

Appendix 2 - Description of the data monitoring colour codes.

The variance between planned and actual staffing levels is as a result of the number of staff on shift not matching the staffing numbers from the planned roster.

For internal use the variance between 'planned and actual staffing levels are categorised into the following:

Blue: Indicates that actual staffing figures are greater than 110% fill rate. 100% is the planned level of staffing required when off duty is completed. The increased fill rate can be attributed to several aspects including supernumerary period of preceptorship for newly qualified registered nurses and return to practice nurses who are in a period of supernumerary as part of their programme. Some patients will require more direct care or supervision. Additional care staff are allocated to the ward to maintain safety for a patient or a small group of patients. This is above the 'planned' allocation.

Green: Indicates that the staffing levels are within the agreed percentage, between 90% -110%, this is the planned staffing for that area and varies from ward to ward. Whilst there may be a variance from 100% it is agreed that this is within the acceptable tolerance levels for ward staffing and patient acuity. It reflects that for a small number of shifts the optimum planned staffing levels may not have been attained.

Amber: Indicates that the staffing fill rate is less than the accepted 90% but not lower than 80% which would indicate a red rating. This represents a risk.

Red: This indicates that the staffing level is below the accepted 80% level and highlights a potential significant risk.