14		FCU				l	Actua	I Off D	)utv	1																						
						ı				ı																						
Shortfall/Overfill	DAY	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
-	Baseline	01/08/14	02/08/54	08/08/54	04/00/54	05/08/14	06/00/54	07/08/14	08/08/34	09/08/14	10/08/14	21/09/14	12/00/14	13/08/14	14/00/14	25/08/54	16/09/14	17/08/54	18/08/54	29/39/54	20/08/54	21/06/14	22/08/54	29/08/54	24/08/14	25/00/34	26/09/14	27/08/14	29/09/14	29/00/14	30/08/56	21/00/14
Early Trained	1																															$\perp$
Early HCA	2																															
Late Trained	1																															
Late HCA	2																1															
Night Trained	1																															
Night HCA	2	1																							1							
Twilight Trained	0																															
Twilight HCA	0																															
The Enhanced Patient	t Observa	tion Nu	nbers (E	PO) are	to show	the ove	rfill for l	EPO																								
EPO - HCA		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
		01/08/14	62/08/54	08/08/54	04/00/54	05/08/14	06/00/54	07/08/14	08/08/34	09/08/54	10/08/14	11/09/14	12/00/14	13/08/34	14/00/14	25/08/54	16/09/14	17/08/54	18/08/14	19/08/14	20/08/54	21/00/14	22/08/54	23/08/54	24/08/14	25/00/34	26/08/14	27/08/14	29/09/14	29/00/14	30/08/36	21/30/34
Early HCA EPO	0																															—
Early HCA Agency																																—
Late HCA EPO	0																1															$\bot$
Late HCA Agency																																—
Night HCA EPO	0																															↓
Night HCA Agency																																$\bot$
Twilight HCA EPO	0																															$\perp$
Twilight HCA Agency																																↓
	ts (Falls)																															
Incidents (Med																																
Incidents (S	Staffing)																															
																											•					

Total Number of EPO shifts

shifts

Total Number of Agency EPO

Total Number of Shortfall Shifts

Total Number of Overfill Shifts

(includes all overfill Agency & EPO)

Total Number of Planned Shifts

Total Number of Actual Shifts

(including EPO)

279

277

PLANNED SHIFTS

21

Sister/Charge Nurse M-F Supervisory Shifts

ACTUAL SHIFTS

17

81%

Month		Year				Ward	1																									
August		2014				ED				I	Actua	ctual Off Duty																				
	DAY	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
hifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
arty Trained	9	8	8	8	9	9	9	9	9	9	9	9	9	9	9	9	9	8	9	9	9	9	9	8	10	9	9	9	9	9	9	9
earty HCA	5	6	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	4	4	6	6	6	5	6	4	5	5	5	5
ate Trained	10	10	10	9	10	10	10	10	9	10	11	9	10	10	10	10	9	10	9	10	10	10	10	9	10	9	10	10	10	9	10	10
ate HCA	6	6	6	6	6	6	6	6	6	6	6	6	6	4	5	6	6	6	7	6	5	5	6	6	6	6	7	5	5	5	6	6
Night Trained	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Night HCA	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	3	3	3	3	3
Twilight Trained	2	1	1	0	2	2	1	2	1	1	2	2	2	2	2	1	1	1	2	2	2	2	1	1	1	2	2	2	2	2	1	1
Twilight HCA Sister/Charge Nurse	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	1	1	1	1	1
Supervisory Shifts	-				-	-	-					-																				
Enter Y or N)																																
Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	9	1	1	1														1						1	1							
Earty HCA	5	1												1							1	1	1	1	1		1	1				
Late Trained	10			1					1		1	1					1		1					1		1				1		
ate HCA	6					├								2	1				1		1	1					1	1	1	1		<u> </u>
Night Trained	6											├																				<u> </u>
Night HCA	3			,		├						├				4	1			-							-			<del>                                     </del>		
Twilight Trained	2	1	1	- 2	_	├	1		1	1		├				1	1	1		-			1	1	1		-			<del></del>	1	1
Twilight HCA	1																															
Incident					-				-																					_		_
Incidents (Med	-				-				-											_												_
Incidents (S	taffing)																															
Total Number of	Shifts	1176	Total Number of Shortfall Shifts									41		Total I	Vumber	of Over	fill Shift	s				9		Sister/	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	0
Reasons for Shortfall/	Overfill and	d Action o	odes																													
arly Trained		н	н	н														н						F	н							
Early HCA		N								н	N			A							D	D	н		н	н	н					
Late Trained													A						н					F								
Late HCA														A	A		D		0		A	A					н	н	н	н		
Night Trained																																
Night HCA																	A															
Twilight Trained																																
Twilight HCA																																
Comments: H relates to the decission being made not to cover or unable to cover via overtime or agency. Also LT Sickness returned to work so increased numbers on some shifts when shifts																																
correct level. O when	we had ST:	Sickness t	rainned a	and HCA s	upport wa	s gained t	to suppor	t																								

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
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
5	Decision taken not to cover
t	Other (enter a comment)