

## **Trust Board of Directors**

Thursday 31<sup>st</sup> July 2014.

## Nurse Staffing Report - July 2014

#### 1.0 Introduction

The Trust Board has been receiving regular nurse staffing reports, providing a 'shift by shift' analysis of agreed staffing ratios for wards across Sherwood Forest with the total shortages for both registered and non-registered nurses. An analysis of DATIX incidents have also been included within previous reports.

This report gives an update on the national guidance re reporting and publishing of nurse staffing and provides an analysis of the June 2014 data in line with national recommendations

## 2.0 National Update

The National Quality Board produced guidance on establishing and maintaining appropriate nurse and midwifery staffing levels (How to ensure the right people, with the right skills are in the right place at the right time, 2013). This guidance set out ten expectations to providers and commissioners in meeting the expectations of people who use their services.

In May 2014, NHS England published more guidance on the mandatory requirements for reporting nurse staffing. It stipulated that the national data collection for nurse staffing would take place through a template on UNIFY and would involve reporting total planned and actual staff numbers for registered nurses and midwives and care staff by 'day' and 'night' shifts. The template then calculates the % fill rates. Since this guidance the Trust has uploaded its data onto UNIFY by the national deadline – 12 noon on the 10<sup>th</sup> of each month.

On 24th June 2014, the data on staffing fill rates for nurses, midwives and care staff was published on NHS Choices website. This means that the public are able to view data by hospital and by ward. In addition, NHS Choices will be developing the safety section on their website to include a greater range of detailed information enabling public and patients to compare Trusts

#### 2.1 NICE Guidance

In July 2014 NICE published guidance for safe staffing in adult inpatient wards in acute hospitals. It recommends a systematic approach at ward level to ensure patients receive the nursing care they need, regardless of the ward to which they are allocated, the time of the day, or the day of the week. The guideline identifies organisational and managerial factors that are required to support safe staffing for nursing, and makes recommendations for monitoring and taking action if there are not enough nursing staff available to meet the nursing needs of patients on the ward. This is the first guideline for this new NICE work programme. Further guidance is being developed. The Trust is currently assessing the guidance to ensure it is compliant with recommendations, but the Trust has responded appropriately to previous guidance

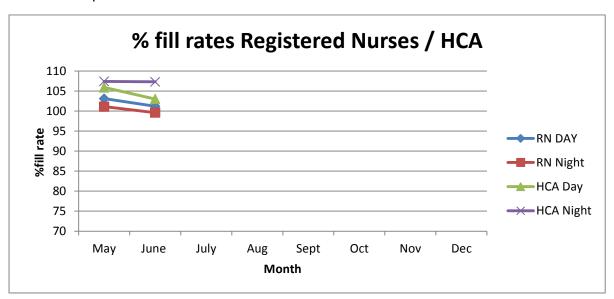
## 3.0 Staffing data for June 2014 - Planned versus Actual nurse staffing provision.

The Trust submitted its UNIFY data on 4<sup>th</sup> July 2014 (Appendix 1). A significant amount of work was required to generate this information and there is still further work to be implemented to improve data validity.

June 2014	Day	Day	Night	Night
Site Name	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
Site realine	(70)	(/0)	(/0)	care starr (70)
King's Mill Hospital	100.2%	108.7%	99.3%	112.3%
Mansfield Community Hospital	107.5%	100.0%	100.4%	109.6%
Newark Hospital	96.3%	100.3%	99.2%	100.0%

#### 3.1 Trust Fill rates

A total of 31 areas were included on the reporting template. This included all adult inpatients, children's ward, critical care, maternity inpatients. Overall actual staff available matched or exceeds the plan



It must be noted that the establishments are set on the current skill mix and numbers, but the additional night RGN (Keogh recommendation) is included within the current establishments. New establishments will be set ward by ward as the additional nurses are recruited.

## Overall RAG rating for the Divisions

	Regist	ered nurses (RN)	НС	A
Division	Day	Night	Day	Night
Medicine				
Surgery				
Womens				
Paediatrics				

The paediatrics 'red' is related to:

Ward 25 - The ward is experiencing staffing gaps with HCAs (sick and maternity leave). The ward risk assess where best to place the HCAs they do have available during the next duty rota. The night times tend to be quieter and the ward also reduce capacity by 10 beds. The RN staffing levels are at the planned level for nights to provide adequate RN cover. If the nursing care demands are high, additional hours are requested – these tend to be filled by their own staff, as paediatric experienced HCAs are not commonly available.

NICU - The reduction in the fill rate of health care workers on is due to a 1.11 wte vacancy plus annual leave. Support worker shifts are difficult to cover with bank or agency due to the speciality, so they are covered by a RN when required, resulting in an overfill in RN numbers. Beds have been reduced in NICU to ensure the numbers of patients are safely cared for until recruitment is completed. This is being closely monitored by the surgical divisional team, with regular updates to the Executive team

4.0 Variation (All shifts ward by ward have been presented in appendix 2)

Variation from planned falls in to two key categories: over or under

Contributory factors include acuity and dependency of patients and the need for enhanced patient observations.

Acuity relates to the level of skilled intervention required such as cardiovascular observations or the management of intravenous fluids, whereas dependency relates to the core activities of daily living such as washing, dressing, feeding, or walking to the toilet. Dependency can also relate to the need for enhanced patient observation particularly for patients with cognitive impairment, short-term memory loss or dementia.

#### 4.1 Additional shifts / overfills

In total for June there were 678 enhanced patient observation shifts declared on the current staffing template of which:

Ward 12 – 74 overfilled shifts due to acuity, activity and enhanced patient support

**Ward 35** – 138 overfilled shifts due to a patient being held under a deprivation of liberties requiring 24hour supervision and fluctuating dependencies, requiring enhanced patient support.

Ward 41 – 156 overfilled shifts due to enhanced patient observations

Ward 42 – 87 overfilled shifts due to enhanced patient observations

## 4.2 Areas where a shift shortfall was registered

Some areas may have a shortfall due to vacancies, maternity leave or short-term sickness that cannot be filled by temporary staff. Many areas will cross cover, so there may appear to be a short fall that is deemed acceptable as staff will be redeployed from other areas within the divisions to maintain core levels of safety. Some areas appear to have a shortfall but an assessment felt the staffing levels were appropriate for the level of patient needs or the number of patients.

Areas which identified a short fall included

**Critical Care Unit:** The variation between planned and actual for the Unit was related to acuity and dependency of the patients. At no time was there less than the required number of registered nurses to provide either 1:1 care for ventilated patients or 1:2 care for high dependency patients.

**Cardiology ward 23-**variation indicates the planned staffing was not met, however the staffing levels available were appropriate for the demand at that time. This was monitored closely by the Divisional Matron. There is currently an assessment of whether the funded staffing levels exceed the demands of the patients, as cardiology care has become less invasive and intensive.

**Maternity Services** – Whilst the actual hours may differ from the plan, this is due to the workforce flexing and relocating as women progress through their pathway of care.

## 5.0 Quality and safety

As part of the work to understand the links between staffing levels and patient outcomes, it was agreed to collate a range of indicators ward by ward. These include Datix incidents in relation to staffing, medication errors and falls causing harm. It is important to note that a number of issues can influence the quality of care and therefore care should be taken in making any direct links between the nurse staffing fill rates data and quality indicators.

There were a total of 38 incidents with regards to falls and medication errors reported in June (refer to appendix 2):

- There were 26 falls across the areas within this report. Some of these falls occurred when there were shortfalls on the day but when correlated with the timing of the incidents only Ward 23 had a harm incident when there was an actual shortfall in staffing. The majority of falls occurred when there was a full complement of staff. Likewise some wards had falls when there were additional staff present.
- There were 4 medication incidents but these predominantly do not appear related to shortfalls in staffing. Sconce ward had a RN shortfall and a medication error related to miss reading a drug administration chart.
- There were 8 reported staffing incidents for the wards, most were related to requests for extra support for enhanced patient observation or increase in RN to patient ratio.
- There was 1 reported incident in ED and this did not relate to a shortfall of staff and 0 incidents in EAU despite their shift shortfalls

## 6.0 Capacity and capability:

In terms of the capacity and capability for wards to achieve and maintain safe levels of care,

There is a robust recruitment strategy in place, which is now starting to have a positive impact on overall vacancy rates for nursing.

Where there are concerns about shortfall in staffing levels, staff are aware of the trust escalation process and have opportunity each morning to raise concerns in the capacity and flow meeting or to the duty nurse managers and capacity and flow coordinators. They assist staff in assessing the level of risk on the ward reporting a shortfall, and the potential risks to consider when redeploying staff from another ward / area to resolve the initial issue.

#### 7.0 Conclusion

There is no indication that overall staffing levels fail to meet the required levels to maintain safety. There remains a reliance on temporary staffing solutions to meet the changing demands in acuity and dependency and to manage short notice absence. Robust recruitment plans and clear processes for monitoring staffing levels and standards of care are in place.

Evidence from complaints, incidence and patient feedback would suggest that standards of care generally meet expectations. The introduction of an additional registered nurse on night duty has been sustained. There were very few night shifts across all wards where the minimal Keogh levels were not met during June. This means we have sustained the Keogh recommendations on our inpatient wards.

Overall the trust is able to meet the nursing care time demands, and has systems in place to allow for a flexible responsive provision of care. Recruitment is active and will continue so that all established and new posts are filled.

#### 8.0 Recommendations

- To note the current nurse staffing data submitted onto the UNIFY template for July 2014 (June 2014 data)
- To note the themes around reasons for over/under filled shifts
- To continue to receive monthly reports

Susan Bowler

**Executive Director of Nursing** 

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

						Monthly	y Hours					
		stered		Care St	aff- Day			stered		Care Sta	ff Nights	
	midwives/r		Average fill rate -			Average fill		urses nights	Average fill rate -			Average fill
Ward name	Total	Total	Day registered	Total	Total	rate - Day	Total	Total	nights registered	Total	Total	rate -
	monthly	monthly	nurses/midwives (%)	monthly	monthly	care staff (%)	monthly	monthly	nurses/midwives (%)	monthly	monthly	nights care
	planned	actual staff	. ,	planned	actual staff	( )	planned staff hours	actual staff	` '	planned	actual staff	staff (%)
	staff hours	hours		staff hours	hours	ed care and Surg		hours		staff hours	hours	
Ward 11	1080	1080	100.0%	1080	1080	100.0%	990	990	100.0%	660	660	100.0%
Ward 12	1080	1080	100.0%	1080	1428	132.2%	990	990	100.0%	660	836	126.7%
Ward 12	1440	1440	100.0%	1440	1464	101.7%	990	1012	100.0%	990	1023	126.7%
Ward 31	1080	1116	103.3%	1080	1080	100.0%	990	990	100.0%	660	693	105.0%
Ward 32	1080	1098	101.7%	1080	990	91.7%	990	957	96.7%	660	649	98.3%
ICCU	2880	2844	98.8%	360	258	71.7%	2640	2519	95.4%	330	231	70.0%
DCU	1056	1062	100.6%	546	516	94.5%	504	504	100.0%	231	231	100.0%
		9720	100.6%	6666	6816	98.8%	8094	7962	99.4%	4191	4323	100.0%
Totals	9696	9720	100.6%	0000	0010	Paediatrics	6094	7902	99.4%	4191	4323	100.4%
NICU	1080	1188	110.0%	360	228	63.3%	990	1023	103.3%	330	275	83.3%
Ward 25	2520	2352	93.3%	720	690	95.8%	1980	1936	97.8%	330	88	26.7%
Totals	3600	3540	101.6%	1080	918	79.5%	2970	2959	100.5%	660	363	55.0%
TOTALS	3000	3340	101.6%	1000		ens and Childre		2909	100.5%	660	303	55.0%
Ward 14	1080	1092	101.1%	1080	1062	98.3%	990	990	100.0%	660	638	96.7%
Inpatient	1080											
Maternity	3600	3186	88.5%	1440	1362	94.6%	2970	2834.5	95.4%	1320	1067	80.8%
Totals	4680	4278	94.8%	2520	2424	96.4%	3960	3824.5	97.7%	1980	1705	88.8%
						Medicine						
Ward 22	1080	1422	131.7%	1080	1140	105.6%	990	990	100.0%	660	715	108.3%
Ward 23	2160	1824	84.4%	720	876	121.7%	1650	1628	98.7%	330	429	130.0%
Ward 24	1080	1164	107.8%	1080	1116	103.3%	990	1001	101.1%	660	737	111.7%
Ward 33	1080	1236	114.4%	1080	1062	98.3%	990	990	100.0%	660	748	113.3%
Ward 34	1080	1110	102.8%	1080	1128	104.4%	990	990	100.0%	660	660	100.0%
Ward35	1080	1242	115.0%	1080	1488	137.8%	990	1012	102.2%	660	1089	165.0%
Ward 36	1080	1284	118.9%	1080	1104	102.2%	900	948	105.3%	660	693	105.0%
Ward 41	1080	1092	101.1%	1080	1698	157.2%	990	990	100.0%	660	1221	185.0%
Ward 42	1080	1230	113.9%	1080	1284	118.9%	990	990	100.0%	660	946	143.3%
Ward 43	1440	1446	100.4%	1080	1074	99.4%	1320	1320	100.0%	660	660	100.0%
Ward 44	1080	1104	102.2%	1080	1146	106.1%	990	990	100.0%	660	726	110.0%
Ward 51	1440	1404	97.5%	1080	1416	131.1%	990	979	98.9%	660	1056	160.0%
Ward 52	1800	1746	97.0%	1080	1452	134.4%	990	1023	103.3%	660	946	143.3%
Stroke Unit	2880	2706	94.0%	1800	2112	117.3%	1650	1639	99.3%	1320	1705	129.2%
Chatsworth	720.00	780.00	108.3%	1080.00	1020.00	94.4%	660.00	660.00	100.0%	330.00	330.00	100.0%
Lindhurst Ward	720.00	768.00	106.7%	1080.00	1104.00	102.2%	660.00	667.50	101.1%	330.00	425.50	128.9%
Oakham Ward	720.00	774.00	107.5%	1080.00	1116.00	103.3%	660.00	660.00	100.0%	330.00	330.00	100.0%
Sconce Ward	1440	1374	95.4%	1440	1452	100.8%	990	979	98.9%	990	1001	101.1%
Fernwood	360	360	100.0%	720	714	99.2%	330	330	100.0%	660	649	98.3%
Totals	23400	24066	105.20%	20880	23502	112.50%	18720	18786.5	100.4%	12210	15066.5	122.7%

Month		Year				Ward																										
lune		2014				ED					Actua	al Off I	Outy																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
hifts	Baseline	1	MON 2	301	WED 4	5	6	3A1	3UN 8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	3
arly Trained	9	9	8	10	10	10	10	9	9	9	9	9	9	8	8	9	9	9	9	9	10	9	9	8	9	9	8	9	9	8	9	_
arly HCA	5	4	6	5	5	5	5	4	5	5	5	5	4	5	5	5	5	4	5	5	5	6	5	4	5	4	5	5	5	5	5	Т
ate Trained	10	10	10	9	10	10	9	10	10	10	10	10	10	10	10	10	10	10	10	10	11	10	10	9	10	10	9	10	10	9	9	
ate HCA	6	5	5	5	6	5	6	5	5	6	5	6	5	5	6	6	7	6	6	6	6	6	6	6	5	4	6	6	5	6	5	
light Trained	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	7	6	6	6	6	6	6	6	
Night HCA	3	3	3	3	3	3	3	3	3	3	6	6	7	4	3	3	3	3	3	4	4	3	3	2	3	3	2	3	3	3	3	
Wilight Trained	2	1	1	2	2	2	1	1	1	2	2	2	1	1	1	1	2	2	2	2	2	0	1	2	1	2	2	2	2	1	2	
Twilight HCA	1	0	1	1	0	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	0	1	1	1	0	1	1	
Sister/Charge Nurse Supervisory Shifts (Enter																																
(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	3
Early Trained	9		1	1	1	1	1							1	1						1			1			1			1		
Early HCA	5	1	1					1					1					1				1		1		1						
Late Trained	10			1			1														1			1			1			1	1	
Late HCA	6	1	1	1		1		1	1		1		1	1			1								1	2			1		1	Г
Night Trained	6																							1								
Night HCA	3										3	3	4	1						1	1			1			1					
Twilight Trained	2	1	1				1	1	1				1	1	1	1						2	1		1					1		
Twilight HCA	1	1			1			1	1													1			1				1			
Incidents	(Falls)																1															
Incidents (Medic	cation)																															
Incidents (St	affing)																															
Total Number of Si	hifts	1176		Total N	Vumber	of Short	fall Shi	fts				55		Total N	lumber	of Over	fill Shift	s				23		Sister/	Charge	Nurse To	otal Nu	mber of	Superv	isory Sh	ifts	0
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Reasons for Shortfall/O	verfill and	Action co	odes					_																								
Early Trained				n	n	n	n														n						ь			a		
Early HCA																																
ate Trained																					n						ь				h	
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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
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)

## Narrative

ED

Staffing is used flexible to accommodate increased and decreased patient activity. Staff coming on duty is staggered at the beginning and at the end of the day. The majority of staff is available in the middle of the day when the department sees most patients. Gold standard is to have two trained twilights on each day to support the night shift one finishing at midnight and one at 1am, however this can at times just be one due to the volume of mat leave. There is also an HCA band 3 who also supports the night shift on a 5-1am. There is also EN/ANP cover up until midnight.

•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
3240	3186	2160	2076	2310	2277	1980	1925	98.3%	96.1%	98.6%	97.2%

Month		Year				Ward																										
june		2014				eau					Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	9	8	9	10	9	9	9	9	8	9	9	9	7	9	9	9	9	10	9	8	10	10	8	9	12	9	10	8	9	9	
Early HCA	6	6	6	7	6	6	6	6	6	5	5	5	5	5	6	5	6	6	6	7	4	6	6	7	7	5	8	6	7	5	5	
Late Trained	9	9	9	9	10	9	10	9	9	8	9	9	9	7	8	9	9	9	9	9	9	8	10	8	8	11	9	10	9	9	9	
Late HCA	6	6	5	7	6	5	6	5	6	4	6	5	5	4	6	5	6	6	6	6	4	6	7	6	7	5	7	7	6	5	5	
Night Trained	7	7	7	8	7	7	7	6	7	7	7	6	7	7	7	7	7	7	7	6	7	7	7	7	7	7	7	7	6	7	7	
Night HCA	6	7	5	6	5	6	5	7	6	5	6	6	6	6	6	7	6	7	6	6	6	6	5	5	6	8	6	5	3	5	6	
Twilight Trained									_											_											$\vdash$	
Twilight HCA Sister/Charge Nurse																																
Supervisory Shifts			у		у	у				у	y	у	у				у	y	у	у					y	у		у				
(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				2					1		1	1	1	1		3		1	1			
Early HCA	6			1						1	1	1	1	1		1				1	2			1	1	1	2		1	1	1	
Late Trained	9				1		1			1				2	1							1	1	1	1	2		1				
Late HCA	6		1	1		1		1		2		1	1	2		1					2		1		1	1	1	1		1	1	
Night Trained	7			1				1				1								1									1			
Night HCA	6	1	1		1		1	1		1						1		1					1	1		2		1	3	1		
Twilight Trained	0																														igspace	
Twilight HCA	0																															
Incidents	(Falls)																														$\square$	
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Incidents (Sto	affing)																															
			r 1																													
Total Number of Si	hifts	1204		Total N	lumber	of Short	tfall Shi	fts				55		Total I	lumber	of Over	fill Shift:					33 Sister/Charge Nurse Total Number of Supervisory Shift						fts	14			
Reasons for Shortfall/O	verfill and	Action o	odes																													
Early Trained			h		1		h	1						a					1		h	1	1	h		1		1	h	1		
Early HCA				- 1					d	h	h									1	ha			1	1	a	1		- 1	a	a	
Late Trained					1		- 1	1							h							Jh	1	h	8	1		1		1		
Late HCA			h	1		h		h	d	h				a							ha		1	1	1	a	1	1		a		
Night Trained				h			h	h																		1			f			
Night HCA		- 1			d			- 1	d							- 1		-						d				- 1	hd	e		
Twilight Trained																																
Twilight HCA																																
	h = bank o							some occ	asions we	had enha	inced pati	ients on th	ne unit ar	id had to i	itilise own	ı staff																
on the days I am not in	the office	I will hav	e a workk	oad of pat	bents out	on the ur	nft																									

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

Code	Overfill Reasons
i	Enhanced pt observation
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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)

FALL	Narrative
EAU	Not required this month

_	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1056	1062	546	516	504	504	231	231	100.6%	94.5%	100.0%	100.0%

Month		Year				Ward																										
une		2014				Day C	ase				Actua	I Off D	outy																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TU
nifts	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
rly Trained	4	c	4	4	4	4	4	3	c	4	4	4	4	4	2	с	4	4	4	4	4	2	c	4	4	4	4	4	2	c	4	no
irly HCA	2	c	2	2	2	2	2	1	С	2	2	2	2	2	1	с	2	2	2	2	2	1	с	2	2	2	2	2	1	c	2	no
ste Trained	4	c	4	4	4	4	4	с	c	4	4	4	4	4	с	с	4	4	4	4	4	С	c	4	4	4	4	4	С	c	4	no
ste HCA	2	c	2	2	2	2	2	С	c	2	2	2	2	2	С	С	2	2	1	2	2	С	c	2	1	2	2	2	С	c	2	n
ght Trained	2	C	2	2	2	2	2	С	С	2	2	2	2	2	С	С	2	2	2	2	2	С	С	2	2	2	2	2	С	С	2	n
ight HCA	1	c	1	1	1	1	1	С	С	1	1	1	1	1	С	С	1	1	1	1	1	С	С	1	1	1	1	1	С	С	1	no
wilight 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
wilight HCA ster/Charge Nurse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
pervisory Shifts																																
nter Y or N)																																
ortfall/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
arty Trained	4																															
arty HCA	2																															
ate Trained	4																															
ate HCA	2																															
ight Trained	2																															$\perp$
light HCA	1																															_
Wilight Trained	0																															
wilight HCA	0																															_
Incidents	(Falls)																															_
Incidents (Medi	cation)																															
Incidents (St	affing)																															
otal Number of S	hifts	420		Total N	lumber	of Short	fall Shif	îts				0		Total N	lumber	of Over	fill Shift:	;				0		Sister/0	Charge I	Nurse To	otal Nun	nber of	Supervi	sory Sh	ifts	0
easons for Shortfall/C	verfill and	Action o	odes																													
arly Trained								h							h							h							h			
arty HCA								h							h							h							h			
ate Trained																									h							
ate HCA																																
light Trained																																
light HCA																																
wilight Trained																																
wilight HCA																																
	The unit a	ctivity re	duces on	a Saturda	y morning	as it rem	ains oper	only to d	fischarge s	o the staf	fing level	is less. The	e excepti	o to this is	on the 7t	h June w	hen an ext	tra RN wo	rked to co	ver an ad	ditional lis	t (waitin	g list initia	itive)								
4/06/2014 - HCA Vaca	ncy																															

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)

DCII	Narrative
DCO	Not required this month

•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
2880	2844	360	258	2640	2519	330	231	98.8%	71.7%	95.4%	70.0%

Month		Year				Ward																										
June	]	2014				ICCU				Ī	Actua	I Off	Duty																			
										<u>.                                    </u>																						
Shifts	DAY Baseline	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30	31
Early Trained	8	8	7	8	7	6	7	7	7	8	9	8	8	9	8	10	10	9	10	9	8	8	8	7	7	6	8	10	8	8	7	21
Early HCA	1	1	1	1	1	1	1	1	1	1	0	0	0	1	1	1	1	1	1	1	1	0	0	1	1	1	1	1	1	1	1	
Late Trained	8	7	6	8	7	6	6	7	8	10	9	9	9	8	8	9	10	10	10	9	8	6	6	7	7	6	7	10	8	7	6	
Late HCA	1	1	1	1	1	1	1	0	1	0	0	0	0	0	1	1	1	0	1	1	1	0	0	0	1	0	0	1	1	1	1	
Night Trained	8	8	8	8	7	7	7	6	8	9	9	8	8	8	7	10	9	9	9	8		6	6	8	8	6	8	10	9	8	7	
Night HCA	1	1	1	1	1	0	0	1	0	0	1	1	1	1	1	0	1	1	0	0	1	1	1	1	0	0	1	1	1	1	1	
Twilight Trained	0						_			-																	-					
Twilight HCA Sister/Charge Nurse	0		у		v		v				v	v		v				v		v	v				v						v	
Supervisory Shifts (Enter Y or N)	-		7	,	,	7	,			,	,	7	Y	,			,	· ·	,	7	y			y	,	7	,	Y			y	
Emer t or NJ																																
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	8		1		1	2	1	1	1		- 1			1		2	2	1	2	1				1	1	2		2			1	
Early HCA	1									2	1	1	1					,				1	1			-						
Late Trained  Late HCA	8	1			1	-		1	_	2	1	1	1	1	_	1	2	2	2	1		- 4		1	1	- 4	1	2		1		
Night Trained	8		_		1.	1	1.	2		1	1		_	-	1	2	1	1	1		8	2		-		2	-	2	1		1.	
Night HCA	1					1	1		1	1						1			1	1					1	1						
Twilight Trained	0																															
Twilight HCA	0																															
Incidents	s (Falls)																															
Incidents (Medi	ication)																															
Incidents (St	_																															
				•																												
Total Number of S	ihifts	756		Total N	lumber	of Shor	tfall Shi	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Total Number of S			odes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	Vumber	of Over	fill Shift	s				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
			codes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C			odes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	Number	of Over	fill Shift					37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained			odes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	Total Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained			codes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA			codes	Total M	lumber	of Shor	tfall Shij	fts				80		Total I	Number	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained			codes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	Number	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA			codes	Total N	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total M	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total A	lumber	of Shor	tfall Shij	fts				80		Total I	Number	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total A	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift	5				37		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total	lumber	of Shor	tfall Shij	fts				80		Total I	lumber	of Over	fill Shift					37		Sister	Charge	Nurse T	Total Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total	lumber	of Shor	tfall Shi	fts				80		Total I	lumber	of Over	fill Shift					37		Sister	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained			codes	Total M	lumber	of Shor	tfall Shi	fts				80		Total I	lumber	of Over	fill Shift					37		Sister	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained		d Action c	odes Reas		lumber	of Shor	tfall Ship	fts		Code	Overfil	80	15	Total I	lumber	of Over	fill Shift	5	Code	Action	s Taken	37		Sister/	Charge	Nurse 1	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Overfill and	Short fe	all Reas			of Shor	tfall Shij	fts		Code					llumber	of Over	fill Shift	5	Code		5 Taken			Sister/	Charge	Nurse T	Cotal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code	Shortfe Sicknes	all Reas	ons t notice			tfall Shij	fts			Enhand	I Reason			Vumber	of Over	fill Shift	5		HCA co		N role		Sistes/	Charge	Nurse T	Cotal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code a b	Shortfe Sickness Carersy	all Reas	ons t notice	short no		tfall Shij	fts			Enhand Supern	I Reason	bservat		Vumber	of Over	fill Shift	5	0	HCA co	vered R	N role	d in nur		Charge	Nurse T	Cotal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code b c	Shortin Sickness Sickness Staff m DNA Bil	sil Reas ss (short /Bereav noved to ank	ons t notice ement (	short no		tfall Shij	fts		j	Enhand Supern	I Reason	bservat		lumber	of Over	fill Shife	5	o P	HCA co RN cov Studen	vered R ered HC	IN role		nbers	Charge	Nurse T	Total Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code a b c d e	Shortin Sickness Caress DNA B Cancel	sil Reass ss (shorr or or o	ons t notice ement (	short no		tfall Shij	fts		i j k l	Enhand Supern Reduce Audit Link W	Resson  ced pt o  umery  d Occu  ork	bservat pancy	ion	lumber	of Over	fill Shift		o p q r	HCA co RN cov Studen Staff n Decisio	vered R ered HC t Nurse loved in on taken	N role Ca role from a not to	nother cover	nbers	Charge	Nurse 1	Total Nu	mber of	Supervi	isory Sh	ijts	21
Reasons for Shortfall/C Early Trained Early Trained Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code a b c d	Shortle Sicknes Cares, DNA Bi DNA A	sil Reas ss (shorn Bereau mount led Ban gency	ons t notice; ee anothe	short no		tfall Shij	fts		i j k	Enhand Supern Reduce Audit Link W	I Reason umary	bservat pancy	ion	lumber	of Over	fill Shife	5	o P q	HCA co RN cov Studen Staff n Decisio	vered R ered HC t Nurse loved in	N role Ca role from a not to	nother cover	nbers	Charge I	Nurse 1	iotal Nu	mber of	Supervi	sizory Sh	ifts	21
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b c d e	Shorts Sickness Carersy Staff m DNA Bi DNA Bi Cancel DNA Cancel	ail Reas ss (shorr /Bereau noved to ank lied Ban gency	ons t notice; ee anothe	i Ishort mea		etfall Shij	fts		i j k l	Enhand Supern Reduce Audit Link W	Resson  ced pt o  umery  d Occu  ork	bservat pancy	ion	lumber	of Over	Shift Shift		o p q r	HCA co RN cov Studen Staff n Decisio	vered R ered HC t Nurse loved in on taken	N role Ca role from a not to	nother cover	nbers	Charge	Nurse 1	Cotal Null	mber of	Supervi	Shape of the state	ifts	21

## Narrative

ICCU

Staff are flexed depending on patient occupancy. Staffing levels reflect this and appropriate staffing levels were maintained at all times.

•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1188	360	228	990	1023	330	275	110.0%	63.3%	103.3%	83.3%

Month		Year				Ward																										
June	1 1	2014			1	NNU				I	Actus	I Off I	Juty																			
June		2014			J	14140				I	Actu		July																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	3	3	3	3	3	3	3	3	4	3	3	3	4	3	3	4	3	4	4	3	4	3	4	4	3	4	3	3	3	4	
Early HCA Late Trained	3	3	3	3	3	3	3	3	3	4	3	3	3	0	3	3	0	3	4	4	3	3	3	0	0	3	3	3	3	3	0	
Late HCA	1	1	0	1	1	1	1	1	1	0	0	1	1	0	0	1	0	1	0	0	1	1	1	0	0	1	1	1	1	1	0	
Night Trained	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	3	3	3	3	3	
Night HCA	1	1	1	0	1	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	1	1	1	1	1	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts			Y	N	Y	Y	Y			Y	Y	Y	N	Y			Y	N	N					Y	Y		Y		N		N	
(Enter Y or N)																																
			-			_	-	_	-																							
Shortfall/Overfill	Baseline 3	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 Early HCA	1		1							1	1			1	1		1		1	1		1		1	1		1				1	
Late Trained	3		_1			_		_		1	-			1	-		1		1	1				1	1						1	
Late HCA	1		1							1	1			1	1		1		1	1				1	1						1	
Night Trained	3			1														1								1						
Night HCA	1			1					1									1							1	1						
Twilight Trained	0																															
Twilight HCA	0																															
Incidents	s (Falls)																															
Incidents (Media	ication)												1																			
Incidents (St	_											1						1														
	,,9/											1						1														
Total Number of S	ihifts	336		Total N	lumber	of Short	tfall Shij	fts				27		Total N	lumber	of Over	fill Shift:					21		Sister/0	Charge	Nurse T	otal Nu	mber of	Supervi	sory Shi	fts	12
Reasons for Shortfall/C	Overfill and	Action o	codes																													
Early Trained														P			P		P													
Early HCA			н								н				н																	
Late Trained														P			P		Р													
Late HCA			н								н				н																	
Night Trained				P														P								P						
Night HCA									н																兹							
Twilight Trained																																
Twilight HCA																																
Comments:	,								_							-									-							
H AGENCY UNABLE TO																																
T Acting ward leader or	n call from	home																														

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
h	Other (enter a comment)

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

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

NICU

The reduction in the fill rate of health care workers on is due to a 1.11 wte vacancy plus annual leave. Support worker shifts are difficult to cover with bank or agency due to speciality, so they are covered by RN when required, resulting in an overfill in RN. Beds have been reduced in NICU to ensure the number of patients are safely cared for until recruitment is completed

				June 2014	4 Informatio	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
3600	3186	1440	1362	2970	2834.5	1320	1067	88.5%	94.6%	95.4%	80.8%

lonth		Year				Ward																										
une		2014				Inpat	ient N	/latern	ity		Actu	al Off [	Outy																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	_
ifts	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	
rly Trained	10	10	9	10	8	9	9	8	8	10	9	11	9	10	9	10	9	9	10	9	8	7	8	9	9	8	9	8	8	9	9	Т
rfy HCA	4	4	3	5	4	4	3	4	4	4	4	5	4	4	3	3	4	5	4	5	5	4	4	4	5	4	5	4	4	3	3	$\top$
te Trained	10	9	9	10	7	8	9	8	9	10	9	9	8	9	9	9	10	9	10	9	9	7	8	9	9	8	8	8	9	9	9	T
te HCA	4	3	3	4	4	4	2	4	3	4	4	5	4	4	2	3	3	4	3	4	4	3	4	3	4	5	4	3	4	2	3	Т
tht Trained	9	8	9	9	8	9	9	8	8	8	9	9	9	8	9	9	8	9	9	9	9	8	9	9	7	9	9	9	8	8	8	T
nt HCA	4	3	2	2	4	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	4	3	4	4	3	4	4	3	3	4	4	Ι
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Interviews were conducted on the 12<sup>th</sup> June to fill Midwifery vacancies and we successfully recruited to 7wte posts (recruited x9 members of staff), x 3 of whom will commence employment with the Trust on the 4<sup>th</sup> August and by the end of September we should have our current vacancies with a mixture of experienced and newly qualified midwives.

Vacancy amongst Band 2 HCSW's (2.5wte) is being advertised in this week's vacancy bulletin, these posts are usually very popular, we do not anticipate any problems recruiting to these posts.

There are varying levels of sickness comprising of both long term and short term, these have contributed to the gaps in the rosters. The sickness policy is being followed; staff are having return to work interviews and reviews as per policy. Individuals off on long term sick leave have had reviews undertaken or are planned, in accordance with the policy.

Inpatient

Maternity

Were the off duty reflects further gaps in staffing numbers due to short term sickness, we use a staff texting service to alert all our members of staff (Midwives & HCSW's) re shifts where staff numbers are below optimum levels. Multiple requests are sent out to staff and were shifts are still below optimum numbers we have been unable to find staff willing to cover these shifts.

On shifts were staff numbers are below optimum numbers, we will have used the acuity tool to asses work load at the time and either managed the patients safely with those staff numbers or escalated using our Escalation policy, to safely care for the women and their babies, with the involvement of the Supervisor on Call.

				June 201	4 Informatio	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1080	1080	1080	990	990	660	660	100.0%	100.0%	100.0%	100.0%

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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	
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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	
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night 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	
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Ward 11	Narrative
vvalu 11	Not required this month

				June 2014	4 Informatio	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1080	1080	1428	990	990	660	836	100.0%	132.2%	100.0%	126.7%

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Shifts	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 Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	4	3	3	3	3	3	3	3	3	3	
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	
Late HCA	3	4	4	4	3	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	
Night 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	
Night HCA	2	2	3	3	3	3	3	3	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	
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	a b c d	Sicknes Carers/ Staff m DNA Bi Cancel	/Bereav noved to ank led Ban	ement of	short n	otice)				j k	Superi Reduci Audit Link W	numery ed Occu lork	pancy						q r s	Studen Staff n Decisio	nt Nurse noved in on taken	counte from a not to	nother ( cover									
	a b c d	Sicknes Carers, Staff m DNA Bi Cancel DNA A	/Bereav noved to ank led Ban	ement anoth k	short n	otice)				j k I	Superi Reduci Audit Link W	umery ed Occu	pancy						q r s	Studen Staff n Decisio	nt Nurse noved in	counte from a not to	nother ( cover									

Ward 12

Ward 12 has increased staffing of Health Care assistants this month to support a complex patient that required enhanced observations and had previous multiple falls prior to transfer to Ward 12. The Ward also had several patients with delirium that required close observation.

				June 2014	4 Informatio	n uploaded	to NHS Ch	oices			
	stered s/nurses	Care	Staff		stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1092	1080	1062	990	990	660	638	101.1%	98.3%	100.0%	96.7%

Month		Year				Ward																										
iune		2014			1	14	_			Ī	Actus	I Off I	Duty																			
june		2014			J	17				I	Accuc		Jucy																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	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	4	3	3	3	3	3	
Early HCA	3	3	3	3	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	
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	4	3	3	3	3	3	
Late HCA	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	3	3	3	3	
Night 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	
Night HCA	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	_
Twilight Trained							-	_	_				_			_	_			_			_			_						_
Twilight HCA Sister/Charge Nurse																																
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	3																									1						
Early HCA	3							T	1_													1										
Late Trained	3							T																		1						
Late HCA	3								1																							
Night Trained	3																															
Night HCA	2								1							1																
Twilight Trained	0																															
Twilight HCA	0																															
Incidents	(Falls)																										1					
Incidents (Medic	ation)																															
Incidents (St	affing)																															
Total Number of Si	hifts	476		Total N	lumber	of Short	tfall Shi	fts				5	l	Total N	lumber	of Over	fill Shift:	:				2	1	Sister/0	Charge	Nurse T	otal Nu	mber of	Supervi	sory Shi	fts	0
B													<u> </u>										1									
Reasons for Shortfall/O Early Trained	vernii an	a Action C	ooes				_	Т	Г	_	Ι	_			Ι	Г	Ι				Ι		Г			NT						Ι
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Late Trained																										NT						
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Night Trained																																
Night HCA									cs							cs																
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l	Code	Shortfa	II Reaso	ons					l	Code	Overfill	Reason	15						Code	Actions	s Taken											
l	a	Sicknes	s (short	notice)					1	i	Enhand	ed pt o	bservat	ion					0	HCA co	vered R	N role					1					
l	ь				short no	otice)			]	j	Supern								Р	RN cov	ered HC	A role					]					
l	С	Staff m							1	k		d Occup	pancy						q	Studen	t Nurse	counte	d in nun	bers			]					
l	d	DNA B							1	- 1	Audit								r		oved in						1					
l	e	Cancell	ed Bani	k					1	m	Link W	ork							s		n taken						1					
l	f	DNA A	ency						]	n	Other (	enter a	comme	nt)					t	Other (	enter a	comme	nt)				]					
	g	Cancell	ed Age	псу					]																		]					
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Ward 1/	Narrative
Waru 14	Not required this month

				June 2014	4 Informatio	n uploaded	to NHS Ch	oices			
_	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average fill rate -	Average fill rate -	Average fill rate -	Average fill rate -
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1440	1440	1440	1464	990	1012	990	1023	100.0%	101.7%	102.2%	103.3%

Month JUNE				1	Ward 21				ī	Actus	I Off I	Duty																				
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	DAY	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		FRI	SAT	SUN	MON	TUE
hifts arry Trained	Baseline 4	4	4	3 4	4	5	6 4	7	8	9	10	11 4	12	13 4	14 4	15 4	16 4	17 4	18 4	19	20 4	21 4	22 4	23 4	24 4	25 4	26 4	27 4	28	29 4	30 4	31
arty HCA	4	4	4	4	4	4	4	4	4	4	4	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	$\vdash$
ate Trained	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	4	
ate HCA	4	4	4	4	4	4	4	4	4	4	4	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	$\vdash$
light Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
light HCA	3	3	3	3	3	3	3	3	3	3	3	4	4	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Wilight Trained		_				-		-	-				_							-	_		_				-	_	-	_	_	$\vdash$
Twilight HCA																											1					
Sister/Charge Nurse		n	v	у	у	n	n	n	n	v	n	у	у	у	n	n	v	v	v	у	n											
Supervisory Shifts (Enter Y or N)			-		-							-	-	-			-	- 1	-	-												
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	4																			L												
Early HCA	4											1	1																			
ate Trained	4																															
Late HCA	4											1	1																			
Night Trained	3													1	1																	
Night HCA	3											1	1			1																
Twilight Trained	0																															
Twilight HCA	0																															
Incidents	(Falls)																															
Incidents (Media	ration																										<del>                                     </del>					
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Incidents (St	affing)																															
		_																														
Total Number of S	-	616		Total N	lumber	of Short	fall Shi	fts				0	l	Total I	lumber	of Over	fill Shift	s				9		Sister/	Charge	Nurse T	otal Nu	mber oj	Superv	isory Sh	ifts	11
Reasons for Shortfall/O	werfill and	Action c	odes																													
Early Trained																											1					
Early HCA												1	1																			
Late Trained																											<del>                                     </del>					
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Night Trained														1	1																	
Night HCA												-	-			-																
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Twilight Trained					_	_		-	-	_	_		_				_	_	_	-	_		_	_		_	-	_	-	-	_	<u> </u>
Twilight HCA																																<u></u>
Comments:																																
	Code	Shortfa	II Reaso	ns						Code	Overfil	l Reason	ns						Code	Action	s Taken											
	8	Sicknes	s (short	notice)						i	Enhand	ed pt o	bservat	ion					0		vered R											
	ь	Carers/	Bereave	ment (	short n	otice)				j	Supern								Р		ered HC											
	С	Staff m	oved to	anothe	r area					k	Reduce	d Occu	pancy						q	Studen	t Nurse	counte	d in nun	bers								
	d	DNA Bo	ink							- 1	Audit								r	Staff n	noved in	from a	nother (	rea								
	e	Cancell	ed Bank							m	Link W	ork							s		on taken						]					
	f	DNA Ag	ency							n	Other (	enter a	comme	nt)				]	t	Other	(enter a	comme	int)				]					
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	8	Cancell	ed Agen	icy					1		l							ı														
	8		ed Agen enter a	_	nt)				1									1									1					
	8			_	nt)																						1					

Ward 21	Narrative
vvaru 21	Not required this month

Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	registered nurses/ midwives (%)	care staff (%)	registered nurses / Midwives (%)	care staff (%)
1080	1422	1080	1140	990	990	660	715	131 7%	105.6%	100.0%	108.3%

Month		Year				Ward																										
une		2014				22					Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	$\overline{}$
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	3
arty Trained	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	5	4	
arty HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	4	4	4	4	4	
ate Trained	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	$\perp$
ate HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	4	2	3	3	4	
Vight 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	⊢
Vight 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	3	3	3	3	3	$\vdash$
Wilight 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	₩
Wilight HCA lister/Charge Nurse		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$\vdash$
kupervisory Shifts	$\vdash$		у	у		у	у			У	у		у	у			у	у		у				у	у	у						-
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	3
arty Trained	4									1										1										1		
Barty HCA	3																	1								1	1	1	1	1	1	
ate Trained	4									1										1												
ate HCA	3																	1								1	1	1			1	
light Trained	3																															┺
Night HCA	2													_													1	1	1	1	1	╙
Wilight Trained	0																															⊢
Wilight HCA	0																															₩
Incident	s (Falls)																															
Incidents (Medi	ication)																															
Incidents (St	taffing)																															П
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Total Number of S	Shifts	532		Total N	lumber	of Shor	<del>tf</del> all Shij	fts				5		Total I	lumber	of Over	fill Shifts					17		Sister/0	Charge I	Nurse T	otal Nu	nber of	Supervi	isory Shi	ifts	14
leasons for Shortfall/(	Overfill and	Action c	odes																													
arty Trained																																
Earty HCA																		- 1								- 1	- 1	- 1	- 1	- 1	- 1	
ate Trained																																$\Box$
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Vight HCA																											- 1	1	1	1	1	$\Box$
Wilight Trained																																$\vdash$
Twilight HCA																																Т
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)

## Narrative

## Ward 22

Ward 22 shows an overfill of 31.7% for registered nurses, the ward has faced some long term sickness challenges plus they have recently changed their speciality and an increase in dependency has been reported, to respond to this additional staff have been provided to maintain safety and quality within the ward. The plan moving forward is to support the ward sister with recruitment and monitor the requirements of the new patient group; support will continue to be given to the staff so that they can fulfil their contracts and attend work.

•	Registered midwives/nurses		Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
2160	1824	720	876	1650	1628	330	429	84.4%	121.7%	98.7%	130.0%

Month		Year				Ward																										
JUNE	<b>7</b>	2014			1	23				ī	Actua	I Off I	Juty																			
JOINE		2014				23				l	Actua	II OII L	/uty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	6	5	5	5	5	5	6	5	5	6	6	5	5	5	5	5	5	6	5	5	5	5	5	4	5	5	5	5	5	4	5	<u> </u>
Early HCA	2	2	3	3	3	3	2	2	3	3	3	3	3	3	2	2	3	2	3	3	2	2	2	3	2	2	2	2	2	2	2	<u> </u>
Late Trained	6	5	5	5	5	5	6	5	5	6	6	5	5	5	5	5	5	6	5	5	5	5	5	4	5	5	5	5	5	4	5	—
Late HCA	2	5	3	3 5	3	3	5	5	3	3	3	5	3	3	5	5	3	2	5	3	5	2	5	3	5	5	2 5	5	5	5	2	-
Night Trained Night HCA	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	5	-
Twilight Trained	<u> </u>	1	-	1	1	-	-	1	-	1		2	-	-	- 2	2		2	- 2	1	1	1	1	-	1	1	1	- 1	- 1	-	-	$\vdash$
Twilight HCA						$\vdash$							$\vdash$	$\vdash$																		$\vdash$
Sister/Charge Nurse		N	Y	Y				N	N	Y		Y	Y	Y	N	N	Y	Y				N	N				Y	Y	N	N	Y	n
Supervisory Shifts (Enter Y or N)			ė														-															
person i or rey																																
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	6	1	1	1	1	1		1	1			1	1	1	1	1	1		1	1	1	1	1	2	1	1	1	1	1	2	1	
Early HCA	2		1	1	1	1			1	1	1	1	1	1			1		1	1				1								_
Late Trained	6	1	1	1	1	1		1	1			1	1	1	1	1	1		1	1	1	1	1	2	1	1	1	1	1	2	1	$\vdash$
Late HCA	2		1	1	1	1			1	1	1		1	1			1			1				1								$\vdash$
Night Trained	5					$\vdash$		-	1		_			-			-							1								—
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Twilight HCA	0					$\vdash$	_	-					$\vdash$	$\vdash$				_														-
Incident	_																1															
Incidents (Medi														$\vdash$			-															
Incidents (S	taffing)																															
Total Number of S	Shifts	616		Total N	lumber	of Short	tfall Shij	fts				58		Total N	umber (	of Over	ill Shifts					35		Sister/C	harge l	Vurse To	otal Nu	nber of	Supervi	isory Shi	fts	11
Reasons for Shortfall/0			'										•																			
	Overfill and	d Action o	odes																													
	Overfill and	d Action o	odes 5	S	S	S		s	s			S	S	5	S	S	5		S	S	s	s	s		1	1	1	1	s	s	i	
Early Trained	Overfill and			S n	S n	S n		s	S I	1	1	s	S I	S I	S	S	S I		s	S	s	S	S	* n	s	1	s	s	1	5	s	
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Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twifight Trained Twifight HCA		s	s n	n s n	n s n	n s n	lly have 1	s	i s i f		1	-	1 1	1 1	1	ı	1		1	1	s	s	•									h the wa
Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA		s	s n	n s n	n s n	n s n	ily have 1	s	i s i f		1	-	1 1	1 1	1	ı	1		1	1	s	s	•									h the w
Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA		s	s n	n s n	n s n	n s n	ally have 1	s	i s i f		1	-	1 1	1 1	1	ı	1		1	1	s	s	•									h the wi
Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twifight Trained Twifight HCA		s ment is 2	s n	n n	n s n	n s n	ily have 1	s	i s i f		I I state with	-	i s i	1 1	1	ı	1		1	1	s sed establi	s	•									h the w

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
P	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)

## Narrative

Ward 23

There is an error on the published set establishment for care assistants on the night shift, establishment shows two but they have only had 1 since the move to the new wards. This is felt to be the correct number only requiring up lift when patient acuity requires. We are addressing this in the cardiology workforce review.

Ward 23 are a well-established ward with a good critical mass of senior qualified staff and as such have been supporting ward 24 with senior staff while they recruit and train their staff, therefore over establishment due to backfill.

•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1164	1080	1116	990	1001	660	737	107.8%	103.3%	101.1%	111.7%

Month		Year				Ward																										
June		2014				24					Actu	al Off	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	3	4	3	3	3	3	3	3	4	3	3	4	3	3	3	3	3	3	4	3	3	3	4	4	3	3	3	3	4	3	
Early HCA	3	4	3	3	3	4	4	3	3	3	3	3	2	3	3	3	3	4	4	4	3	3	3	3	2	3	3	3	3	3	3	
Late Trained	3	3	4	3	3	3	3	3	3	4	3	3	4	3	3	3	3	3	3	4	3	3	3	4	4	3	3	3	3	4	3	
Late HCA	3	4	4	3	3	4	3	3	3	3	3	3	2	3	3	3	3	4	4	3	3	3	3	3	2	3	3	3	3	3	2	
Night Trained	3 2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA		3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	- 5	3	2	2	2	2	2	2	2	2	
Twilight Trained Twilight HCA			_			-	-		-				-	-	_		-			_			-						_		-	
Sister/Charge Nurse			у	w	v	w	v			v	n	n	v	у			v	w	v	v	y			v	v	v	v	v			v	
Supervisory Shifts			Y	y	y	Y	Y			У	"	"	Y	y			Y	Y	y	Y	Y		_	y	У	Y	y	Y			· Y	
(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	3		1							1			1							1				1	1					1		
Early HCA	3	1				1	1						1					1	1	1					1							
Late Trained	3		1							1			1							1				1	1					1		
Late HCA	3	1	1			1							1					1	1						1						1	
Night Trained	3																			1											_	
Night HCA	2	1																1	1	1	1	1	1								<u> </u>	
Twilight Trained	0																														<b>—</b>	
Twilight HCA	0												_																		<u> </u>	
Incidents	(Falls)																												1			
Incidents (Media	cation)																															
Incidents (St	affina)																															
Total Number of Si	hifts	476		Total I	lumber	of Shor	tfall Shij	fts				5		Total I	Vumber	of Over	fill Shift	5				33		Sister/0	Charge	Nurse T	Total Number of Supervisory Shifts					19
Reasons for Shortfall/O	verfill and	Action	odes																													
Early Trained																																
Early HCA		- 1	- 1															1	- 1	- 1	1	- 1	1									
Late Trained																																
Late HCA		- 1	- 1															- 1	- 1	- 1	- 1	- 1	1									
Night Trained																																
Night HCA		- 1	- 1															- 1	- 1	- 1	- 1	- 1	- 1									
Twilight Trained																																
Twilight HCA																																
Comments:	28th shor	as nurs	e got her:	shifts con	fused and	didn't att	tend leavi	ng the wa	rd sort an	d the 29t	h over sta	ffed																				
1	Code	Chart	all Reas							Code	Owner	I Dane						ī	Code	Action	s Taken						l					
	$\longrightarrow$																															
	a	Sickne:	ss (shor	t notice)							i Enhanced pt observation							I	o HCA covered RN role					l								

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

# Ward 24

Ward 24 has a vacancy level of 5.5wte registered nurses and a current sickness rate of 10%. We currently have an acting Ward Leader however the substantive position is out to advert and

we expect to recruit to this post within the month.

All sickness is now being managed appropriately and ward 24 did very well with the recruitment of newly qualified nurses from September when we should be in a much better position. Ward 23 continues to support in the interim.

Narrative

•	Registered midwives/nurses		Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
2520	2352	720	690	1980	1936	330	88	93.3%	95.8%	97.8%	26.7%

Month		Year				Ward	1																									
une		2014				25				I	Actua	I Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
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	7	5	7	7	7	7	7	6	6	7	7	7	7	8	6	6	7	7	7	7	6	6	6	7	7	6	7	7	6	6	6	
arty HCA	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	3	2	1	2	2	2	2	2	2	2	2	2	
ate Trained	7	5	7	7	7	7	7	6	6	7	7	7	7	8	6	6	7	6	6	6	6	6	6	7	6	6	7	7	6	6	6	
ate HCA	2	2	2	2	2	2	2	1	1	2	1	3	2	2	2	2	2	1	3	2	1	1	2	2	2	3	2	2	2	2	2	
Vight Trained	6	6	6	6	6	6	5	6	5	6	6	6	6	6	6	6	5	6	6	6	6	6	6	6	6	6	6	6	5	6	6	
Night HCA	1	0	1	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	1	0	
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight 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	
Sister/Charge Nurse			у	n	У	n	n										у	n	У	n	у			у	n	у	n	у	n	n		
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	7	2						1	1					1	1	1					1	1	1			1			1	1	1	
Early HCA	2							1	1											1		1										
Late Trained	7	2						1	1					1	1	1		1	1	1	1	1	1		1	1			1	1	1	
Late HCA	2							1	1		1	1						1	1		1	1				1						
Night Trained	6						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	
Twilight Trained	0																															
Twilight HCA	0																															
Incident																																
Incidents (Medi	-																															
Incidents (S	taffing)																															
Total Number of S	-	700		Total N	lumber	of Shor	tfall Shij	fts				65		Total N	lumber	of Over	fill Shift:	s				6		Sister/0	Charge	Nurse T	otal Nu	mber of	Supervi	sory Sh	ifts	8
Reasons for Shortfall/	Overfill and	Action o	odes																													
Early Trained		h						h	h					m	h	h						h	h			h			h	h	h	
Early HCA								a	h											m												
Late Trained		h						h	h					m	h	h						h	h			h			h	h	h	
Late HCA								a	h			1							- 1							-1						
Night Trained									h								h												a			
Night HCA		h			h	h		h	h		h	h	h	h	h	h	h	h	h			h	h	h		h	h	h	h		h	
Twilight Trained																																
Twilight HCA																																
Comments:																																

Code	Shortfall Reasons
a	Sickness (short notice)
ь	Carers/Bereavement (short notice)
С	Staff moved to another area
d	DNA Bank
•	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)

Ward 25

The ward is experiencing staffing gaps with HCAs (sick and maternity leave). The ward risk assess where best to place the HCAs they do have available during the next duty rota. The night times tend to be quieter and the ward also reduce capacity by 10 beds. The RN staffing levels are at the planned level for nights to provide adequate RN cover. If the nursing care demands are high, additional hours are requested – these tend to be filled by their own staff, as paediatric experienced HCAs are not commonly available.

	June 2014 Information uploaded to NHS Choices														
Registered midwives/nurses		Care	Staff		stered s/nurses	Care	Staff	Average		Average					
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	monthly monthly actual staff		Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)				
1080	1116	1080	1080	990	990	660	693	103.3%	100.0%	100.0%	105.0%				

Month		Year				Ward																										
june		2014				31					Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	П
Shifts	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	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	4	4	
Late Trained	3	3	4	4	3	3	4	3	3	3	4	3	3	4	3	3	3	3	4	3	4	3	2	3	3	3	3	3	3	3	3	
Late HCA	3	3	2	2	3	3	2	3	3	3	2	3	3	2	3	3	3	4	2	3	2	3	3	3	3	3	3	3	3	4	4	
Night 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	
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	3	3	3	
Twilight Trained	0																							-					-			
Twilight HCA Sister/Charge Nurse	0																															
Supervisory Shifts			у	y	У	у	n			у	n	у	у	у			у	у	у					n	у	Y	у				у	
(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	3										1			_			_						1	Ē								
Early HCA	3																				1								1	1	1	
Late Trained	3		1	1			1				1			1					1		1		1									$\vdash$
Late HCA	3		1	1			1				1			1				1	1		1									1	1	
Night Trained	3																															
Night HCA	2																												1	1	1	
Twilight Trained	0																															
Twilight HCA	0																															
Incidents	(Falls)																															
Incidents (Medic	cation)																															
Incidents (St	affing)																															
			_																									•				
Total Number of Si	hifts	476		Total N	lumber	of Short	fall Shij	fts				9		Total I	lumber	of Over	īll Shift:	5				18		Sister/	Charge I	Nurse T	otal Nu	mber oj	f Superv	isory Sh	ifts	15
Total Number of Si	_		odes	Total N	Vumber	of Short	fall Shij	fts				9		Total I	lumber	of Over	ill Shift:					18		Sister/	Charge i	Nurse T	otal Nu.	mber oj	f Superv	isory Sh	ifts	15
	_		odes	Total N	Number	of Short	fall Shij	fts				9		Total I	lumber	of Over	iill Shift:					18		Sister/	Charge I	Nurse T	otal Nu	mber oj	f Superv	isory Sh	ifts	15
Reasons for Shortfall/O	_		odes	Total N	Number	of Short	fall Shij	fts				9		Total I	lumber	of Over	ill Shift:				J	18		Sister/	Charge I	Nurse T	otal Nu	mber oj	f Superv	isory Sh	ifts	15
Reasons for Shortfell/O Early Trained	_		odes	Total N	lumber	of Short	fall Shij	fts			p	9		Total I	lumber	of Over	ill Shift	•	p		j p	18		Sister/	Charge	Nurse T	otal Nu	mber oj				15
Reasons for Shortfall/O Early Trained Early HCA	_				Number	of Short		fts			p p	9			lumber	of Over	Shift:	1	p p		-	18		Sister/	Charge i	Nurse T	otal Nu	mberoj				15
Reasons for Shortfall/O Early Trained Early HCA Late Trained	_		P	p	lumber	of Short	p	fts			_	9		p	lumber	of Over	fill Shift:		_		Р	18		Sister/	Charge I	Nurse T	otal Nu	mberoj		1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA	_		P	p	Number	of Short	p	fts			_	g		p	lumber	of Over	Shift:		_		Р	18		Sister/	Charge I	Nurse T	otal Nu	mberoj		1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained	_		P	p	lumber	of Short	p	fts			_	g		p	lumber	of Over	Shift:		_		Р	18		Sister/	Charge i	Nurse T	otal Nu	mberoj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA	_		P	p	lumber	of Short	p	fts			_	9		p	lumber	of Over	ill Shift:		_		Р	18		Sister/	Charge i	Nurse T	otal Nu	mberoj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	_		P	p	lumber	of Short	p	fts			_	9		p	lumber	of Over	fill Shift:		_		Р	18		Sister/	Charge I	Nurse T	otal Nu	mberoj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	_		P	p	Number	of Short	p	fts			_	9		p	lumber /	of Over	fill Shift:		_		Р	18		Sister/	Charge	Nurse T	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	_		P	p	lumber	of Short	p	fts			_	9		p	Number (	of Over	fill Shift:		_		Р	18		Sister/	Charge	Nurse T	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	_		P	p	Number	of Short	p	fts			_	9		p	lumber (	of Over	Shift:		_		Р	18		Sister/	Charge I	Nurse T	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	overfill and	d Action c	P	p p	Number	of Short	p	fts			P			p	lumber	of Over	Shife:		P		P	18		Sister/	Charge	Nurse T	otal Nu	mberoj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code	5 Action c	P P	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP		of Short	p	fts		Code	Overfil	I Reason		p p	lumber	of Over	Shift:		P		P P			Sister/	Charge I	Nurse T	otal Nul	mberoj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code	Shortfe Sicknes	P P P	P P			p	fts		i	Overfil Enhance	I Reason		p p	lumber	of Over	Shift:		Code	HCA co	p p	N role		Sister/	Charge	Nurse T	otal Null	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b	Shortfa Sicknes Carers/	P P P R III Reass	p p	short no		p	fits		i j	Overfil Enhance Supern	I Reason	bservat	p p	lumber	of Overj	Shift:		Code o p	HCA co	P P P P P P P P P P P P P P P P P P P	N role A role			Charge	Nurse T.	otal Nul	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code b c	Shortfs Sickness Carers/ Staff m	P P P R P P P P P P P P P P P P P P P P	p p	short no		p	fits		j k	Overfil Enhance Supern Reduce	I Reason	bservat	p p	lumber	of Over	Shife.		Code o p	HCA co RN cov Studen	p p p p p p rered HO pvered HO pvere	N role		mbers	Charge	Nurse T.	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b c d	Shortin Sickness Sickness Staff m DNA Ba	P P P R R R R R R R R R R R R R R R R R	P P P P anotice; another	short no		p	fts		j k	Overfil Enhanc Supern Reduce Audit	I Reason ced pt o ced pt o d Occuj	bservat	p p	lumber	of Over	Shife.		Code o p q	HCA co RN cov Studen Staff n	p p p s Taken overed R rered HO ot Nurse noved in	N role A role counted	nother	mbers	Charge	Nurse T.	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code B C C C C C C C C C C C C C C C C C C	Shortfa Sickness Sickness Staff m DNA Ba Cancell	P P P Sill Rease Sis (short) (Bereaved to oved to oank led Banin	P P P P anotice; another	short no		p	fits		i j k l	Overfil Enhan Supern Reduce Audit Link W	Reason ced pt o ced	bservat pancy	PPP	lumber	of Over	Shift:		Code o p q r	HCA co RN cov Studen Staff n Decisio	s Taken pered Revered Revered In Nurse noved in nurse	N role A role countei	nother ( cover	mbers	Charge i	Nurse T.	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b c d d e f	Shortfa Sicknes Carers/ Staff m DNA Bu	P P P Sill Rease Sis (short) Bereav Sioved Banil Bed Banil Bed Banil Bed Banil	P P P anotice ement (	short no		p	fts		j k	Overfil Enhan Supern Reduce Audit Link W	I Reason ced pt o ced pt o d Occuj	bservat pancy	PPP	lumber	of Over	iill Shife.		Code o p q	HCA co RN cov Studen Staff n Decisio	p p p s Taken overed R rered HO ot Nurse noved in	N role A role countei	nother ( cover	mbers	Charge i	Nurse T.	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code  b  c  d  e  f  8	Shortis Sickness Carers/ Staff m DNA Ba Cancell	P P P P P Sist Reason Sist (short) Sereav Sist (short) Sereav Sist (short) Sist (sh	P P P P rootice ement ( a anothe k k	) Ishort mea		p	fts		i j k l	Overfil Enhan Supern Reduce Audit Link W	Reason ced pt o ced	bservat pancy	PPP	lumber	of Over	iill Shife.		Code o p q r	HCA co RN cov Studen Staff n Decisio	s Taken pered Revered Revered In Nurse noved in nurse	N role A role countei	nother ( cover	mbers	Charge	Nurse T.	otal Nu	mber oj	1	1	1	15
Reasons for Shortfall/O Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code  b  c  d  e  f  8	Shortis Sickness Carers/ Staff m DNA Ba Cancell	P P P Sill Rease Sis (short) Bereav Sioved Banil Bed Banil Bed Banil Bed Banil	P P P P rootice ement ( a anothe k k	) Ishort mea		p	fts		i j k l	Overfil Enhan Supern Reduce Audit Link W	Reason ced pt o ced	bservat pancy	PPP	lumber	of Over	Fill Shift:		Code o p q r	HCA co RN cov Studen Staff n Decisio	s Taken pered Revered Revered In Nurse noved in nurse	N role A role countei	nother ( cover	mbers	Charge	Nurse T.	otal Nu	mber oj	1	1	1	15

Ward 21	Narrative
Ward 31	Not required this month

•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1098	1080	990	990	957	660	649	101.7%	91.7%	96.7%	98.3%

Month	_	Year			_	Ward	<u> </u>			_																						
June		2014				32				l	Actua	I Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	3	3	3	3	4	
Early HCA	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	2	3	3	3	3	3	2	2	2	2	3	3	2	2	
Late Trained Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	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	3	3	3	3	2	3	
Night Trained Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	1	2	2	2	2	2	3	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	
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	
Sister/Charge Nurse			v	v	v	v	v	Ť	- V	v	v	v	v	v	Ť	-	v	v	v	v	v	-	Ů	v	n	v	v	v	Ť	-	v	
Supervisory Shifts (Enter Y or N)					-	-				1										-							-					
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	3	_	_	_	_	_	_	-	_	_				_		_		1						_		1				_	1	
Early HCA	3								1									1						1	1	1	1			1	1	
Late Trained	3																								1						1	$\vdash$
Late HCA	3								1									1						1	1		1			1	1	
Night Trained	3				1																					1				1		
Night HCA	2																			1				1						1		
Twilight Trained	0																															
Twilight HCA	0																															
Incident	ts (Falls)																															
Incidents (Med	lication)																															
Incidents (5	taffing)																									1						
		_																														
Total Number of	Shifts	476		Total I	Vumber	of Short	tfall Shij	fts				21		Total I	Vumber	of Over	fill Shift:	,				5		Sister/	Charge	Nurse To	otal Nu	mber of	Supervi	isory Sh	ifts	20
Total Number of			odes	Total I	Number	of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	,				5		Sister/	Charge	Nurse To	otal Nu	mber of	Supervi	isory Sh	ifts	20
			odes	Total N	Number	of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np				5		Sister/	Charge	Nurse Te	otal Nu	mber of	Supervi	isory Sh	ifts #p	20
Reasons for Shortfall,			odes	Total N	Number	of Short	tfall Shij	fts	at			21		Total I	Number	of Over	fill Shift:					5		Sister/	Charge		otal Nu	mber of	Supervi	isory Sh		20
Reasons for Shortfall, Early Trained			odes	Total I	Number	of Short	tfall Shij	fts	at			21		Total I	Number	of Over	fill Shift:	np				5			Charge		otal Nu	mber of	Supervi		ap	20
Reasons for Shortfall, Early Trained Early HCA			odes	Total I	Number	of Short	tfall Shij	fts	at at			21		Total I	Vumber	of Over	fill Shift:	np				5			Charge		otal Nu	mber of	Supervi		ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained			odes	Total N	Number	of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np				5		at	Charge		otal Nui	mber of	Supervi	at	ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained Late HCA			odes	Total N		of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge		otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained Late HCA Night Trained			odes	Total M		of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA			odes	Total N		of Short	tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Overfill an	d Action c			ht		tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shortfally Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Overfill an	d Action c					tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Might Trained Night Trained Twilight Trained Comments:	Overfill an	d Action c			ht		tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Overfill an	d Action c			ht		tfall Shij	fts				21		Total I	Number	of Over	fill Shift:	np		at		5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Overfill an	d Action o		ency - not	ht		tfall Shij	fts		Code	Overfil	21	ns	Total I	Vumber	of Over	fill Shife:	np	Code	at	: Taken	5		at	Charge	np	otal Nu	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Wed 4/6	d Action c  Action c	bank/ago	ency - not	ht t covered.		tfall Shij	fts		Code		I Reason			Number	of Over	Shift:	np		Actions				at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Wed 4/6	d Action c  Action c  Jay 14 out to d.  Shortfe	bank/ag	ency - not	ht t covered.		efall Shij	fits				I Reason			Vilumber	of Over	Shife:	np	Code	Action:	Taken vered R	N role		at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Wed 4/6	/14 out to d. Shortle Sicknes Carers/	bank/ag	ency-not	ht covered.		efall Shij	fts			Enhand Supern	I Reason	bservat		liumber	of Over	Shife:	np	0	Action: HCA co	vered R	N role	d in nun	at at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Wed 4/6	/14 out to d. Shortle Sicknes Carers/	bank/ag	ency-not	ht covered.		efall Shij	fits		j	Enhand Supern	Reason sed pt o umery	bservat		liumber	of Over	Shift:	np	o p	Action: HCA co RN cov Studen	vered R ered HC	N role A role countei		at at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments:	Wed 4/6  Wed ank unfille	Shorting Sickness Stoff m DNA Bi	bank/ag	ency-notices on the control of the c	ht covered.		efall Shij	fts		j k	Enhand Supern Reduce	Reason ced per o yed d Occup	bservat		lumber	of Over	Shift:	np	o P q	Action: HCA co RN cov Studen Staff m	vered R ered HC t Nurse	N role A role counter	nother o	at at	Charge	np	Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Might Trained Night Trained Twilight Trained Comments:	Overfill an  Wed 4/6  Wed 4/6  Code  a  b  c  d	Shorting Sickness Stoff m DNA Bi	ili Reasc is (short (bereavioused to ank	ency-notices on the control of the c	ht covered.		efall Shij	fts		i j k	Enhand Supern Reduce Audit Link W	Reason ced per o yed d Occup	bservat pancy	ion	Number	of Over	Fill Shift:	np	o P q r	Action: HCA co RN cov Studen Staff m Decisio	vered R ered HC t Nurse oved in	N role A role counted from an	nother o	at at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shorthall, Early Trained Early HCA Late Trained Late HCA Might Trained Night Trained Twilight Trained Comments:	Wed 4/6  Wed 4/6  Code  a  b  c  d  e	Shortfa Sickness Caress DNA Bi Cancell DNA A	ili Reasc is (short (bereavioused to ank	ency - notice ement (	ht covered.		efall Shij	fts		i j k l	Enhand Supern Reduce Audit Link W	Reason ced pt o umery dd Occup ork	bservat pancy	ion	Number	of Over	Shift:	np	o p q r	Action: HCA co RN cov Studen Staff m Decisio	vered R ered HC t Nurse oved in n taken	N role A role counted from an	nother o	at at	Charge	np	otal Nui	mber of	Supervi	at at	ap ap	20
Reasons for Shortfall, Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA Comments:	Overfill an	Shartist Sickness Staff m DNA Bi Cancel DNA A: Cancel	ill Rease ss (short Bereave toonek led Bania gency	ency - notice ement   another	ht ht covered.		efall Shij	fts		i j k l	Enhand Supern Reduce Audit Link W	Reason ced pt o umery dd Occup ork	bservat pancy	ion	Number	of Over	Shift:	np	o p q r	Action: HCA co RN cov Studen Staff m Decisio	vered R ered HC t Nurse oved in n taken	N role A role counted from an	nother o	at at	Charge	np	Nui Nui	mber of	Supervi	at at	ap ap	20

Ward 22	Narrative
Walu 32	Not required this month

				June 2014	4 Informatio	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1236	1080	1062	990	990	660	748	114.4%	98.3%	100.0%	113.3%

Month		Year				Ward	i																									
IUNE		2014				33				I	Actua	I Off I	Outy																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
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
Early Trained	3	3	3	3	4	5	4	4	3	3	5	4	3	4	3	3	3	3	4	4	4	3	3	3	4	3	3	3	3	3	3	
Early HCA	3	3	4	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	
Late Trained	3	3	3	3	4	5	4	4	3	3	5	4	3	4	3	3	3	3	4	4	4	3	3	3	4	3	3	3	3	3	3	
late HCA	3	3	4	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	2	2	3	3	3	3	3	3	m	3	3	
Night 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	
Night HCA	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	2	2	2	3	3	3	3	3	
Twilight Trained																															-	
Twilight HCA Sister/Charge Nurse																															igspace	_
Supervisory Shifts			у	у	у	У	у			у	n	у		у			у	y			у			у	y	у	у	y			у	
(Enter Y or N)																															ш	
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	3				1	2	1	1			2	1		1					1	1	1				1							
Early HCA	3		1												1							1										
Late Trained	3				1	2	1	1			2	1		1					1	1	1				1							
Late HCA	3		1												1						1	1									-	<u></u>
Night Trained	3																														-	_
Night HCA	2	1					_															1	1				1	1	1	1	1	⊢
Twilight Trained	0						_																								$\vdash$	⊢
Twilight HCA Incident	0																										1				$\vdash$	
																											1				$\vdash$	$\vdash$
Incidents (Medi	-																														$\vdash$	-
Incidents (S	та діпд)																															
Total Number of S	Shifts	476		Total N	lumber	of Shor	<del>tf</del> all Shi	fts				5		Total N	lumber	of Over	fill Shifts					36		Sister/0	Charge I	Nurse T	otal Nu	nber of	Supervi	sory Shi	fts	17
Reasons for Shortfall/	Overfill and	d Action o	odes																													
Early Trained				n		1	1				1	n		1					1	1	n				1							
Early HCA			- 1												h																$\Box$	$\Box$
Late Trained				n		1	- 1				1	n		1					1	1	n				1							
Late HCA			- 1												h							a										
Night Trained																																
Night HCA		1																					1				1	1	-	1	- 1	
Twilight Trained																																
Twilight HCA																																
5/6/14 new staff nurse			nary, offic	e day for	deputy.																											
11/6/14 staff nurse on		-																														
20/6/14/staff nurse or	n escort to	UMC																														
			all Reas							0.4	0	Reason	_						0.4.	Actions	7.1						1					

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

Ward 33

Ward 33 has a vacancy level of 3.5wte registered nurses and is currently experiencing a run of very genuine sickness which is likely to become long term. All is being managed appropriately. We were successful in recruiting into vacant posts up to establishment with a start date in September, these are a mix of newly qualified and overseas nurses.

				June 201	4 Informatio	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1110	1080	1128	990	990	660	660	102.8%	104.4%	100.0%	100.0%

		.,																														
Month	1	Year			1	Ward				т	A	-1.0661																				
June		2014				34				1	Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	4	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	
Early HCA	3	3	4	4	3	3	3	3	3	4	4	3	4	2	3	3	3	3	3	3	3	3	3	3	3	4	4	4	3	3	3	
Late Trained  Late HCA	3	3	3	3	4	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	
Night 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	
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	
Twilight Trained	0	- 2			- 2	- 2	- 2	- 2		-		- 2	- 2	-	- 2	- 2		- 2	- 2	-	- 2	- 2	- 2	- 2		- 2	-			-	-	
Twilight HCA	0																															
Sister/Charge Nurse				у	У	у	у				n	у	у	n			у	y	у	у	у			у	у	у	у					
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	3	1			1		_	<u> </u>	_												1										$\square$	
Early HCA	3		1	1		_	4		_	1	1		1	1		_										1	1	1			$\vdash$	
Late Trained Late HCA	3				1		1		-		1		_	_					_						_		_	4			$\vdash$	_
Night Trained	3		_		<del>                                     </del>	_	_	<del>                                     </del>	_	1	1			_												1	_	1			$\vdash$	
Night HCA	2		_		-	_	_	<del>                                     </del>	_	$\vdash$	_	-		_													$\vdash$	_			$\vdash$	
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Reasons for Shortfall/		d Action o	odes	Total N		of Short	tfall Shij	fts			n	3		Total N	lumber	of Over	fill Shift:					16		Sister/	Charge	Nurse To	otal Nu	mber of	Supervi	isory Shi	ifts	15
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Ward 34	Narrative
ward 34	Not required this month

				June 201	4 Informatio	on uploaded	d to NHS Ch	oices			
_	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1242	1080	1488	990	1012	660	1089	115.0%	137.8%	102.2%	165.0%

Month	_	Year				Ward	ı																									
une		2014				35					Actua	I Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
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	3
Early Trained	3	4	3	4	4	4	4	3	3	3	4	3	4	3	4	4	4	4	3	4	3	3	3	4	3	3	3	3	3	3	4	_
any HCA	3	4	4	5	6	5	5	4	4	5	5	4	6	4	4	5	3	4	4	4	4	4	3	4	4	4	4	4	4	4	3	⊢
Late Trained Late HCA	3	4	5	5	5	5	5	3	3	3	3	4	5	5	4	5	4	4	3	3	3	3	3	3	3	3	3	2	3	3	3	$\vdash$
light Trained	3	3	3	3	3	3	3	3	4	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	$\vdash$
light HCA	2	3	4	4	4	4	4	4	4	3	3	3	3	4	4	3	3	4	3	3	3	2	2	3	3	3	2	4	4	3	3	$\vdash$
Twitight Trained			_	<u> </u>	1	<u> </u>	_	<u> </u>	_		_		_	<u> </u>		_	_	_		-		_	+-			_	_	_	_	_		$\vdash$
Twilight HCA																																$\vdash$
Sister/Charge Nurse			у		у	у	n			у	n		у	n			у	у		у	у			у	у		у	у	n	n	у	
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	3
Early Trained	3	1		1	1	1	1				1		1		1	1	1	1		1			-	1							1	╙
Early HCA Late Trained	3	1	1	1	3	1	1	1	1	2	1	1	3	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	$\vdash$
Late Irained	3	-	2	2	2	2	2	-	4	4	-	1	2	2	+	2	-	- 1	4	4	1		4	1	4	4	4	4	4	4	_	⊢
Night Trained	3								1			1	1		-	- 2	-		1	-	1		-			1	1	-	-	1		$\vdash$
Night HCA	2	1	2	2	2	2	2	2	2	1	1	1	1	2	2	1	1	2	1	1	- 1		_	1	1	1		2	2	- 1	- 1	-
Twilight Trained	0	-	_	-	-	-	-	-	-	-	-	-		-	_		-	-	-	-	-			-	-	-		_	_	-	-	┰
Twilight HCA	0																															-
Incident	s (Falls)											1										1										$\Box$
Incidents (Medi																																Г
Incidents (S	taffing)																															
Total Number of S	Shifts	476	I	Total I	Vumber	of Shor	tfall Shi	fts				2		Total I	Number	of Over	fill Shift:					138		Sister/0	Charge	Nurse 1	otal Nu	mber oj	Superv	isory Sh	ifts	14
leasons for Shortfall/	Overfill and	d Action	codes	-								-											-	-								
Early Trained		1		- 1	- 1	- 1	- 1				- 1		- 1		- 1	- 1	1	1		1				1							1	
Early 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		
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Night Trained									1				- 1																			
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Twilight Trained																																$\perp$
Twilight HCA																															1	1
Comments:	Patient b	eing held	l under DX	OL requiri	ng 24hr su	pervision	. Flutuatir	ng depend	lendes rec	quiring en	hance car	e in B bay	and Cba	y. Have tri	ed to redu	uce enhar	iced care b	ny co-hort	ing patier	nts and ro	unding.											
																		r														_
	Code		all Reas							Code		Reason							Code		s Taken											
		Cickna	er Ichar	t notice					1		Enhani		brenint	ion						HCA co		M I-					1					

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

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

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

Ward 35

Ward 35 shows an overfill of 15% on registered nursing staff, having appointed new staff members they have provided them with a supernummary period, allowing them to familiarise themselves with the ward and their role within. To facilitate this, agency staff have been utilised. Moving forward the aim is that the new staff will become part of the team and not require the backfill.

The unregistered staff overfill relates to the use of enhanced observations, patients who have safety concerns such as falls risks are monitored constantly and require additional staffing to be able to do this to its most effective, the ward monitors this closely and documentation supports the patients' needs and is flexed should their circumstances change.

				June 2014	4 Informatio	n uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	tered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1284	1080	1104	900	948	660	693	118.9%	102.2%	105.3%	105.0%

Month		Year				Ward	1																									
June		2014				36				Ī	Actua	al Off	Duty																			
					_		_			_																						
Shifts	DAY Baseline	Sun 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	Sat 7	Sun 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	Sat 14	Sun 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	Sat 21	Sun 22	MON 23	TUE 24	WED 25	THU 26	THU 27	Sat 28	Sun 29	MON 30	31
Early Trained	3	3	4	3	5	5	3	4	4	4	4	4	4	3	3	3	4	3	4	4	4	3	3	3	4	4	3	4	2	3	4	51
Early HCA	3	3	3	3	2	3	3	3	3	4	3	3	3	4	4	4	3	3	2	4	3	3	3	3	3	3	3	3	2	3	3	
Late Trained	3	4	4	3	4	5	3	4	4	4	4	4	4	3	3	3	4	3	4	4	4	3	3	3	4	3	3	4	2	3	3	
Late HCA	3	3	3	3	2	3	3	3	3	4	3	3	3	4	4	3	3	3	2	4	3	3	3	3	3	3	3	3	3	3	3	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	2	3	2	2	2	2	2	2	2	2	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	3	3	1	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts			у	y	n	у	у			у	n	n	у	у			n	n	у	у	у			у	y	у	у	n			у	
(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	3		1		2	2		1	1	1	1	1	1				1		1	1	1				1	1		1	1		1	
Early HCA	3				1					1				1	1	1			1	1									1			
Late Trained	3	1	1		1	2		1	1	1	1	1	1				1		1	1	1				1			1	1			
Late HCA	3				1					1				1	1				1	1												
Night Trained	3																		1	1		1		1	1	1	1	1	1	1	1	
Night HCA	2												1	1	1	1	1															
Twilight Trained	0																															
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Incidents (Med	dication)																															
Incidents (							<del>                                     </del>	<del>                                     </del>	1					<del>                                     </del>			1															
	,,5/																															
Total Number of	Shifts	476		Total I	Vumber	of Shor	tfall Shi	fts				19		Total I	Vumber	of Ove	rfill Shift	s				49		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	sory Sh	ifts	15
Reasons for Shortfall	/Overfill an	d Action	codes																													
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Early HCA									T					1	1	1				n									d			
Late Trained		n	1		n	1		n	n	n	n	n	n				n		n	n									a			
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Night Trained																																
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Comments	n 01/06 a	udit wor	k, n 04/06	in suppo	rt of no H	CA																										
All other RGN overfill							rse lead a	nd WEF 16	6/6 addíti	onal staff	to suppor	t implime	ntation o	f discharg	e lounge.	Discharg	e lounge o	nty open	8 to 8 and	d therefor	e the 3rd i	RGN for n	ights is to	be taken	off and o	ur staffing	will be 2	and 2 on 1	nights			
	Code	Shortf	all Reas	ons	_	_	_	_		Code	Overfil	l Reaso	ns					Ī	Code	Action	s Taken						1					
	8		ss (shor		)				1	i		ced pt o		tion					0		vered R	N role					1					
	ь				short n	otice)			1	i	_	umery						1	P	_	ered HC						1					
	-	_	noved to			,,,,,			Η	- J	_	ed Occu						1		_	+ Nurse						1					

Staff moved in from another area Decision taken not to cover

Ward 36 consists of 16 beds and has recently closed a bay of 4 beds to accommodate a new patient discharge lounge that opens during the day only. This has reduced the number of nursing staff required on nights.

Ward 36

DNA Agency

d Agency

Closure of these four beds has accommodated 8 patients who are ambulatory to sit and wait in this area rather than in an inpatient bed. This facilitates and supports patient flow throughout the hospital. However when additional bed stock is required the discharge lounge can reopen to accommodate 4 inpatients and staffing increased accordingly. Due to current vacancies these staff are normally agency The ward has a high percentage of newly qualified nurses and there is an additional senior nurse on duty who acts a co-ordinator/supervisor/support until the skill mix is richer. This is ensures patient safety and quality care.

The vacancies on ward 36 are being reviewed and possible savings identified.

Other (enter a comment)

				June 2014	4 Information	on uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1092	1080	1698	990	990	660	1221	101.1%	157.2%	100.0%	185.0%

Month		Year				Ward	1																									
june		2014				41				Ī	Actua	al Off I	Duty																			
	_				_					_																						
Shifts	DAY	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	4	3	3	3	3	21
Early HCA	3	4	4	4	4	4	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	$\vdash$
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	
Late HCA	3	4	4	4	4	4	5	5	4	4	4	5	5	5	5	5	5	5	5	5	5	4	4	5	5	5	5	5	5	5	5	
Night 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	
Night HCA	2	3	3	3	3	4	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	4	3	
Twilight Trained	0																															
Twilight HCA	0																															
Sister/Charge Nurse Supervisory Shifts			у	y	n	у	у			у	у	у	у				у	y			у	у	у	у			у	у	у	у	у	
(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	3																				1						1					
Early HCA	3	1	1	1	1	1	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	
Late Trained	3																															
Late HCA	3	1	1	1	1	1	2	2	1	1	1	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	lacksquare
Night Trained	3																															
Night HCA	2	1	1	1	1	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2		2	1	$\vdash$
Twilight Trained Twilight HCA	0				-			-	-				_		_						_	_										$\vdash$
Incidents	_															1																
Incidents (Medi									-							1																
Incidents (St	_								-																							
incidents (3)	Lujjingj																															
Total Number of S	Shifts	476		Total I	Vumber	of Shor	tfall Shi	fts				0		Total N	lumber	of Over	fill Shift	s				156		Sister/	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Sh	fts	19
Reasons for Shortfall/0	Overfill and	1 Action c	odes																													
Early Trained							Т		П	Т											- 1											
Early 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
Late Trained																																
Late 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
Night Trained																																$\vdash$
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
Twilight Trained																																$\Box$
Twilight HCA																																
_	5th co on	dinator m	1																													
									•									,									,					
	Code	Shortfa	all Reas	ons						Code	Overfil	l Reason	ns						Code	Action	s Taken											
	a	Sicknes	ss (shor	t notice	)					i	Enhan	ced pt o	bserva	ion					0		vered R						]					
	ь	Carers/	/Bereav	ement	(short n	otice)				j	Supern	umery							Р	RN cov	ered HC	A role										

k Reduced Occupancy

Other (enter a comment)

ink Work

#### Narrative

q Student Nurse counted in numbers

Other (enter a comment)

Staff moved in from another area Decision taken not to cover

Ward 41

c Staff moved to another area

Other (enter a comment)

d DNA Bank
e Cancelled Bank

f DNA Agency g Cancelled Agency

Ward 41 has a monthly 57% overfill in the day and an 85% overfill at night in unregistered staff, this relates to both the requirement of enhanced observations and the use of a discharge facilitator. The enhanced observation needs are assessed on a daily basis and support provided based on this assessment, this is monitored by both the ward sister and the matron and as always patient safety and quality is paramount. The use of the discharge facilitator has demonstrated a reduction in delayed discharges and enables nursing staff to be at the patient's bedside, where their skills are required. The plan is to monitor this provision and decide if an option to create the position is appropriate.

				June 201	4 Information	on uploaded	d to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average fill rate -	Average fill rate -	Average fill rate -	Average fill rate -
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1230	1080	1284	990	990	660	946	113.9%	118.9%	100.0%	143.3%

Month		Year																														
June		2014				42				I	Actu	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	3	3	4	4	3	4	3	3	4	4	3	3	4	3	3	3	4	4	3	4	3	3	3	3	4	4	3	3	3	4	
Early HCA	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	4	4	3	3	3	4	4	3	3	3	3	3	3	3	
Late Trained	3	3	3	4	4	3	4	3	3	4	4	3	3	3	4	3	3	4	4	3	4	3	3	3	3	4	4	3	4	3	4	
Late HCA	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	3	4	3	3	3	4	3	3	3	3	3	3	3	3	
Night 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	
Night HCA	2	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	2	2	2	2	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	
Twilight HCA Sister/Charge Nurse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisory Shifts			у	у	у	у	у			у	у	у	у	у			у	y	у	у	у			у	y	у	у	у			у	
(Enter Y or N)					1																											
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	3	•		1	1	-	1		-	1	1			1	-	<u> </u>		1	1	-	1		_	_		1	1				1	
Early HCA	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				1	1								
Late Trained	3			1	1		1			1	1				1			1	1		1					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									
Night Trained	3																															
Night HCA	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Twilight Trained	0																															
Twilight HCA	0																															
Inciden	ts (Falls)																1															
Incidents (Med	dication)																															
Incidents (S	Staffing)																															
Total Number of	Shifts	476		Total	Number	of Shor	tfall Shi	fts				2		Total I	Vumber	of Over	fill Shift	s				87		Sister/(	Charge	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	21
Reasons for Shortfall,	/Overfill and	d Action o	codes																													
Early Trained				1	- 1		- 1			- 1	1			J				- 1	1		- 1					- 1	1		- 1		1	
Early HCA		- 1	1	- 1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1			- 1	1								
Late Trained				1	1		- 1			1	1				1			- 1	1		- 1					- 1	1		- 1		1	
Late HCA		1	- 1	1	- 1	- 1	- 1	- 1	-1	- 1	1	- 1	1	- 1	- 1	- 1			1				- 1									
Night Trained																																
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						
Twilight Trained																																
Twilight HCA																																
Comments	-																															
On the days stating N			r are a ba	nk holida	y, weeker	nds and ar	nnual leav	e. These f	igures do	not repre	sent the 1	:1 shifts n	ot covere	ed.																		
Thursday 15th Ward I			an to co	ar anh	and obc	nation																										
16/6/2014 Gap filled	by reducing	nams to	eam to cov	er ennar	nced obser	rvation.																					_					
	Code	Shortf	all Reas	ons						Code	Overfil	l Reason	15						Code	Action	s Taken											
	8		ss (short						1	i	Enhan	ced pt o	bservat	tion				1	0		overed R						1					
	ь	Carers	/Bereav	reavement (short notice) j Sup														]	Р	RN cov	ered HC	A role					]					
	c		noved to	anoth	er area				1	k		ed Occuj	pancy					1	q		it Nurse						1					
		DNA B							1	- 1	Audit							1	r		noved in			area			1					
		C	led Ban						1	m	Link W	tt-						1		In	on taken						1					

# Ward 42 has a vacancy level of 5wte registered nurses but has had low levels of sickness. Recruitment from September has not quite filled to establishment however this is on going and we will look to support from other respiratory areas. The ward has experienced high numbers of patients requiring enhanced care which have been cohorted appropriately however it has been necessary to supplement the staff numbers at times to ensure patient and staff safety.

n Other (enter a comment)

DNA Agency Cancelled Agency

				June 2014	4 Information	on uploaded	I to NHS Ch	noices			
	stered es/nurses	Care	Staff	_	stered s/nurses	Care	Staff	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
hours	hours	hours	hours	hours	hours	hours	hours				
1440	1446	1080	1074	1320	1320	660	660	100.4%	99.4%	100.0%	100.0%

Month		Year				Ward																										
june		2014				43				I	Actua	al Off I	Duty																			
	_									<u>.                                    </u>																						
Shifts	DAY	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30	
Early Trained	4	5	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	31
Early HCA	3	2	3	3	3	4	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	
Late Trained	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	4	
Late HCA	3	2	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	3	3	3	3	
Night Trained	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	4	
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	
Twilight Trained																																
Twilight HCA Sister/Charge Nurse																																
Supervisory Shifts			у	n		n	у			у	y		n	у			у	у	n	у	у			у	n	у		у	n		у	
(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	4	1	_	_		_	_																									
Early HCA	3	1				1							1								1											
Late Trained	4																															
Late HCA	3	1	1																	1												
Night Trained	4																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0													_																		
Incident	s (Falls)								1																							
Incidents (Med	ication)																															
Incidents (S	taffing)																															
			-																													
Total Number of S	ihifts	560		Total N	lumber	of Short	tfall Shij	fts				4		Total I	Vumber	of Over	fill Shift:					4		Sister/0	Charge I	Vurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
Total Number of S	•		codes	Total N	lumber	of Short	tfall Shij	fts				4		Total I	Number	of Over	fill Shift:					4		Sister/(	Charge I	Vurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
	•		todes	Total N	lumber	of Short	tfall Shij	fts				4		Total I	Number	of Over	fill Shift:				1	4		Sister/0	Charge I	Vurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/	•	d Action o	todes	Total N	lumber	of Short	tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:	:			J	4		Sister/(	Charge I	Nurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA	•	d Action c	codes	Total N	lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:				J	4		Sister/(	Charge I	Vurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained	•	d Action o		Total N	lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shifts				1	4		Sister/(	Charge I	Nurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA	•	d Action c	odes N	Total N	lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:			A	J	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/I Early Trained Early HCA Late Trained Late HCA Night Trained	•	d Action c			lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:			A	1	4		Sister/(	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained	•	d Action c		Total N	lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:			A	1	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/I Early Trained Early HCA Late Trained Late HCA Night Trained	•	d Action c			lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:			A	J	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained	•	d Action c			lumber		tfall Shij	fts				4	N	Total I	Number	of Over	fill Shift:			A	1	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Overfill and	d Action c	N	1	Number of the state of the stat							4	N	Total I	Number	of Over	fill Shift:			A	1	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments: MON 2ND CARES SON	Overfill and SUNDAY	A A A A A A A A A A A L ST CAR	N ER OFF SK	I CK TRAIN	NED STAF	a a f COVERE	D THE EA	RLY				4	N	Total I	Number	of Over	fill Shift:	=		A	J	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shorthall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA Comments:	Overfill and SUNDAY	A A A A A A A A A A A L ST CAR	N ER OFF SK	I CK TRAIN	NED STAF	a a f COVERE	D THE EA	RLY	STAFF			4	N	Total I	Number	of Over	fill Shift:	=		A	J	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Comments: MON 2ND CARES SON	Overfill and SUNDAY	A A A A A A A A A A A L ST CAR	N ER OFF SK	I CK TRAIN	NED STAF	a a f COVERE	D THE EA	RLY	STAFF			4	N	Total I	Number	of Over	fill Shift:			A	J	4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Comments: MON 2ND CARES SON	SUNDAY T HOME ILL EXTRA CAR	A A A A A A A A A A A A A A A A A A A	N ER OFF SIG	I OK TRAIN R LATE PA USY WAR	NED STAF	a a f COVERE	D THE EA	RLY	STAFF					Total I	Number	of Over	fill Shift:					4		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Comments: MON 2ND CARES SON	SUNDAY T HOME ILL EXTRA CAR	A A A A A A A A A A A A A A A A A A A	N SER OFF SKETO COVER B	I I I I I I I I I I I I I I I I I I I	NED STAR RET OF THE D ROUND	a a f COVERE	D THE EA	RLY	STAFF	Code		I Reason	ns		Number	of Over	fill Shift:	-	Code	Action	s Taken			Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	sory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twifight HCA Comments: MON 2ND CARES SEN	SUNDAY T HOME ILL EXTRA CAR	A A A A A A A A A A A A A A A A A A A	ER OFF SIGNETO COVER B	OK TRAIN R LATE PA USY WAR	NED STAF ART OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	Code	Enhan	I Reason	ns		Number	of Over	fill Shift:	5	0	Action: HCA co	s Taken	N role		Sister/0	Charge I	Nurse T	otal Nu	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twifight HCA Comments: MON 2ND CARES SEN	SUNDAY T HOME ILL EXTRA CAR	A Action of P A A A IST CAR LUNABLE ER ON TO Shortfe Sickness Carers/	N  BER OFF SIGN TO COVER B  COVER B  SS (short) Bereav	OK TRAIN R LATE PA USY WAR	NED STAF RET OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	i j	Enhan Supern	I Reason	ns bservat		Vumber	Over	fill Shift:	5	o P	Action: HCA co	s Taken	N role A role			Charge I	Nurse T	otal Nu	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twifight HCA Comments: MON 2ND CARES SEN	SUNDAY T HOME ILL COde B C	A A  A A  1ST CAR LUNABLE ER ON TO  Shortfr  Sickness Carers, Staff m	N  ER OFF SIX  TO COVER B  BILL Rease  six (short)  //Bereave  noved to	OK TRAIN R LATE PA USY WAR	NED STAF RET OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	i j k	Enhand Supern Reduce	I Reason	ns bservat		Vilumber	Over	fill Shift:		o P q	Action: HCA co RN cov Studen	s Taken overed R overed HC	N role A role		nbers	Charge I	Nurse T	otal Nu	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Comments: MON 2ND CARES SON	SUNDAY T HOME ILL EXTRA CAR  Code B C d	A A A Shorting Shorting Sickness Cares Sickness Staff m DNA Bill D	ER OFF SIG	CK TRAIN R LATE PA USY WAR t notice; c another	NED STAF RET OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	j k	Enhand Supern Reduce Audit	I Reason ced pt o ced pt o d Occuj	ns bservat		Vumber	of Over	fill Shift:		o p q r	Action: HCA co RN cov Studen Staff n	s Taken vered R vered HC it Nurse voved in	N role A role counted	nother	nbers	Charge I	Nurse T	otal Nu	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight HCA Twilight HCA Comments: MON 2ND CARES SON	SUNDAY T HOME ILL  Code  a b c d e	A A A A A A A A A A A A A A A A A A A	N ER OFF SIGNATURE TO COVER BUIL Reasons (short) Bereave to ank lied Bank	CK TRAIN R LATE PA USY WAR t notice; c another	NED STAF RET OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	i j k I	Enhand Supern Reduce Audit Link W	Reason ced pt o. ced pt o. ced pt o. ced pt o. ced pt o.	ns bservat	ion	lumber	of Over	fill Shift:	=	o P q r	Action: HCA co RN cov Studen Staff m Decisio	s Taken vered R vered HC tt Nurse toved in	N role Carounter	nother (	nbers	Charge I	Nurse T.	otal Nu	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night Trained Twilight Trained Comments: MON 2ND CARES SON	SUNDAY T HOME ILL  Code  a b c d e	A A A A A A A A A A A A A A A A A A A	N ER OFF SIGNATURE TO COVER BUIL Reasons (short) Bereave to ank lied Bank	CK TRAINNER LATE PAR	NED STAF RET OF THI D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	j k	Enhand Supern Reduce Audit Link W	I Reason ced pt o ced pt o d Occuj	ns bservat	ion	Number	of Over	fill Shift:	ī	o p q r	Action: HCA co RN cov Studen Staff m Decisio	s Taken vered R vered HC it Nurse voved in	N role Carounter	nother (	nbers	Charge I	Nurse T.	otal Nui	mber of	Supervi	ssory Shi	ifts	13
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twight HCA Comment: MON NN CARR SEN	SUNDAY T HOME ILL Code a b c d f g	Shorting Sickness Steff m DNA A Cancel	N  ER OFF SIX  TO COVER B  SIX Reass  SS (short  Bereau  Berea	CK TRAINING CONTROL OF THE CONTROL OF T	NED STAFF D ROUND D ROUND	F COVERE E SHIFT DAY TO I	D THE EA	RLY	STAFF	i j k I	Enhand Supern Reduce Audit Link W	Reason ced pt o. ced pt o. ced pt o. ced pt o. ced pt o.	ns bservat	ion	Number	of Over	fill Shift:		o P q r	Action: HCA co RN cov Studen Staff m Decisio	s Taken vered R vered HC tt Nurse toved in	N role Carounter	nother (	nbers	Charge I	Nurse T.	otal Nui	mber of	Supervi	ssory Shi	ifts	13

Ward 43	Narrative
vvaru 45	Not required this month

				June 201	4 Informatio	on uploaded	to NHS Ch	oices			
	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1080	1104	1080	1146	990	990	660	726	102.2%	106.1%	100.0%	110.0%

Month	,	Year				Ward	ı																									
June		2014				44				l	Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
Shifts	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	3	3	3	3	3	3	3	3	3	4	3	3	4	3	3	3	4	3	3	4	3	3	3	3	3	3	4	2	2	3	3	
Early HCA	3	3	3	3	3	4	3	3	3	3	3	3	3	3	4	4	4	3	4	3	3	3	3	3	3	3	3	4	4	4	3	
Late Trained	3	3	2	3	3	3	3	3	3	4	3	3	4	3	3	3	4	3	3	3	3	3	3	3	3	3	4	2	2	3	3	
Late HCA	3	3	3	3	3	3	3	3	3	2	3	3	3	4	2	4	3	3	3	3	3	3	3	3	3	3	3	4	4	4	3	
Night Trained Night HCA	2	3	3	2	2	3	2	3	3	2	3	2	3	2	2	3	3	2	3	3	3	3	3	2	2	3	3	2	3	3	3	
Twilight Trained	-	- 2			- 2	- 2	- 2	-	- 2	- 2	- 2	- 2	,	- 2	- 2	- 2	,	- 2	- 2	- 2	2	- 2	- 2	- 2		- 2	- 2	2	,	,	,	
Twilight HCA	_					<del>                                     </del>	+	_																								
Sister/Charge Nurse		n	n		n	n	Y				y		n	v			n		v	n	у			n	ν							
Supervisory Shifts (Enter Y or N)			-		-	-		_			,			-						-	-											
percent of my																																
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	3									1			1				1			1							1	1	1			
Early HCA	3					1									1	1	1		1									1	1	1		
Late Trained	3		1							1			1				1										1	1	1		_	
Late HCA	3		_		-	₩	_	-	-	1				1	1	1	_			_								1	1	1	—	
Night Trained	3	_			-	-	_												_													
Night HCA	2	_				-	-	1					1				1												1	1	1	
Twilight Trained	0		_			₩	-	-	-				_																	_	_	
Twilight HCA	-																															
Incident	<u> </u>					-	-	-	-																						-	
Incidents (Medi	ication)					_																										
Incidents (S	taffing)																												1			
			т	_										_									ı	_								
Total Number of S	hifts	476	]	Total I	Vumber	of Shor	tfall Shi	fts				7		Total N	Vumber	of Over	fill Shift:	5				28		Sister/	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Sh	ifts	6
Reasons for Shortfall/	Overfill an	d Action o	codes																													
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Late Trained			В			_		_		N			N				- 1										J	ь	ь			
Late HCA										A				1	D	1												1	1	- 1		
Night Trained																																
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Twilight Trained																																
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	Code	Shortf	all Reas	ons						Code	Overfil	l Reason	15						Code	Action	s Taken											
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	ь	Carers	/Bereav	ement	short n	otice)				j	Supern	umery							Р	RN cov	ered HC	A role					]					
				anoth	er area					k		ed Occu	pancy						q	Studen	t Nurse	counte	d in nur	nbers			]					
	d	DNA B								- 1	Audit								r		noved in			area			]					
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Ward 44	Narrative Narrative
vvaru 44	Not required this month

				June 2014	4 Informatio	n uploaded	to NHS Ch	oices			
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1440	1404	1080	1416	990	979	660	1056	97.5%	131.1%	98.9%	160.0%

Month		Year				Ward																										
June		2014				Ward	151			Ī	Actua	al Off	Duty																			
	_																															
	DAY	Sun	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
Shifts Early Trained	Baseline 4	4	4	4	4	5 4	4	7	8	9	10	11 4	12	13 4	14	15 3	16 4	17 4	18	19	20 4	21 4	22 4	23	24	25 4	26 4	27 4	28 4	29	30 4	31
	3	5	4	4	5	4	4	5	6	5	5	4	4	4	5	5	5	5	4	3	3	3	3	3	3	3	3	3	3	3	3	_
ate Trained	4	4	4	4	4	4	3	4	4	4	4	3	4	4	3	3	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	_
ate HCA	3	5	5	4	4	4	4	5	5	5	5	4	4	4	5	5	5	5	4	3	3	3	2	3	3	3	3	3	3	3	3	_
Night Trained	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	3	3	_
Night HCA	2	4	3	2	3	4	4	4	4	3	4	3	4	4	4	4	4	4	3	3	3	2	2	2	2	3	3	3	3	3	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	_
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	_
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Supervisory Shifts (Enter Y or N)			-	-	-	-	-			-	-	-	-	-			-/-	-	-	-	-			-	-		-					
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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	4															1																
Early HCA	3	2	1	1	2	1	1	2	3	2	2	1	1	1	2	2	2	2	1													
Late Trained	4						1					1			1	1													1			
Late HCA	3	2	2	1	1	1	1	2	2	2	2	1	1	1	2	2	2	2	1				1		1							
Night Trained	3																			1		1			1							
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Incidents (Med													<del>                                     </del>			_			<del>                                     </del>						<del>                                     </del>							_
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Incidents (S	taffing)																															
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Total Number of	Shifts		1	lotall	lumber	of Shor	tfall Shi	fts				8		I otal I	lumber	of Over	fill Shift:					93		Sister/	Charge	Nurse I	otal Nu	mber of	Supervi	isory Shi	fts	20
			codes	lotali	lumber	of Shor	tfall Shi	fts					<u> </u>	I otal I	lumber	of Over	fill Shift:					93	<u> </u>	Sister/	Charge	Nurse I	otal Nu	mber of	Supervi	isory Shi	fts	20
Reasons for Shortfall/			codes	Total	lumber	of Shor	tfall Shi	fts	I	Ι	Ι	8		I otal I	lumber	of Over	fill Shift:		Γ	Ι		93	<u> </u>	Sister/	Charge	Nurse I	otal Nu	mber of	Supervi	isory Shi	fts	20
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Reasons for Shortfall/ Early Trained Early HCA		d Action o							1	1			-	lotall					1			93		Sister/	Charge	Nurse I	otai wu	mber of	Supervi	isory Shi	fts	20
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Total Number of:  Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA		d Action o	1	1	1	1	i h	1		1		i h		1	i h	1	1	1	Ė					Sister/	Charge	Nurse I	otal Null	mber of	h		fts	1
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Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b	Shorts Sicknes Carers, DNA B	all Reas	i i i i i i i i i i i i i i i i i i i	i i i i i i i i i i i i i i i i i i i	i i	1 h	1	1	Code	Overfil Enhant Supern Reduct	I Reaso	ns bservat	1	i h	1	1	1	Code	Action HCA co RN cov Studen	s Taken overed R	f f N role (A role counte	d in num	mbers	Charge				h	1		
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code B C	Shorts Sicknes Carers, DNA B	all Reas	i i i i i i i i i i i i i i i i i i i	i i i i i i i i i i i i i i i i i i i	i i	1 h	1	1	Code	Overfil Enhan Supern Reduce	I Reaso	ns bservat	1	i h	1	1	1	Code	Action HCA co RN cov Studen Staff n	s Taken overed R ered HO et Nurse	f FA role CA role counte from a	d in num	mbers	Charge				h	1		
Reasons for Shortfall/ Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b c d	Shortin Sicknes Carers, Stoff m DNA B,	all Reas ss (shorn/Bereav noved to ank lied Ban gency	ons t notice ement j anothe	i i i i i i i i i i i i i i i i i i i	i i	1 h	1	1	Code i j k I	Overfil Enhan Supern Reduce Audit Link W	I Reaso	ns bservat	i	i h	1	1	1	Code o q r	Action HCA co RN cov Studen Staff n Decisio	s Taken overed R ered HO et Nurse noved in	f IN role Caronte From a not to	d in num	mbers	Charge				h	1		
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## Ward 51

Ward 51 has an overfill of 31% in the day and 60% for night duty in unregistered staff, this relates to both the requirement of enhanced observations and the use of a discharge facilitator. The enhanced observation needs are assessed on a daily basis and support provided based on this assessment, this is monitored by both the ward sister and the matron and as always patient safety and quality is paramount. The use of the discharge facilitator has demonstrated a reduction in delayed discharges and enables nursing staff to be at the patient's bedside, where their skills are required. The plan is to monitor this provision and decide if an option to create the position is appropriate.

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Month			Year				Ward	i								-																	
June			2014				52					Actu	al Off	Duty																			
		DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	FRI	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	ı
Shifts	- 1	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 Early HCA		3	5	6 4	7	6 4	6 4	6 4	5	5	6 4	3	7	6 3	7	5	4	7 5	3	5	5	5	4	3	5 4	5 4	6	6 4	6 3	4	4	6 4	
Late Trained		5	4	4	5	5	5	5	5	5	4	5	5	3	6	4	4	5	4	4	4	3	4	3	4	4	5	5	5	4	4	5	
Late HCA		3	4	4	4	4	4	4	4	5	4	4	3	4	4	4	5	4	3	5	5	5	4	5	4	4	2	4	2	4	5	4	
Night Trained		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	3	3	3	3	3	3	3	3	
Night HCA Twilight Trainer	d	2	2	2	3	1	2	3	3	3	3	2	3	4	3	3	3	3	4	4	4	5	4	4	2	2	2	2	3	2	3	2	
Twilight HCA	_					+				<del>                                     </del>		$\vdash$				<del>                                     </del>		$\vdash$		<del>                                     </del>	$\vdash$											$\vdash$	
Sister/Charge Nu Supervisory Shift	urse		N	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N	N	N	Y	N	Y	Y	Y	N	N	N	Y	Y	Y	N	N	N	Y	
(Enter Y or N)																																	
Shortfall/Overf	fill (	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		5		1	2	1	1	1	1	1	1	1	2	1	2	1	1	2	1	1		1	1	2			1	1	1	1	1	1	
Early HCA		3	1	1		1	1	1	2	2	1				1	2	1	2	1	2	2	2	1	2	1	1		1		1	1	1	
Late Trained Late HCA		3	1	1	- 1	1	1	1	1	2	1	1		1	1	1	2	1		2	2	2	1	2	1	1	1	1	1	1	2	1	
Night Trained		3			_	-	_	_	_	_	_	_		_	_	_				_	-	1	1	1		_					_		
Night HCA		2			1	1		1	1	1	1		1	2	1	1	1	1	2	2	2	3	2	2					1		1		
Twilight Trainer	d				_	-	-	-		-		-		_		-		-		-	-	-								—	—	$\vdash$	
Twilight HCA	idents (	(Ealle)																													$\vdash$		
		-				+				+		-				-		$\vdash$		-	$\vdash$	-								$\vdash$	$\vdash$	$\vdash$	
Incidents		_				+	-	-	-	-		-		-		-		-	_	_	-	-								$\vdash$	-	$\vdash$	
Incide	nts (Sta	ffing)																															
Total Numbe	er of Sh	ifts	588		Total	Number	of Shor	tfall Shi	ifts				33		Total I	Vumber	of Over	fill Shif	ts				115		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	risory Sh	ifts	16
Reasons for Sho	ortfall/Ov	erfill and	Action o							_																							
Early Trained				N	JN	N	N	N	н	1	N	N	JN	NA.	JN	н	н	JN	AN	N	N	AN	S	A	N	SN	N	JN	N	S	S	N	
Early HCA			- 1	- 1		- 1	- 1	- 1	PI	- 1	- 1	_		P	- 1	PI	P	- 1	A		OI	0	0	OI		0				0	0	- 1	
Late Trained						_				_		- 1		_	J	н	н	<u> </u>	A	- 1	_	A	S	A		S		J		S	S	$\sqcup$	
Late HCA			P	P	1	- 1	1	1	1	- 1	- 1				1	- 1	PI	- 1	A	- 1	OI	OI	0	ОІ		0			н	0	OI	- 1	
Night Trained																						1	1	J									
Night HCA					- 1	A		1	1	- 1	- 1		1	- 1	- 1	- 1	- 1	1	1	- 1	- 1	- 1	1	1					-		- 1		
Twilight Trained	d																																
Twilight HCA																																	
																					e number	s and have	e an overs	ees nurse	who is su	ipernume	ry and car	n not be a	ounted in	the numb	bers as co	mmunicati	ion is diffi
3 of the drug in	odents st	hould no	t be on th	e wards f	figures, 1	) tablets w	vere foun	d on the s	tairwell, 2	A commi	unity pres	aption wa	s wrong,	3) Ttos w	ere writte	n for a pai	tient on a	different	s patients	record.													
		Code		II Reas							Code	_	II Reaso							Code	_	s Taken											
			Sicknes	s /short	notice	-1				1		Fahan	ced at a	hservat	ion				1		HCA co	overed R	N role					1					

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

# Ward 52

Ward 52 have an overfill of 34.4% in the day and 43.3% for night duty for 52, unregistered staff, this relates to both the requirement of enhanced observations and the use of a discharge facilitator. The enhanced observation needs are assessed on a daily basis and support provided based on this assessment, this is monitored by both the ward sister and the matron and as always patient safety and quality is paramount. The use of the discharge facilitator has demonstrated a reduction in delayed discharges and enables nursing staff to be at the patient's bedside, where their skills are required, plus it has allowed staff to be at work when they have personal challenges, thus supporting the ward and providing staff with the flexibility they require to attend work. Moving forward the plan is to continue with this provision and decide if an option to create the position is appropriate.

Narrative

				June 201	4 Informatio	n uploaded	to NHS Ch	oices			
	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
2880	2706	1800	2112	1650	1639	1320	1705	94.0%	117.3%	99.3%	129.2%

Month		Year				Ward	1																									
june		2104				strok	e unit	:		I	Actua	al Off I	Duty																			
	DAY	SUN	MON	715	wen	7000		SAT	CUBI	MON	TUE	WED	THU	FRI	SAT	CUM	MON	TUE	WED	THU	FRI	SAT	SUN	MON	71/5	WED	THU	FRI	SAT	SUN	MON	=
Shifts	Baseline	1	2	TUE 3	WED 4	THU 5	FRI 6	7	SUN 8	9	10	11	12	13	14	SUN 15	16	17	18	19	20	21	22	23	TUE 24	25	26	27	28	29	30	31
Early Trained	8	7	8	8	8	8	8	7	7	8	7	7	8	7	7	7	8	8	8	8	8	7	7	8	8	8	8	8	7	7	8	
Early HCA	5	5	5	5	5	5	5	5	6	5	6	6	5	6	6	6	8	5	7	6	6	7	8	6	5	5	8	6	6	7	8	$\overline{}$
Late Trained	8	7	8	7	7	8	7	7	7	7	7	8	8	7	7	7	8	8	8	8	8	7	6	8	7	8	8	8	7	7	8	$\overline{}$
Late HCA	5	5	5	5	5	5	5	5	6	5	6	6	4	6	6	6	7	5	6	6	6	7	6	5	5	5	8	6	6	7	8	
Night Trained	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	
Night HCA	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	4	6	6	4	5	5	6	6	5	7	7	7	4	6	7	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts			у	у	N	у	N										у	y	у	у	у			n	n	n	n	n			n	
(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	8	1						1	1		1	1		1	1	1						1	1						1	1		
Early HCA	5								1		1	1		1	1	1	3		2	1	1	2	3	1			3	1	1	2	3	
Late Trained	8	1		1	1		1	1	1	1	1			1	1	1						1	2		1				1	1		
Late HCA	5								1		1	1	1	1	1	1	2		1	1	1	2	1				3	1	1	2	3	$\equiv$
Night Trained	5																											1				
Night HCA	4						1	1	1	1	1	1	1	1	1	1		2	2		1	1	2	2	1	3	3	3		2	3	<u> </u>
Twilight Trained	0																														لـــــا	<u> </u>
Twilight HCA	0																															<u> </u>
Incident	s (Falls)																															
Incidents (Medi	ication)																								1							
Incidents (St	taffing)																						1									
Total Number of S	Shifts	980		Total I	Number	of Shor	tfall Shij	fts				31		Total I	Vumber	of Over	fill Shift:	5				88		Sister/(	Charge I	Nurse T	otal Nu	nber of	Supervi	sory Shi	fts	8
Reasons for Shortfall/0	Overfill an	d Action co	odes																													
Early Trained		A			A		A	A	A		A	A		A	A	A													A	A		
Early HCA									1		1	- 1		- 1	1	- 1	- 1		- 1	- 1	1	- 1	1	-1			- 1	- 1	- 1	- 1	- 1	$\overline{}$
Late Trained		A		A	A		A	A	A	A	A		A	A	A	A						a			A				A	A		
Late HCA									- 1		1	1		1	1	- 1	1		- 1	- 1	1	1	- 1				-1	1	1	1	1	
Night Trained																												A	A			
Night HCA							1	- 1	1	- 1	1	-1	- 1	- 1	1	- 1		1	1		1	1	- 1	1	п	1	-1	1	1	1	1	
Twilight Trained																																
Twilight HCA																																
			11x1:1	patient	w/c	9/6/14 w	e had 1x1	1 patient		w/c 16/6/	14 we had	d 2x1:1 pa	tients																			
w/c 23/06/14 we had : NOT ALL SHIFTS WERE			ATTENTO	AC MIC	NE A ICT	OFTUE	ATTUC:	ACAMBAT.																								
NOT ALL SHIFTS WERE	COVERED	TOR 1: 1P	MILENIS	AS WE H	AVE A LOT	OF IMEN	INI IMEN	MUNIENT.																								
																		т									1					
	Code	Shortfa	II Reas	ons						Code	Overfil	l Reason	15						Code	Action	s Taken											
	a									i		ced pt o	bservat	ion					0		vered R						]					
											Supern	umery							P	RN cov	ered HC	A role					l					

Other (enter a comment)

## Narrative

Staff moved in from another area

ther (enter a comment)

## Stroke unit

DNA Bank

DNA Agency

Ward 53 have overfill figures of 17.3% for day time and 29.2% for the night shift, these figures relate purely to the use of enhanced observations, the enhanced observation needs are assessed on a daily basis and support provided based on this assessment, this is monitored by both the ward sister and the matron and as always patient safety and quality is paramount. Moving forward the plan is to continue to monitor and assess the requirements of the patients and the ward and respond according to the individual need.

•	stered s/nurses	Care	Staff	_	stered s/nurses	Care	Staff	Average	A	Average	A
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
720.00	780.00	1080.00	1020.00	660.00	660.00	330.00	330.00	108.3%	94.4%	100.0%	100.0%

Month		Year				Ward																										
june	1	2014			1		worth	1		Ī	Actua	al Off I	Dutv																			
,					ı			-		ı			,																			
min.	DAY				4			7								45		47	40			-				**	**				70	-
Shifts Early Trained	Deseine 2	2	3	3 4	3	3	2	2	2	9	10 3	11 2	12	13	14 2	15 2	16 3	17 3	18 2	19	20	21	22	23	24 3	25	26 2	27	28	29 3	30 2	31
Early HCA	4	4	3	2	3	3	4	4	4	4	3	4	4	4	4	4	3	3	4	4	4	4	4	4	3	4	3	4	5	4	4	
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	
Late HCA	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night 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	
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	
Twilight Trained																																
Twilight HCA Sister/Charge Nurse																																
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	2		1	2	1	1					1						1	1							1					1		
Early HCA	4		1	2	1	1					1						1	1							1		1		1		igsquare	
Late Trained	2								_							_														$\vdash$	$\vdash$	
Late HCA	2				_				_		1		_			_							_								$\vdash$	
Night Trained Night HCA	1				_						_												_								$\vdash$	
Twilight Trained																														$\vdash$	$\vdash$	
Twilight HCA	0																													$\vdash$	$\vdash$	
Incident	ts (Falls)																															
Incidents (Med																																
Incidents (S	-																														$\overline{}$	
medents p	, tujjingj																															
Total Number of	Shifts	364		Total N	lumber	of Short	tfall Shij	fts				11		Total I	lumber	of Over	fill Shift	s				11		Sister/	Charge	Nurse T	otal Nu	mber of	Supervi	isory Shi	fts	0
Reasons for Shortfall/	Overfill and	1 Action o	odes																													
Early Trained			Р	Р	р	р					Р						hp	hp							hp					h		
Early HCA																													h			
Late Trained																																
Late HCA																																
Night Trained																																
Night HCA																																
Twilight Trained																																
Twilight HCA																																
Comments:	h-31st of	month de	esn't exis	t																												
ward manager had 6 s	supervisory	days this	month																													
has left trust																																
	_																															

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

Overfill Reasons
Enhanced pt observation
Supernumery
Reduced Occupancy
Audit
Link Work
Other (enter a comment)

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

Chatsworth	Narrative
Chatsworth	Not required this month

				June 201	4 Informatio	on uploaded	to NHS Ch	oices			
	stered es/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
720.00	774.00	1080.00	1116.00	660.00	660.00	330.00	330.00	107.5%	103.3%	100.0%	100.0%

Month		Year				Ward																										
une		2014				Oakh	am				Actua	al Off I	Duty																			
	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
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
arly Trained	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	3	3	3	2	3	3	
arty HCA	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	4	4	4	4	4	5	
ste Trained	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	3	2	2	3	2	2	
ate HCA	2	2	2	2	2	3	3	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	
ight 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	
ight 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	
wilight 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	
wilight 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	
ister/Charge Nurse upervisory Shifts		n	у	n	n	у	n			у	n	n	у	n			у	n	у	n	n			у	n	у	n	n			у	
Enter Y or N)																																
																															_	
hortfall/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
arty Trained	2	_	_	-	+	-	-		-	-	-	-	-		_	_	_		_	1		_	_	_		1	1	1		1	1	-
arly HCA ate Trained	2	_	_	-	+	-	-		-	-	-	-	-		_	_	_		_	_	1		_	-	1	- 1		_	1		1	_
ate Irained ate HCA	2		_	-	+	4			-										_		-				_	-		_	-		$\overline{}$	-
Vight Trained	2		_	_	+	1	-	_	<del>                                     </del>					<del>                                     </del>	-				_	_	<del>                                     </del>				_		_	_			$\overline{}$	$\vdash$
Night HCA	1		_	_	+		<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	_				<del>                                     </del>	_				_	_	<del>                                     </del>				_	_	_	_			$\overline{}$	$\vdash$
Wilight Trained	0		_	_	<del>                                     </del>		_		_						_				_			_			_	_	_		_		$\overline{}$	
Wilight HCA	0														_										$\vdash$							$\vdash$
	ts (Falls)																		1										2			
Incidents (Med	dication)																															
Incidents (	Staffing)																															
Total Number of	Shifts	364		Total I	Number	of Shor	tfall Shi	fts				0		Total N	lumber	of Over	fill Shift:					15		Sister/	Charge I	Nurse T	otal Nu	mber of	Supervi	isory Shi	fts	9
Reasons for Shortfall	/Overfill an	d Action o	odes																													
arly Trained																				J						n	J	1		1	1	
early HCA																									n						n	
ate Trained																					-1					1			1			
ate HCA						n	n								n											n						
Night Trained																																
Night HCA																																
Wilight Trained																															<u> </u>	
Twilight HCA																																
Comments	Due to K	eogh - we	are to ru	n on 3+3	and 2+3 w	herever p	ossible. S	itathing nu	imbers re	quire cha	nging offic	ially.																				
	Code	Shorts	all Reas	one -			_			Code	OverSi	l Reason				_		ī	Code	Action	s Taken						1					
	code		n Keas							coue		i Keasui							Coue	HCA		M										

Oakham	Narrative
Oakham	Not required this month

MEA covered RN role
 RN covered HCA role
 Student Murse counted in numbers
 Steff moved in from another area
 Decision taken not to cover
 Other (enter a comment)

i Enhanced pt observation
j Supernumery
k Reduced Occupancy
I Audit
m Link Work
n Other (enter a comment)

Code Shorttell Kessons
Sickness (short notice)
Carers/Bereavement (short notice)
c Staff moved to another area
d DNA Bank
c Cancelled Bank
f DNA Agency
g Cancelled Agency
h Other (enter a comment)

				June 2014	4 Informatio	on uploaded	I to NHS Ch	oices			
_	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average	
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)
1440	1374	1440	1452	990	979	990	1001	95.4%	100.8%	98.9%	101.1%

Month		Year				Ward	ı																									
June		2014				Scone	ce			I	Actua	al Off I	Duty																			
	DAY	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	SAT	MON	
Shifts	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	4	5	4	4	4	4	5	4	4	4	4	4	4	4	4	4	4	4	3	4	5	4	4	4	4	3	4	4	3	3	3	
Early HCA	4	4	5	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	4	5	4	5	4	5	4	4	4	
Late Trained	4	4	4	4	4	4	4	4	4	4	4	3	3	4	4	4	4	4	3	4	4	4	3	4	3	4	3	4	3	3	3	
Late HCA	4	5	4	4	4	4	4	3	4	4	4	3	4	4	4	3	4	4	4	3	3	4	3	5	4	5	4	5	4	4	4	
Night Trained	3	3	4	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	
Night HCA	3	4	4	3	4	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	4	
Twilight Trained																																
Twilight HCA Sister/Charge Nurse																																
Supervisory Shifts			n		у		n										n		у			n	n		n			n			n	
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a a sta da	B B		-	-		_		_																								
Shortfall/Overfill	Baseline 4	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		1		-	_	$\vdash$	1		_	$\vdash$		_	-	_	_	_	_	_			1		_			1				1	1	$\vdash \vdash \vdash$
Early HCA	4		1	1	_	-	$\vdash$	$\vdash$	-	$\vdash$	_				<u> </u>	<u> </u>	<u> </u>	-	4		$\vdash$	1		1	-	1		1		4		$\vdash \vdash \vdash$
Late Trained Late HCA	4				$\vdash$	$\vdash$	$\vdash$			$\vdash$	_	1	1		_			_	-				1		-		-		1	1	1	$\vdash\vdash\vdash$
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Night Trained Night HCA	3		1					$\vdash$	-	$\vdash$	_	_	-	_			_	_		$\vdash$	_	1		1		-	_	$\vdash$	$\vdash$	+		$\vdash \vdash \vdash$
Twilight Trained	_	1	1		1	1		-		-				_						-		1		1		-	_	-	-	-	1	
Twilight HCA	0				-	-	_	_	-	_		_								-			-		_		-	-	-	-		$\vdash$
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Incidents																												2				
Incidents (Medi	cation)																										1					
Incidents (St	affing)																															
-																																
			r I									Total Number of Overfill Shifts 17																				
Total Number of S	hifts	616		Total N	Vumber	of Short	tfall Shij	fts				26		Total I	lumber	of Over	fill Shift	s				17		Sister/	Charge	Nurse T	otal Nu	mber o	Superv	isory Sh	ifts	2
Total Number of S	_			Total N	Vumber	of Short	tfall Shij	fts				26		Total I	lumber	of Over	fill Shift	5				17		Sister/	Charge	Nurse 1	Total Nu	mber o	f Superv	isory Sh	ifts	2
	_			Total N	Number	of Short	m m	fts	I	<u> </u>		26		Total I	lumber	of Over	fill Shift		5	I	1	17	 	Sister/	Charge	Nurse 1	Total Nu	mber o	f Superv	isory Sh	ifts	2
Reasons for Shortfall/G Early Trained	_	d Action c	odes		Vumber	of Short		fts				26		Total I	lumber	of Over	fill Shift	5	3		5				Charge	n	Total Nu	mber o				2
Reasons for Shortfall/C Early Trained Early HCA	_	d Action c		Total N	Vumber	of Short		fts						Total I	lumber	of Over	fill Shift					17		Sister/				mber o	1	1	5	2
Reasons for Shortfall/G Early Trained	_	d Action c	odes		Number	of Short		fts				26		Total I	lumber	of Over	fill Shift		s		5		s		Charge	n	otal Nu	mber o				2
Reasons for Shortfall/C Early Trained Early HCA	_	d Action c	odes		Number	of Short		fts						Total I	lumber	of Over	fill Shift						s			n		mber o	1	1	5	2
Reasons for Shortfall/G Early Trained Early HCA Late Trained	_	d Action c	odes		Number	of Short								Total I	lumber		fill Shift						_			n		mber o	1	1	5	2
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA	_	d Action c	odes		Number	of Short								Total I			fill Shift						_			n J		mber o	1	1	5	2
Ressons for Shortfall/G Early Trained Early HCA Late Trained Late HCA Night Trained	_	d Action c	odes											Total I			fill Shift					1	_			n J		mber o	1	1	5	2
Ressons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	_	d Action c	odes											Total I			fill Shift					1	_			n J		mber o	1	1	5	2
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	_	d Action c	odes											Total I			fill Shife					1	_			n J		mber o	1	1	5	2
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Reasons for Shortfall/( Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code	I I	i i j	a	J							a a	ns				fill Shift		Code	Action	s Taken	1	_			n J		mber o	1	1	5	2
Reasons for Shortfall/( Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a	d Action c	odes	a notice)	]	b				Code	Enhand	a a a a a a a a a a a a a a a a a a a	ns				fill Shift		Code	Action HCA co	s Taken	) s	_			n J		mber o	1	1	5	2
Reasons for Shortfall/( Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b	Shortfe Sicknes Carers/	odes	a notice	) (short no	b				j	Enhand Supern	Reason ced pt o	ns bservat				fill Shift		Code o	Action HCA co	s Taken	N role	S	1		n J		mber o	1	1	5	2
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Reasons for Shortfall/( Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code a b c d	Shortin Sicknes Sicknes Staff m DNA Bid	ill Rease	noticej	) (short no	b				j k	Enhand Supern Reduce Audit	I Reason	ns bservat				fill Shift		Code o P q r	Action HCA co RN cov Studen Staff n	s Taken vered R vered HC tt Nurse soved in	N role A role counter,	d in num	l		n J		mber o	1	1	5	2
Reasons for Shortfall/( Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained Twilight HCA	Code B C C d e	Shortfe Sickness Carers/ DNA Ba Cancell	ill Rease ss (short- Bereave led Bania	noticej	) (short no	b				i j k l	Enhand Supern Reduce Audit Link W	Reason ced pt o cumery ad Occupant	ns bservat	ion			fill Shift		Code o P q r s	Action HCA co RN cov Studen Staff n Decisio	s Taken wered Rivered HC tt Nurse toved in	N role A role counter	d in num	l		n J		mber o	1	1	5	
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code  B  C  C  G  G  G  G  G  G  G  G  G  G  G	Shortia Sicknes Carers/ DNA Bio DNA A	il Reascests (shorted to the control of the control	notice)	) (short no	b				j k	Enhand Supern Reduce Audit Link W	I Reason	ns bservat	ion			fill Shift		Code o P q r	Action HCA co RN cov Studen Staff n Decisio	s Taken vered R vered HC tt Nurse soved in	N role A role counter	d in num	l		n J		mber o	1	1	5	
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code a b c d e f 8	Shortis Sickness Sickness Staff m DNA B Cancell	ill Reasc ss (short forced to ank led Bania gency	notice ement (	 	b				i j k l	Enhand Supern Reduce Audit Link W	Reason ced pt o cumery ad Occupant	ns bservat	ion			fill Shift		Code o P q r s	Action HCA co RN cov Studen Staff n Decisio	s Taken wered Rivered HC tt Nurse toved in	N role A role counter	d in num	l		n J		mber o	1	1	5	
Reasons for Shortfall/C Early Trained Early HCA Late Trained Late HCA Night Trained Night HCA Twilight Trained	Code a b c d e f 8	Shortis Sickness Sickness Staff m DNA B Cancell	il Reascests (shorted to the control of the control	notice ement (	 	b				i j k l	Enhand Supern Reduce Audit Link W	Reason ced pt o cumery ad Occupant	ns bservat	ion			fill Shift		Code o P q r s	Action HCA co RN cov Studen Staff n Decisio	s Taken wered Rivered HC tt Nurse toved in	N role A role counter	d in num	l		n J		mber o	1	1	5	

Sconco	Narrative
Sconce	Not required this month

	June 2014 Information uploaded to NHS Choices												
•	stered s/nurses	Care	Staff	•	stered s/nurses	Care	Staff	Average		Average			
Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	fill rate - registered nurses / Midwives (%)	Average fill rate - care staff (%)		
360	360	720	714	330	330	660	649	100.0%	99.2%	100.0%	98.3%		

Month		Year				Ward																														
June		2014 FCU						I	Actua	I Off	Duty																									
										<u>.                                    </u>																										
Shifts	DAY	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20	SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30	31				
Early Trained	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	31				
Early HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2					
Late Trained	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					
Late HCA	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	2					
Night Trained	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	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					
Twilight Trained	0 0 0 0				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Twilight HCA Sister/Charge Nurse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Supervisory Shifts	_	n	n	у	у	у	у	n	n	у	n	у	у	n	n	n	у	у	у	у	у	n	n	n	у	у	у	у	n	n	у					
(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	1																																			
Early HCA	2																																			
Late Trained	1																																			
Late HCA	2							1																												
Night Trained	1																																			
Night HCA	2								1							_							_			_										
Twilight Trained	0	_		_			_									_										_										
Twilight HCA	0																																			
Inciden	ts (Falls)																																			
Incidents (Med	dication)																																			
Incidents (	Staffing)																																			
									_							_	_		_							_										
Total Number of	Shifts	252		Total I	Vumber	of Shor	tfall Shi	fts				2		Total I	Vumber	of Over	fill Shift:					0		Sister/G	Charge	Nurse T	rse Total Number of Supervisory Shifts									
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Reasons for Shortfall	/Overfill an	d Action	codes																																	
Early Trained																																				
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Late Trained	+				<del>                                     </del>	1				_										_			<u> </u>				_					_				
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Twilight HCA Comments																													<u> </u>							
comments	-																																			
	Code	Shortf	all Reas	ons						Code	Overfil	Reaso	ns						Code	Action	s Taken															
	a	Sickne	ss (shor	t notice	)					i	Enhand	ed pt o	bservat	ion					0	HCA co	vered R	N role					1									
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	с													9	Studen	t Nurse	counte	d in nun	nbers			1														
	d	DNA B	ank						]	- 1	Audit								r	Staff n	noved in	from a	nother	area												
	e	Cancel	led Ban	k					]	m	Link W	ork							5	Decisio	on taken	not to	cover													
	f	DNA A							1	n	Other	enter a	comme	nt)					t	Other	(enter a	comme	nt)				1									
	g	Cancel	led Age	ncy					I									1		1							1									

Code Shortfell Reasons

a Sickness (short notice)

b Carers/Bereavement (short notice)

c Staff moved to another area

d DNA Bank

e Cancelled Bank

f DNA Agency

g Cancelled Agency

h Other (enter a comment)

Fornwood	Narrative
Fernwood	Not required this month

	Year				Ward																										
	2014				Mins	ter				Actua	al Off [	Duty																			
DAY	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	Т
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	
	С	2	3	3	2	2	1	1	2	2	3	3	2	0	1	3	2	2	2	1	С	С	2	4	3	3	2	С	С	3	
	C	1	2	1	2	2	1	1	2	2	2	2	1	1	1	1	1	1	1	1	C	С	2	1	1	1	1	C	С	1	
	С	2	2	1	2	1	1	0	1	2	1	2	1	0	1	1	0	1	1	0	С	С	2	1	1	2	0	C	С	2	
	С	1	2	2	1	1	1	0	2	1	2	2	1	0	0	1	0	1	0	0	С	С	1	1	1	1	1	С	С	1	
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	С	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	С	С	0	0	0	0	1	С	С	0	L
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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	
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hifts	0		Total N	lumber	of Short	tfall Shij	fts				0		Total N	lumber	of Over	fill Shifts	:				0		Sister/(	Charge I	Nurse To	otal Nu	mber of	Supervi	isory Sh	ifts	7
verfill and	Action o	odes																													_
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	DAY Baseline  Baseline  0 0 0 0 (Falls) action)	DAY   SUN   Baseline   1   C   C   C   C   C   C   C   C   C	2014	DAY   SUN   MON   TUE	DAY SUN MON TUE WED	DAY   SUN   MON   TUE   WED   THU	DAY SUN MON TUE WED THU FR	DAY   SUN   MON   TUE   WED   THU   FR   SAT	DAY SUN MON TUE WED THU FRI SAT SUN	DAY   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   TUE	DAY SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE	DAY   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED	DAY   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED   THU	DAY   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED   THU   FR	DAY   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED   TUE   T	Day   SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED   THU   SAT   SUN   TUE   TUE	DAY SUN   MON   TUE   WED   THU   FN   SAT   SUN   MON   TUE   WED   THU   TUE   TUE	DAY   SUN   MON   TUE   WED   THU   FRU   SAT   SUN   MON   TUE   WED   THU   SAT   SUN   MON   TUE   WED   TUE   SAT   SUN   MON   TUE   SAT   SUN   SAT   SUN   MON   TUE   SAT   SUN   SAT	DAY SUN   MON   TUE   WED   THU   FR   SAT   SUN   MON   TUE   WED   TUE   TU	Actual Off Duty	Actual Off Duty	Actual Off Duty   Actual Off	Actual Off Duty   Actual Off	Actual Off Duty	Actual Off Duty   Actual Off	DAY   SAN   MAN   TUE   MED   THU   FR   SAT   SAN   MAN   TUE   MED   THU   TH	DAY   SAN   MANN   TUE   MED   TAU   FR   SAT   SAN   MANN   TUE   MED   TAU   FR   SAT   SAN   MANN   TUE   MED   TAU   TAU   FR   SAT   SAN   MANN   TUE   MED   TAU   TAU	Data   Sum   Mon   Title   MeD   Thou   Fig   SAT   SUN   Title   Fig   SAT   SUN   Title   Fig   SAT   SUN   Title   Fig   SAT   SUN   Title   Fig   SAT   SUN   F	Data   Sun   Mon   Tal   MeD   Tal   Fig   SAT   Sun   Mon   Tal   Fig   SAT   Sun   Fig   Sat   Sat   Sun   Fig   Sat   Sat   Sun   Fig	Day   Sun   Mon   Tut   WED   Thu   WED   Thu   Sun   Mon   Tut   WED   Thu   Sun   Sun   Mon   Tut   Thu   Thu	Actual Off Duty

Code	Shortfall Reasons
a	Sickness (short notice)
b	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
T	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)

Minster

# Narrative

Minster is now a day case unit and flexes staff according to patient activity, currently establishment is being agreed.