**Staffing Escalation policy for the Respiratory Support Unit**

Current staffing levels establishment levels are:

* During the hours of 07.00 and 19.30 5 Registered Nurses.
* During the hours of 19.30 and 07.30 5 Registered Nurses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Patient numbers in acute phase of NIV** | **Total numbers of staff RN** | **Total numbers of NIV trained staff** | **Action** |
| 0 | 5 | 1 | A |
| 1 | 5 | 1 | A |
| 2 | 5 | 1 | A |
| 3 | 5 | 2 | A |
| 4 | 5 | 2 | A |
| 5 | 6 | 3 | B |
| 6 | 6 | 3 | B |
| 7 | 7 | 4 | B |
| 8 | 7 | 4 | B |
| 9 | 8 | 5 | B |
| 10 | 8 | 5 | B |
| 11 | 9 | 6 | B |
| 12 | 9 | 6 | B |

**Escalation criteria**

It is essential that the safety of our patients and correct staffing in accordance with the acuity of the ward is maintained at all times, whilst ensuring our patients receive the correct care in the correct setting.

In order to maintain the appropriate levels and experience of staff, may require escalation to the appropriate personnel, to authorise the use of extra Registered Nurses and in cases registered nurse trained in NIV from outside agencies.

**Action A**

No action would be required other than ensuring than registered nurses in both bays are NIV trained and competent.

**Action B**

Extra registered nurse(s) (with or without NIV experience dependent on numbers of NIV trained staff on duty), will be required. Please note in all cases, utilising Trust staff should always be the first line, before going to agency.

Escalate to the ward leader, who will contact Matron or duty nurse manager, to assess if there is flexibility within the Trust to allocate a registered nurse from another area, in the event that this isn`t an option, escalate to silver command to sign off to agency.

In the event that the ward leader is unavailable, go straight to Matron or duty nurse manager, who will then either re-allocate or escalate to silver/gold command.