Sherwood Forest Hospitals **NHS**

NHS Foundation Trust

Trust Board of Directors

October 2014

Nurse Staffing Report for September 2014

Executive Summary

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

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

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

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

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

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

The Board are asked to:

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

1.0   Introduction

The Board of Directors receive a monthly nurse staffing report of which provides detailed data analysis on a shift by shift basis of the planned and actual staffing levels across our in-patient wards. This includes an exception report where the actual nurse staffing levels have either fallen below a 90% or have exceeded a 110% threshold.
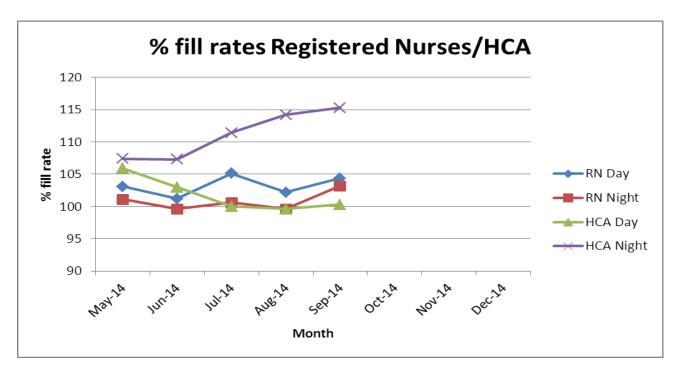
The report forms part of the organisation's commitment in providing open and honest information, through publication of this data on the Trust's Website. This includes a copy of the monthly UNIFY data submission that is published on the NHS Choices website.

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

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

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

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

% fill rates Registered Nurses/HCA

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

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

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

3.0   UNIFY Data Submission September 2014

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

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

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

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

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

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

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

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

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

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

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

4.0 Quality and Safety

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

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

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

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

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

Triangulating with Ward Assurance Matrix during September :

Ward 22 experienced:

- 1 case of C difficile

- 0 Grade 2, 3, or 4 hospital acquired pressure ulcers

- 0 falls causing harm

- 0 serious incidents

- 63% response rate in their family and friends test with a score of 4.7 stars

Ward 32 experienced:

- 0 case of C difficile

- 0 Grade 2, 3, or 4 hospital acquired pressure ulcers

- 0 falls causing harm

- 0 serious incidents

- 49% response rate in their family and friends test with a score of 4.7 stars

These are excellent quality results

5.0   Achievement of Planned Staffing Requirements – Organisational Capacity and Capability

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New for September 2014

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

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

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

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

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

6.0   External Regulators

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

7.0   Conclusion

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

Susan Bowler

Executive Director of Nursing and Quality

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

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

Appendix 2- Matron Exception Report.

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

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

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

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

Appendix 3 Ward Staffing Data

Month: Sep-14 **Ward:** EAU **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	9	8	6	8	9	7	6	8	6	7	7	8	8	7	8	8	9	7	9	9	8	7	7	8	8	9	9	7	7	9	8
Early Trained Agency		2	2	2	1	2	3	1	3	3	3	1	1	2	1	2	1	2	1	1	1	2	2	2	2	1	1	1	3	1	1
Early HCA	6	7	7	6	7	6	6	6	4	6	6	7	6	7	7	6	5	6	6	5	7	6	6	6	7	6	5	6	6	6	6
Early HCA Agency				2												1	1	1		2											
Late Trained	9	7	7	6	7	6	6	8	6	7	6	7	8	6	7	7	9	7	8	8	7	9	7	9	8	9	8	8	7	8	9
Late Trained Agency		2	2	3	1	2	3	1	3	3	3	1	1	2	2	2	1	2	2	2	1	1	2	1	2	1	1	2	3	1	1
Late HCA	6	7	7	6	7	6	6	5	5	6	6	5	5	7	7	6	6	6	6	4	6	4	6	6	7	5	5	3	6	6	6
Late HCA Agency				2												1	1	1		2											
Night Trained	7	6	5	6	6	6	5	4	4	5	5	5	4	5	4	5	6	5	6	6	5	5	5	5	4	5	5	5	5	7	
Night Trained Agency			1	1	1	1	1	3	3	2	2	4	2	2	3	2	3	2	1	2	1	1	2	2	3	2	2	2	3	2	1
Night HCA	6	5	6	6	6	5	5	7	6	6	7	6	5	5	5	6	6	6	6	5	6	6	7	6	6	6	6	6	5	6	6
Night HCA Agency			1			1	1									1			1	1	1										
Twilight Trained	0																														
Twilight Trained Agency																															
Twilight HCA	0																														
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	43	45	43	48	45	42	42	43	40	45	45	44	40	43	45	44	44	44	47	44	44	47	44	45	48	44	41	40	45	44	45
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y							Y									Y								Y	Y	Y				

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0																								1		1				
Early HCA Agency																															
Late HCA EPO	0																								1		1				
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency											1												2	1			3		2		
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	1	2	0	5	0	2	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained		s			s	s	s	s			s	s	s	s				s			j			s		j	j	jp	s		ir
Early HCA			u		s	s	s	ae	i	e		a				s	ai			j	j		s				m		s	r	s
Late Trained	is	s	s	s	i	s	s	s			s	is	is	s		s		s		j	d	j		s		j	j		r		s
Late HCA			u		s	s	s	ie	i	e	ei	is				s	ai	s		as			s	s	i	io	is	i	s	r	s
Night Trained	ei	i	s	s	s	is	s	g	s	s	m	as	s	s	s	s	s	s				s	s			is			i	
Night HCA							o		o		a	a										m	j	o				di		
Twilight Trained																														
Twilight HCA																														

Comments:
- s = unit manageable and safe so decision taken to manage with staffing levels - understaffing always escalated to DNM & Silver On-call
- j = unit staffed for >46 but then closed beds.
- m = over sight on booking - escalated to DNM no other areas needed cover

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month

Sep-14

Ward

EAU

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early Trained	9	1	1	1	1					1	1					1	1		1	1					1	1	1	1	1	1	1	
Early HCA	6	1	1	2	1				2			1		1	1		1		1	1	1	2		1			1					
Late Trained	9				1	1				1		1		1			1			1	1	1			1	1	1	1	1		1	
Late HCA	6	1	1	2	1			1	1			1	1	1	1				1	1					1	1	1	3				
Night Trained	7	1	1				1					2	1											1		1			1		1	
Night HCA	6							1				1	1		1						1	1	1						1			
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early HCA EPO	0																									1		1				
Early HCA Agency																																
Late HCA EPO	0																									1		1				
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency											1												2	1			3		2			
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)					1			1									1			1												
Incidents (Medication)							1	1		1			1									1		2								
Incidents (Staffing)																								1								

Total Number of Planned Shifts	1290		Total Number of Shortfall Shifts	29
Total Number of Actual Shifts (including EPO)	1333		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	72

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

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

Month

Ward

Sep-14		11			**Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early HCA	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3
Late Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night Trained	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3
Night Trained Agency		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Night HCA	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	17	15	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	16	17	17	17	17	17	16	17	17	17	17	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	y	y	Y	Y										Y			Y	y							Y	Y			Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0												
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Late HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0												
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Night HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0												
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Twilight HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0												
Total Staff per 24 hrs	0	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA	i																													
Late Trained																														
Late HCA																								i						
Night Trained																														
Night HCA	i																	i												
Twilight Trained																														
Twilight HCA																														

Comments: i = 1:1 not covered by bank, covered out of own establishment.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month **Ward**

Sep-14 **11** **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/12/00
Early Trained	3																															
Early HCA	3	1																														
Late Trained	3																															
Late HCA	3																								1							
Night Trained	3																															
Night HCA	2	1																	1													
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/12/00
Early HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1																			
Early HCA Agency																																
Late HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1																			
Late HCA Agency																																
Night HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1																			
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)								1					1											1								
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	510	Total Number of Shortfall Shifts	4
Total Number of Actual Shifts (including EPO)	542	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	36

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

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

Month Sep-14 **Ward** 12 **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	2	2	2	2	2	2	2	3	2	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	2	2	3	3
Early Trained Agency				1	1	1	1	1		1											1	1								1	
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	2	3	3	3
Early HCA Agency																					1	1									
Late Trained	3	2	2	2	2	2	2	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency				1	1	1	1	1		1																					
Late HCA	3	3	3	3	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 Agency																															
Night Trained	3	3	3	3	2	2	2	2	2	2	2	3	3	2	3	2	2	3	3	2	3	2	3	3	3	2	2	2	2	2	2
Night Trained Agency				1	1	1	1	1	1	1	1			1		1	1		1		1				1	1	1	1	1	1	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	15	15	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y			Y	Y				Y	Y	Y						Y	Y				Y	Y	Y	Y	Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0		1	1	1	1	1	1	1	1	1	1		1			1	1	1	1	1	1		1	1	1		1	1		1
Early HCA Agency																															
Late HCA EPO	0						1	1	1	1	1	1	1		1	1	1				1			1		1	1	1	1		1
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	1	1	1	1	2	2	2	2	2	2	2	0	2	1	2	1	1	1	2	1	0	2	1	2	1	2	2	1	2

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	F	F																												
Early HCA																														
Late Trained	F	F																												
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward			
Sep-14		12			Actual Off Duty

Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	00/01/00
Early Trained	3	1	1																													
Early HCA	3																															
Late Trained	3	1	1																													
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	00/01/00
Early HCA EPO	0		1	1	1	1	1	1	1	1	1	1	1		1		1	1	1	1	1	1		1	1	1		1	1		1	
Early HCA Agency																																
Late HCA EPO	0						1	1	1	1	1	1	1		1	1	1				1			1		1	1	1	1		1	
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)		1									1																					
Incidents (Medication)								1																								
Incidents (Staffing)																																

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

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

Total Number of EPO shifts	41
Total Number of Agency EPO shifts	0

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

Month		Ward			Actual Off Duty
Sep-14		**14**			

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3
Early Trained Agency										1																	1				
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																															
Late Trained	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3
Late Trained Agency										1																	1				
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
Late HCA Agency																															
Night Trained	3	3	3	3	3	2	3	2	2	2	2	2	2	3	3	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2
Night Trained Agency						1		1	1	1	1	1	1			1	1	1	1	1	1	1		1	1	1	1	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	16	17	17	17	17	17	17	17	17	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	y	y	y			Y	y	y	y	y			y	y	y	y	y			y	y	y	y	y			y	y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														1
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																				ds										
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward																													
Sep-14		14			Actual Off Duty																										

| Shortfall/Overfill | DAY | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | 0 |
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	06/01/00
Early Trained	3																															
Early HCA	3																				1											
Late Trained	3																															
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

| EPO - HCA | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | 0 |
		01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	06/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																														1	
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month		Ward				
Sep-14		21			Actual Off Duty	

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	4	4	5	3	4	3	3	3	4	3	3	4	2	3	3	5	3	3	3	3	3	3	3	2	2	2	3	3	3	4	2
Early Trained Agency						1	1	1	1	1		1	2	1			2	1	2	1	1	1	1	1	2	2	1	1	1		2
Early HCA	4	4	4	4	3	3	2	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	4	3	3	3	2	3	4	4
Early HCA Agency					1	1	2	1		1																	1	2	1		
Late Trained	4	3	3	3	4	3	3	3	4	3	3	4	2	2	3	4	2	3	2	3	3	3	3	2	2	2	3	3	4	4	2
Late Trained Agency		1	1			1	1	1		1	1	1	2	1			2	1	2	1	1	1	1	1	2	2	1	1	1		2
Late HCA	4	4	4	4	3	3	2	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	4	3	3	3	2	3	4	4
Late HCA Agency					1	1	2	1		1															1		1	2	1		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	2	2	2	3
Night Trained Agency									1				1	1	1	1	1	1										1	1	1	
Night HCA	3	3	3	3	3	3	3	3	2	2	2	2	2	3	2	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3
Night HCA Agency									1	1	1	1	1									1									
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	22	22	23	20	22	22	22	22	24	22	21	24	22	21	19	23	23	22	23	21	22	20	22	22	21	20	22	22	22	22	22
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)			y	y	y	y			y			y					Y	Y					y	y	y	y	y			y	y

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early HCA Agency																															
Late HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late HCA Agency																															
Night HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night HCA Agency																															
Twilight HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	h	m						m		a	m		c	a	m															
Early HCA																								h	h					
Late Trained																														
Late HCA																								h						
Night Trained																														
Night HCA																			h											
Twilight Trained																														
Twilight HCA																														

Comments:

u phased return   u phased return   h carer sick

u phased return   a- help from ward 32 trained   c staff moved to daycase not replaced

u phased return   u phased return

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month **Ward**

Sep-14	21	Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early Trained	4		1	1					1		1	1			1	1	1			1												
Early HCA	4																					1			1	1						
Late Trained	4			1								1		1	1																	
Late HCA	4																					1				1						
Night Trained	3								1																							
Night HCA	3														1					1												
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)				1					1																							
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	660	Total Number of Shortfall Shifts	13	
Total Number of Actual Shifts (including EPO)	655	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	8	

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

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

Month: Sep-14 Ward: 22 Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	4	4	3	3	3	4	3	3	4	4	4	3	4	3	3	4	4	4	3	3	3	3	2	2	3	3	3	2	2	2	2
Early Trained Agency		0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	1	0	1	0	2	1
Early HCA	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	4	4
Early HCA Agency		0	1	1	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	1	1	0	0	1	1	1	1	1	0	0
Late Trained	4	4	3	3	3	4	3	3	4	4	4	3	4	3	3	4	3	4	3	3	3	3	2	2	3	3	3	2	2	2	2
Late Trained Agency		0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	1	0	1	0	2	1
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	4	3	3	3	3	3	4	3
Late HCA Agency		0	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	1	1	1	1	1	0	0
Night Trained	3	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 Trained Agency		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA	2	2	2	2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	2	2	2
Night HCA Agency		0	1	1	1	1	0	0	0	0	1	0	1	1	1	1	1	0	0	1	1	1	1	1	1	1	0	0	1	1	1
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	19	19	22	22	21	22	20	18	19	20	20	17	20	19	18	20	19	19	17	19	20	20	20	20	20	22	20	20	18	22	19
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y			Y	Y			Y	Y	Y		Y										Y	Y	Y		Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																														
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month

Sep-14

Ward

22

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	4				1		1	1				1		1	1					1	1	1		1			1	1	2		1	
Early HCA	3		1	1	1	1	1			1				1							1	1		1	1	1	1	1	1	1	1	
Late Trained	4					1	1					1		1	1		1			1	1			1	1		1	1	2		1	
Late HCA	3		1	1	1	1	1														1	1		1	1	1	1	1	1	1		
Night Trained	3																															
Night HCA	2		1	1	1	1	1	1		1		1	1	1	1					1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	34
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	56

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

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

24

Actual Off Duty

Month	Ward	
Sep-14	23	Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	5	5	4	5	4	4	4	4	5	5	5	4	5	4	5	5	5	5	5	4	4	5	5	5	4	5	4	5	4	6	5
Early Trained Agency			1		1	1	1	1				1					1	1										1		1	
Early HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Early HCA Agency																															
Late Trained	5	5	4	5	4	4	4	4	5	5	5	4	5	4	5	5	5	5	5	4	5	5	5	4	5	4	5	4	5	5	5
Late Trained Agency			1		1	1	1	1				1						1						1		1				1	
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Late HCA Agency																															
Night Trained	5	5	5	5	4	4	4	5	5	5	4	5	4	4	4	4	4	4	4	3	4	5	5	4	4	4	5	4	4	4	4
Night Trained Agency					1	1						1		1	1	1	1	1	1	1	2	1				1	1	1	1	1	
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1			1	1	1	1	1	1
Night HCA Agency															1									1	1						
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	20	20	20	20	20	20	19	20	20	20	20	20	20	18	20	20	20	20	20	20	20	20	20	20	17	20	20	20	20	21	20
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)				Y	Y	Y						Y		Y			Y	Y					Y	Y	Y					Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained													i													i				
Early HCA																														
Late Trained													i													i				
Late HCA																										i				
Night Trained						f																								
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

___

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month
Sep-14

Ward
23

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/10/14
Early Trained	5													1											1					1		
Early HCA	2																															
Late Trained	5													1											1							
Late HCA	2																								1							
Night Trained	5						1																									
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/10/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																										1						
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month

Sep-14

Ward

24

Actual Off Duty

30 Days in Month

Staffing Table

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3
Early Trained Agency											1																				
Early HCA	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency													1				1														
Late Trained	3	3	3	2	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	3	3
Late Trained Agency				1							1	1												1							
Late HCA	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	2	3	3
Late HCA Agency													1				1														
Night Trained	3	3	2	2	3	2	3	2	3	2	2	3	3	2	2	2	2	2	2	2	2	2	1	2	3	3	3	2	2	2	3
Night Trained Agency		1	1	1		1		1		1	1	1		1	1	1	1	1	1	1	1	2	1				1	1	1		
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	18	17	17	17	17	17	17	15	17	17	17	17	17	17	17	17	17	17	17	15	17	17	17	17	17	17	17	16	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y			Y	Y				Y			Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0						2	1	1	1																					
Early HCA Agency																															
Late HCA EPO	0						2	1		1																					
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	4	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained																				r										
Early HCA								i																						
Late Trained																				r										
Late HCA								i																						
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month			Ward					
Sep-14			24			Actual Off Duty		

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early Trained	3																				1											
Early HCA	3								1																							
Late Trained	3																				1											
Late HCA	3								1																				1			
Night Trained	3	1																														
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early HCA EPO	0						2	1	1	1																						
Early HCA Agency																																
Late HCA EPO	0						2	1		1																						
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)												1																				
Incidents (Medication)																	1															
Incidents (Staffing)																																

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

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

Total Number of EPO shifts	9
Total Number of Agency EPO shifts	0

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

28

Month

Sep-14

Ward

ward31

Actual Off Duty

30 Days in Month

	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Shifts	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14
Early Trained	3	3	3	2	3	2	3	2	3	3	4	4	4	3	3	3	3	3	3	3	3	3	3	3	4	2	3	4	3	3	3
Early Trained Agency				1		1		1																		1					
Early HCA	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
Early HCA Agency																															
Late Trained	3	3	3	2	3	2	3	2	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	4	2	3	4	3	3	3
Late Trained Agency				1		1		1																		1					
Late HCA	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	2	3	3	3
Late HCA Agency																															
Night Trained	3	2	3	3	2	3	3	2	3	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	2	2	2	2	3
Night Trained Agency		1			1			1		1	1	1	1	1	1	1											1	1	1	1	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	17	17	17	17	17	15	15	17	17	18	19	19	17	17	17	17	17	17	17	17	17	17	17	18	17	16	17	17	17	17
Sister/Charge Nurse Supervisory Shifts *(Enter Y or leave blank for No)*			Y	Y		Y				Y		Y	Y			Y	Y		Y	Y			y	Y	Y		Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below ***must NOT*** *be included in the above numbers*

	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14
Early HCA EPO	0																				1	1	1	1							
Early HCA Agency																															
Late HCA EPO	0																	1			1	1	1	1							
Late HCA Agency																															
Night HCA EPO	0																	1	1				1	1							
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	2	2	3	3	0	0	0	0	0	0	0

The Reasons below should ***exclude*** *Enhanced Patient Observation (EPO) as these are now recorded seperately*

Reasons for Shortfall/Overfill & Action codes	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
	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14
Early Trained										u	u	u												u			u			
Early HCA						i																					a			
Late Trained											u	u												u			u			
Late HCA						i																					a			
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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*

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

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

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

Month		Ward																														
Sep-14		ward31			Actual Off Duty																											

Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	01/01/00
Early Trained	3										1	1	1												1			1				
Early HCA	3						1	1																				1				
Late Trained	3											1	1												1			1				
Late HCA	3						1	1																	1		1	1				
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
		01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	01/01/00
Early HCA EPO	0																				1	1	1	1								
Early HCA Agency																																
Late HCA EPO	0																	1			1	1	1	1								
Late HCA Agency																																
Night HCA EPO	0																	1	1			1	1									
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

30

Month: Sep-14   Ward: 32   Actual Off Duty

30 Days in Month

Actual Off Duty

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	4	3	3	3	3	3	3	4	4	4	3	3	3	3	3	3	3	4	3	2	3	4	4	4	4	4	3	3	3	3
Early Trained Agency												1									1	1									1
Early HCA	3	2	3	3	3	3	3	3	2	2	2	2	3	3	3	2	3	3	2	3	2	2	2	2	3	2	3	2	2	3	3
Early HCA Agency																															
Late Trained	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	4	3	2	4	3	2	3	3	3	4	4	4	3	3	3	3
Late Trained Agency												1						1			1	1						1			
Late HCA	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	2	3	3	2	3	2	2	2	2	3	2	2	2	2	2	3
Late HCA Agency																															
Night Trained	3	3	3	2	2	2	1	2	2	2	3	3	2	2	2	1	2	3	3	2	2	2	2	3	2	2	2	2	2	2	3
Night Trained Agency				1	1	1	2	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	1	2	2	2	1	2	2	2	2	2	2	1	2	2	1	2	1	2	1	1	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																															
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	17	17	17	16	17	17	17	16	17	17	17	17	17	16	15	17	16	17	16	15	16	15	15	19	17	18	17	15	16	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)			Y	y					y			y				Y	Y	Y	Y	Y				Y			Y	Y		y	y

The Enhanced Patient Observation Numbers (EPO) below *must NOT* be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should *exclude* Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	m							m	m	m								m				m	m	m	m	m				
Early HCA	h							h	h	h								h				h	h		h					
Late Trained								m							m			m						m	m	m				
Late HCA								h							h			h								h	h			
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments: Underestablished for HCA's and recruiting new RN staff for new establishment levels.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward			Actual Off Duty
Sep-14		32			

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 01/01/00
Early Trained	3	1							1	1	1	1							1			1	1	1		1	1	1	1			
Early HCA	3	1							1	1	1	1				1			1		1	1	1	1		1		1	1			
Late Trained	3								1			1				1			1			1			1	1	1	1				
Late HCA	3								1			1				1			1		1	1	1	1		1	1	1	1	1		
Night Trained	3															1																
Night HCA	2				1				1						1			1		1		1	1	1								
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 01/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																										1						
Incidents (Staffing)																																

Total Number of Planned Shifts	510		Total Number of Shortfall Shifts	36
Total Number of Actual Shifts (including EPO)	496		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	22

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

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

32

Month

Sep-14

Ward

33

Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	2	3	2	2	2	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early Trained Agency			1		1	1	1			1				1																	
Early HCA	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																															
Late Trained	3	3	2	3	2	2	2	3	3	2	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency			1		1	1	1			1				1																	
Late HCA	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																															
Night Trained	3	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night Trained Agency		2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervision	17	17	17	17	15	17	17	17	15	16	17	17	17	17	17	16	16	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y	Y	y	y	Y	Y			Y	y	y	Y	Y			Y	y	y	Y				Y	y	y	Y	Y				y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																									1	1		1		
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA				i				i								a														
Late Trained																i														
Late HCA				i				i																						
Night Trained																														
Night HCA									i																					
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month Sep-14 **Ward** 33 **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	3																															
Early HCA	3				1				1								1															
Late Trained	3															1																
Late HCA	3				1				1																							
Night Trained	3																															
Night HCA	2									1																						
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																									1	1		1			
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)		1			1																1											
Incidents (Medication)				1																		1										
Incidents (Staffing)																																

Total Number of Planned Shifts	510	
Total Number of Actual Shifts (including EPO)	506	

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

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

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

Month		Ward																													
Sep-14		34			Actual Off Duty																										

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	2	1	2	3	2	2	2	3	2	1	2	2	2	2	3	2	1	2	1	2	3	3	3	2	3	2	3	1	1	2
Early Trained Agency			1	1	1		1	1	1		1	2	1	1	1	1		1	2	1	2	1			1		1		2	2	2	1
Early HCA	3	3	3	4	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	4	3	3
Early HCA Agency																																
Late Trained	3	2	1	2	3	2	2	2	3	2	1	2	2	2	2	3	2	1	2	1	2	3	3	2	3	2	3	1	1	2	2
Late Trained Agency			1	1	1		1	1	1		1	2	1	1	1	1		1	2	1	2	1			1		1		2	2	2	1
Late HCA	3	3	4	3	3	4	3	3	2	2	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	4	3	3	4	2	3
Late HCA Agency																																
Night Trained	3	1	1	3	3	1	1	1	3	2	2	2	2	1	1	1	2	2	1	2	1	2	3	2	2	3	2	2	3	1	3
Night Trained Agency		2	2			2	2	2		1	1	1	1	2	2	2	1	1	2	1	2			1	1		1	1		1	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	16	18	17	19	17	17	16	16	17	17	17	17	17	17	17	17	17	16	17	17	17	18	17	18	17	17	17	15	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y		Y	Y	Y			Y	Y	Y		Y			Y	Y		Y	Y			Y	Y	Y	Y	Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

DAY	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																1	1	1	1		1					1	1	1	2	1
Early HCA Agency																					1			1	1	1	1	2			
Late HCA EPO	0																1	1	1	1							1	1	1	1	1
Late HCA Agency																					1	1		1	1	1	1	2			
Night HCA EPO	0																1	1	1											1	
Night HCA Agency															1				1	1	1	1				1	2	2	1		
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	3	3	3	3	3	1	2	2	2	3	6	8	2	

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained		ft	m																									et		
Early HCA																														
Late Trained		ft																										et		
Late HCA								au	au									u												
Night Trained																													f	
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:
- no agency available put back out to the agencies.
- Bank HCA doing shadowing shift.
- HCA doing PAS training
- 1-1 carer not extra c... Extra care 1-1 used within numbers did n...
- Bank nurse cancelled unable to cover wi...
- 3 1-1 pati unable to cover 2 nurses split t...

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall Reasons	Code	Shortfall Reasons	Code	Overfill Reasons	Code	Actions Taken
a	Sickness (short notice)	h	Other (enter a comment)	j	Reduced Occupancy	o	HCA covered RN role
b	Carers/Bereavement (short notice)	i	Shift not filled by Bank/Agency	k	Audit	p	RN covered HCA role
c	Staff moved to another area			l	Link Work	q	Student Nurse counted in numbers
d	DNA Bank			m	Other (enter a comment)	r	Staff moved in from another area
e	Cancelled Bank					s	Decision taken not to cover
f	DNA Agency					t	Other (enter a comment)
g	Cancelled Agency					u	Supernumery Staff on Duty

Month: Sep-14 **Ward:** 34 **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early Trained	3		1																										1			
Early HCA	3			1		1																		1					1			
Late Trained	3		1																										1			
Late HCA	3		1			1			1	1										1		1							1	1		
Night Trained	3																												1			
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early HCA EPO	0																1	1	1	1		1					1	1	1	2	1	
Early HCA Agency																					1			1	1	1		1	2			
Late HCA EPO	0																1	1	1	1							1	1	1	1	1	
Late HCA Agency																					1	1		1	1	1		1	2			
Night HCA EPO	0																1	1	1												1	
Night HCA Agency																1					1	1	1	1				1	2	2	1	
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)		1								1					1																	
Incidents (Medication)																																
Incidents (Staffing)																															1	

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

Total Number of Shortfall Shifts	9
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	58

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

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

Month Sep-14 **Ward** 35 **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	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	2	3	3	3	3
Early Trained Agency																1													1		
Early HCA	3	3	3	3	3	2	3	3	2	3	4	4	3	3	3	4	3	3	3	4	3	3	3	4	3	3	3	3	3	3	3
Early HCA Agency																															
Late Trained	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	2	3	3	3	3	3
Late Trained Agency																1													1		
Late HCA	3	3	2	3	3	3	3	3	3	4	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	4	3	3	
Late HCA Agency			1																												
Night Trained	3	3	3	2	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	2
Night Trained Agency				1												1															1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2
Night HCA Agency													1																	1	
Twilight Trained	0																														
Twilight Trained Agency																															
Twilight HCA	0																														
Twilight HCA Agency																															
Total over 24 hours exc Supervision	17	17	17	17	17	16	17	17	17	18	18	18	17	17	17	19	17	16	17	18	17	17	17	18	17	17	17	17	18	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		y			y	y			y	y			y	y		y	y	y		y			y	y			y	y		y	y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

DAY	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA					d			d		u	u						u						u							
Late Trained																														
Late HCA									u															u						
Night Trained								m									d													
Night HCA																													d	
Twilight Trained																														
Twilight HCA																														

Comments:
d - bank hca sick at short notice
m- band 5 OT on ward 36
u- band2 on phased return from lts

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward	
Sep-14		35	Actual Off Duty

Shortfall/Overfill	DAY / Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/02/00
Early Trained	3																															
Early HCA	3					1			1		1	1				1				1				1								
Late Trained	3																															
Late HCA	3						1											1													1	
Night Trained	3						1									1																
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/02/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)			1																										1			
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month: Sep-14   **Ward:** Ward 36   **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	2	2	3	3	2	3	2	2	1	4	3	3	2	3	2	3	2	2	3	3	3	3	3	3	4	3	3	3	3
Early Trained Agency		1	2	2	1	1	2		2	2	3		1		2		2	1	2	2			1	1	1					1	1
Early HCA	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	1	3	3
Early HCA Agency																															
Late Trained	3	3	2	2	3	3	2	3	2	2	1	4	3	3	2	3	2	3	2	2	3	3	3	3	3	3	4	3	3	3	3
Late Trained Agency		1	2	2	1	1	2		2	2	3		1		2		2	1	2	2			1	1	1					1	1
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	2	3	1	3	3
Late HCA Agency																															
Night Trained	3	2	2	2	2	0	1	1	1	1	1	1	2	3	3	2	2	2	2	1	1	1	1	1	2	2	2	2	2	2	2
Night Trained Agency		1	1	1	1	3	2	2	2	2	2	2	1			1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	1
Night HCA	2	1	0	2	0	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency		1	2		2				1	1																					
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	19	18	18	19	19	19	17	19	19	19	19	19	17	19	17	19	19	19	19	17	17	19	19	19	17	18	16	13	19	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		y			y	y			y			y	y			y			y						y			y			y

The Enhanced Patient Observation Numbers (EPO) below **must NOT** *be included in the above numbers*

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0	1	1	1		1	1	1		1	1	1	1				1	1				1		1	1	1		1	1	1	1
Early HCA Agency														1		1	1	1		1			1								
Late HCA EPO	0	1	1	1		1	1	1		1	1		1				1	1				1			1	1	1		1	1	1
Late HCA Agency																			1	1	1		1				1				
Night HCA EPO	0	2	1	0		1		1	1	1		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	4	3	2	0	3	2	3	1	3	2	2	2	1	1	2	3	3	3	3	3	3	3	2	3	3	4	2	3	3	3

The Reasons below should **exclude** *Enhanced Patient Observation (EPO) as these are now recorded seperately*

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	m	m	m	m				m	m	m	m	m				m	m	m	m			m	m	m		m			m	m
Early HCA																														
Late Trained	m	m	m	m	m	m		m	m	m	m	m				m	m	m	m			m	m	m		m			m	m
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month: Sep-14 **Ward:** Ward 36 **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	3	1	1	1	1	1	1		1	1	1	1	1		1		1	1	1	1			1	1	1		1			1	1	
Early HCA	3		1	1																								1	2	1	1	
Late Trained	3	1	1	1	1	1	1		1	1	1	1	1		1		1	1	1	1			1	1	1		1			1	1	
Late HCA	3																										1		2			
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0	1	1	1		1	1	1		1	1	1				1	1					1		1	1	1		1	1	1	1	
Early HCA Agency																1			1	1	1	1					1					
Late HCA EPO	0	1	1	1		1	1	1		1	1			1			1	1				1			1	1	1	1	1	1	1	
Late HCA Agency																			1	1	1		1				1					
Night HCA EPO	0	2	1			1		1	1	1		1	1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)											1													1				1	2			
Incidents (Medication)								1																							1	
Incidents (Staffing)																																

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

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

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

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

Month Sep-14

Ward 41

Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	3	3	3	3	2	2	3	3	3	3	3	3	2	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3
Early Trained Agency							1	1							1							1									
Early 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
Early HCA Agency																															
Late Trained	3	3	3	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 Agency															1							1									
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
Late HCA Agency																															
Night Trained	3	2	2	2	3	2	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	3	3	2	2	2	2	2	3	3
Night Trained Agency		1	1	1		1					1	1	1	1	1	1	1	1	1	1	1	1				1	1	1	1	1	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y		Y	Y	Y				Y	Y	Y				Y	Y	Y	Y	Y			Y	Y	Y					Y	Y

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																						1	1	1	1	1	1	1	1	1
Early HCA Agency																															
Late HCA EPO	0																						1	1	1	1	1	1	1	1	1
Late HCA Agency																															
Night HCA EPO	0																						1	1	1	1	1	1	1	1	1
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	3	3	3	3	3	3	3

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																														
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month   Ward

Sep-14   **41**   **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	3																															
Early HCA	3																															
Late Trained	3																															
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																						1	1	1	1	1	1	1	1	1	
Early HCA Agency																																
Late HCA EPO	0																						1	1	1	1	1	1	1	1	1	
Late HCA Agency																																
Night HCA EPO	0																						1	1	1	1	1	1	1	1	1	
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)												1				1						1										
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month		Ward			Actual Off Duty
Sep-14		**42**			

30 Days in Month

Shifts

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	3	4	4	3	3	2	3	3	3	3	3	2	4	3	2	3	3	4	3	3	3	2	4	3	3	4	3	2	2	2	2
Early Trained Agency						1		1	1			1		1	1	1	1		1		1	1		1		1	1	1	1	1	1
Early HCA	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3
Early HCA Agency																											1				
Late Trained	3	4	4	3	3	2	3	3	3	3	3	2	4	3	2	3	3	4	3	3	3	2	4	3	3	4	3	2	2	2	2
Late Trained Agency						1		1	1			1		1	1	1	1		1		1	1		1		1	1	1	1	1	1
Late HCA	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	2	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3
Late HCA Agency																											1				
Night Trained	3	2	2	2	3	3	3	3	1	1	2	2	2	2	2	2	1	2	2	1	2	1	1	2	2	2	2	2	2	3	3
Night Trained Agency		1	1	1					2	2	1	1	1	1	1	1	2	1	1	2	1	2	2	1	1	1	1	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2
Night HCA Agency																											1				
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																															
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	19	19	17	17	17	17	19	17	15	17	17	19	19	17	18	19	19	19	17	19	17	19	18	17	21	19	17	17	18	18
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)						Y			Y			Y	Y			Y	Y	Y		Y			Y	Y	Y	Y	Y		Y	Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0																											1	1	1	1
Early HCA Agency																															
Late HCA EPO	0																											1	1	1	1
Late HCA Agency																															
Night HCA EPO	0															1	1		1	1	1	1			1	1	1	1	1	1	1
Night HCA Agency																							1	1							
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	1	1	1	1	1	1	1	3	3	3	3

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	m	m	m				m	m			m	m		m	m	m		m		m	m		m	m			m	m		
Early HCA								h	d																					
Late Trained	m	m	m				m	m			m	m		m	m	m		m		m	m		m	m			m	m		
Late HCA								h	d						h								h							
Night Trained																													m	m
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments: m = Supernumerary SN
h= Utilised supernumerary staff

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month	Ward	
Sep-14	42	Actual Off Duty

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early Trained	3	1	1					1	1				1	1		1	1	1	1		1		1	1		2	1					
Early HCA	3								1	1																						
Late Trained	3	1	1					1	1				1	1		1	1	1	1		1		1	1		2	1					
Late HCA	3								1	1						1								1								
Night Trained	3																													1	1	
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 00/01/00
Early HCA EPO	0																											1	1	1	1	
Early HCA Agency																																
Late HCA EPO	0																											1	1	1	1	
Late HCA Agency																																
Night HCA EPO	0															1	1		1	1	1	1				1	1	1	1	1	1	
Night HCA Agency																							1	1								
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)			1											1					1													
Incidents (Medication)																													1			
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	6	
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	57	

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

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

44

Month

Sep-14	43	Actual Off Duty

Ward

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early 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
Early Trained Agency																															
Early 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
Early HCA Agency																															
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 Trained Agency																															
Late HCA	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																															
Night Trained	4	3	3	3	3	3	3	3	3	3	3	3	3	4	4	3	3	2	3	4	3	3	3	3	3	3	3	3	3	3	3
Night Trained Agency		1	1	1	1	1	1	1		1	1	1	1	0	0	1	1	2	1	0	1	1	1	1	1	1	1	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																															
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																													0		
Total over 24 hours exc Supervisor	20	20	20	20	20	20	20	20	19	20	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y		Y	Y	Y			Y	Y	Y	Y											Y	Y	Y	Y	Y			Y	Y	

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA								A		A																				
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month

Month: Sep-14

Ward: 43

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	4																															
Early HCA	3																															
Late Trained	4																															
Late HCA	3								1		1																					
Night Trained	4																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																				1					1							
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	600	Total Number of Shortfall Shifts	2	
Total Number of Actual Shifts (including EPO)	598	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	0	

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

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

46

Month		Ward		Actual Off Duty
Sep-14		**44**		

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4
Early Trained Agency																															
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																															
Late Trained	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	6	4	3	3	3	4	4
Late Trained Agency																															
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	0	2	3	2	3	3	3
Late HCA Agency																															
Night Trained	3	3	3	3	3	3	2	2	3	2	3	3	2	3	3	3	3	2	3	2	2	2	2	3	3	3	3	3	2	3	2
Night Trained Agency							1	1		1								1		1	1	1						1	1		1
Night HCA	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2
Night HCA Agency																							1	1							
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	17	18	17	17	17	17	17	17	17	18	17	17	16	17	17	15	17	17	17	17	17	17	18	18	17	17	17	16	17	18	19
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)						Y			Y			Y											Y			Y				Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0			1	1												1														
Early HCA Agency			1																												
Late HCA EPO	0	1		1	1												1														
Late HCA Agency			1																												
Night HCA EPO	0	1	1	1	1											1	1	1				1									
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	2	3	3	3	0	0	0	0	0	0	0	0	0	0	1	3	1	0	0	0	1	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																														
Late Trained		m																												
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

1st-to cover ward round
9th carer for 1-1 ,patient gone to another area
h agency nurse cancelled at 19.00 for 22nd
24th code p
27th HCA off sick

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

47

Month: Sep-14 **Ward:** Ward 51 **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	2	3	3	3	3	1	3	2	3	3	2	2	1	2	2	3	2	2	2	2	3	2	2	2	2	2	3	3	3	3
Early Trained Agency		1	0	0	0	0	2	0	1	0	0	1	1	2	1	1	0	1	1	1	1	0	1	1	1	1	1	0	0	0	0
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	4	3	3	2	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Late Trained	3	2	3	3	3	3	1	3	2	3	3	2	2	1	2	2	3	2	2	2	2	3	2	2	2	2	2	3	3	3	3
Late Trained Agency		1	0	0	0	0	2	0	1	0	0	1	1	2	1	1	0	1	1	1	1	0	1	1	1	1	1	0	0	0	0
Late HCA	3	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	3	3
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Night Trained	3	1	1	2	2	1	2	2	1	2	2	2	2	1	1	1	2	2	1	1	1	1	2	2	2	2	2	2	1	1	2
Night Trained Agency		2	2	1	1	2	1	0	2	1	1	1	1	2	2	2	1	1	2	2	2	2	1	1	1	1	1	1	2	1	0
Night HCA	2	2	2	2	2	2	1	2	2	2	2	2	2	2	1	2	2	2	1	2	1	2	2	2	2	2	2	2	2	2	2
Night HCA Agency		0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	16	17	17	17	17	17	17	17	17	18	17	17	17	17	16	17	17	17	17	17	17	17	16	16
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y	Y	Y			Y	Y	Y	Y	Y																		

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	1	2	1	0	0	0	0	0	0	1	2
Late HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	1	1	0	0	0
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	1	2	1	0	0	0	0	0	0	1	0
Night HCA EPO	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night HCA Agency		0	1	0	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	1
Twilight HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs	0	0	1	1	1	1	1	1	2	1	1	1	1	1	3	3	1	1	3	3	3	3	5	3	3	1	3	3	4	3	

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																m														
Late Trained																														
Late HCA																														
Night Trained							f																						f	d
Night HCA																					d									
Twilight Trained																														
Twilight HCA																														

Comments: 16/9/14 - extra HCA is supernumerary due to returning from suspension.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

48

Month		Ward													
Sep-14		Ward 51			Actual Off Duty										

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early Trained	3																															
Early HCA	3																1															
Late Trained	3																															
Late HCA	3																															
Night Trained	3							1																						1	1	
Night HCA	2																					1										
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early HCA EPO	0								1						1										1					1		
Early HCA Agency																	1		1	1	1	1	2	1						1	2	
Late HCA EPO	0														1										1		1	1	1			
Late HCA Agency																	1		1	1	1	1	2	1						1		
Night HCA EPO	0			1				1																								
Night HCA Agency			1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	1	
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)								1																								
Incidents (Staffing)																																

Total Number of Planned Shifts	510		Total Number of Shortfall Shifts	4		
Total Number of Actual Shifts (including EPO)	569		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	63		

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

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

Month: Sep-14 **Ward:** 52 **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	4	4	4	4	5	4	3	3	4	5	5	3	4	4	3	5	4	4	4	5	3	4	4	6	4	3	3	3	4	3	3
Early Trained Agency		1	1	1		2		1	1			2	1		1		1	1	1	1	1		1			1	1	1	1	1	1
Early HCA	4	3	4	4	4	3	4	4	3	4	4	4	4	4	4	3	4	4	4	4	4	4	3	4	3	4	4	4	4	3	3
Early HCA Agency																											1			1	1
Late Trained	4	2	3	3	4	2	3	3	3	5	4	2	3	4	2	4	3	4	4	3	3	5	4	4	3	3	4	3	3	4	4
Late Trained Agency		1	1	1		2		1	1			2	1		1		1	1	1	1	1		1		1	1	1	1	1	1	1
Late HCA	4	3	4	4	4	3	4	4	4	4	3	4	4	4	4	3	3	3	4	4	4	3	2	3	4	3	4	4	4	1	3
Late HCA Agency																												1		1	1
Night Trained	3	3	2	3	3	3	3	2	3	3	3	3	3	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2
Night Trained Agency			1					1						1	1	1	1	1	1	1	1	1	1		1	1	2	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1		2	2
Night HCA Agency																													1		
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	21	19	22	22	22	21	19	21	21	23	21	22	22	21	20	20	21	22	23	23	22	21	21	20	22	21	23	20	21	20	22
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y	Y	Y		Y	Y			Y			Y	Y			Y	Y						Y	Y		Y	Y				Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0					1																									
Early HCA Agency																															
Late HCA EPO	0					1																									
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	m	m	m	m				m	m	m	m	m			m	m	m	m	m			m	m	m						
Early HCA	i				a			i							i															
Late Trained	i				i				m				i				m	m		m	m			m					m	m
Late HCA	i				i			i		i					i	i	i							i						
Night Trained																														
Night HCA																												a	a	
Twilight Trained																														
Twilight HCA																														

Comments: We are currently running on 4 nurses and 4 health care assistance on the early and late shifts and 3 nurses and 2 carers at night we are doing this as never been fully established to meet 5 + 3 high quality patient care is still being provided with the 50/50 split. The reason for us having overflow shifts is due to the rmr

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

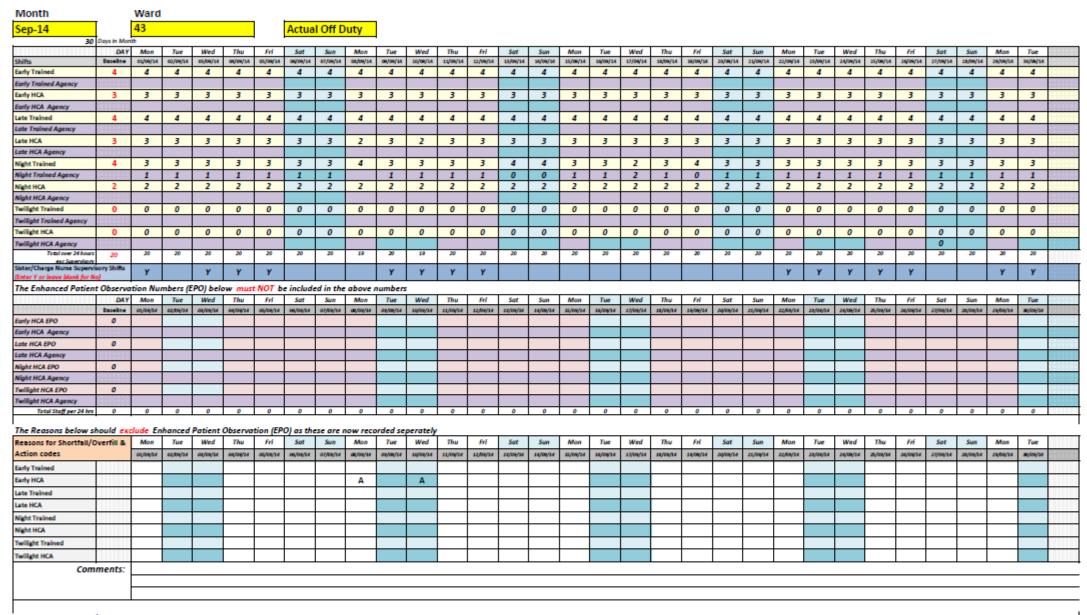| Code	Actions Taken
o	HCA covered RN role
p	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month: **Sep-14** Ward: **52** **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	4	1	1	1	1	2	1		1	1	1	1	1			1	1	1	1	2			1	2	1					1		
Early HCA	4	1				1			1							1								1								
Late Trained	4	1				1				1					1			1	1			1	1				1			1	1	
Late HCA	4	1				1					1					1	1	1				1	2	1						2		
Night Trained	3																				1			1			1					
Night HCA	2																											1	1			
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0					1																										
Early HCA Agency																																
Late HCA EPO	0					1																										
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																	1												1			
Incidents (Medication)							1								1								1					1				
Incidents (Staffing)																																

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

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

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

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

51

Month: Sep-14 **Ward:** stroke unit **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	8	8	7	8	9	9	8	8	6	7	7	8	8	8	9	8	7	7	8	7	7	9	8	7	7	6	8	7	7	6	7
Early Trained Agency			1						2	3	2					2	3	3	2	2	1		2	2	2	3	1	1	1	3	3
Early HCA	5	6	6	6	5	6	4	5	6	6	6	6	6	4	4	5	5	6	5	6	5	5	6	6	6	7	7	4	4	7	6
Early HCA Agency															1		1		1												
Late Trained	8	8	8	8	9	9	8	8	8	7	7	8	8	8	9	7	7	7	8	7	7	9	8	7	7	6	8	7	7	6	7
Late Trained Agency									1	3	2					2	3	3	2	2	1		2	2	2	3	1	1	1	3	3
Late HCA	5	5	5	5	3	5	4	5	5	5	5	5	5	5	4	5	4	5	4	4	5	5	4	5	5	5	5	5	5	6	4
Late HCA Agency																	1														
Night Trained	5	4	6	6	5	6	5	5	7	7	7	7	7	6	7	7	7	7	6	6	6	6	6	7	6	6	6	6	6	5	5
Night Trained Agency		2														1	1	1												2	2
Night HCA	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3
Night HCA Agency																															1
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	35	37	37	37	35	39	33	34	39	42	40	38	38	36	37	40	43	43	41	38	36	38	40	40	39	40	40	35	34	40	41
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)			Y			Y			Y			Y	Y	Y			Y	Y			Y			Y	Y	Y	Y	Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below *must NOT* be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0	1									1	2	2		1	1						1									
Early HCA Agency			1				1	1	1	1			2						1		1			1	1			1	1	1	
Late HCA EPO	0	1		1							1	1	1		1	1					1										1
Late HCA Agency			1				1	1	1	1				1					1					1	1	1	1	1			
Night HCA EPO	0		1			1		1			1	1	1	1	1	1			1	1											
Night HCA Agency		1					1		1	1									1		1		1	1	1	2	1	1	1		
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	3	3	1	0	1	3	3	3	3	3	4	4	4	3	3	0	0	1	3	3	0	1	3	3	3	2	3	1		

The Reasons below should *exclude* Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained								h	h				h		h	h	h			h	h									h
Early HCA				a		a																								
Late Trained								a	h	h			h		h	h	h			h	h									h
Late HCA				a		a	a																							
Night Trained								h	h	h	h	h		h	h	h	h	h			h			h					h	h
Night HCA							a																							
Twilight Trained																														
Twilight HCA																														

Comments:

h = extra capacity beds

please note the supernumery trained thrombolisis nurse is added in to all shifts and the supernumery TIA clinic nurse is added into the HCA shifts mon to Friday early shifts.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward					
Sep-14		stroke unit			Actual Off Duty		

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	8				1	1				2	1				1	2	2	2	2	1		1	2	1	1	1	1			1	2	
Early HCA	5	1	1	1		1	1		1	1	1	1	1		1		1	1	1	1			1	1	1	2	2	1	1	2	1	
Late Trained	8				1	1			1	2	1				1	1	2	2	2	1		1	2	1	1	1	1			1	2	
Late HCA	5				2		1								1				1	1		1								1	1	
Night Trained	5	1	1	1		1			2	2	2	2	2	1	2	2	3	3	2	1	1	1	1	2	1	1	1	1	1	2	2	
Night HCA	4							1																				1	2			
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0	1								1	2	2		1	1				1													
Early HCA Agency			1			1	1	1	1				2					1					1	1			1	1	1			
Late HCA EPO	0	1		1						1	1	1		1	1			1												1		
Late HCA Agency			1			1	1	1	1				1						1					1	1	1	1	1	1			
Night HCA EPO	0	1			1		1		1	1	1	1	1	1	1			1	1													
Night HCA Agency		1				1	1	1										1		1		1	1	2	1	1	1					
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)			1		1										1			1												1		
Incidents (Medication)																								1								
Incidents (Staffing)																								1								

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

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

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

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

Month
Sep-14

Ward
Critical care

Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	8	9	9	8	9	9	9	9	9	8	9	7	8	9	8	9	9	9	9	9	8	9	9	9	10	9	10	9	9	9	9
Early Trained Agency			1	2								1		2	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	1
Early HCA Agency																															
Late Trained	8	9	8	8	9	9	9	9	9	9	9	8	8	6	7	8	8	10	9	9	9	9	9	8	10	9	9	9	9	9	8
Late Trained Agency			1	2	1									1	2									1							1
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		
Late HCA Agency																															
Night Trained	8	8	8	8	9	9	9	9	9	7	9	9	9	8	7	9	9	9	9	9	9	8	9	9	10	9	10	9	9	10	9
Night Trained Agency		2	2	1						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
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	27	32	33	31	30	30	30	30	30	29	30	28	28	29	28	29	29	31	30	30	28	29	30	30	32	31	32	29	29	31	29
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

DAY	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																														
Early HCA																														
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month
Sep-14

Ward
Critical care

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	8	1	2	2	1	1	1	1			1			3	1	1	1	1	1	1		1	1	1	2	1	2	1		1	1	
Early HCA	1																															
Late Trained	8	2	2	1	1	1	1	1	1	1	1			1	1			2	1	1	1	1	1	1	2	1		1	1	1	1	
Late HCA	1																				1										1	
Night Trained	8	2	2	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1		1	1	2	1	2	1	1	2	1	
Night HCA	1																													1		
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month: Sep-14 **Ward:** NNU **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	3	3	4	3	4	4	3	3	5	4	5	3	3	3	3	4	4	4	5	3	4	4	5	4	4	3	3	4	3	4	3
Early Trained Agency																															
Early HCA	1	0	1	1	0	0	1	1	0	1	0	1	1	1	1	0	1	0	0	1	1	1	0	1	1	1	0	0	1	0	1
Early HCA Agency																															
Late Trained	3	3	4	3	4	4	3	3	4	3	4	3	3	3	3	3	3	4	4	3	3	3	4	4	3	3	4	4	4	4	3
Late Trained Agency																															
Late HCA	1	0	1	1	0	0	1	1	0	1	0	1	1	1	1	0	1	0	0	1	1	1	0	1	1	1	0	0	0	0	1
Late HCA Agency																															
Night Trained	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	3	3	3	3	4	4	3	3	3	3	3	3
Night Trained Agency																															
Night HCA	1	0	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	0	0	1	1	1	1	0	0	1	1	1	1	1	1
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	12	10	14	12	11	11	12	12	13	13	13	12	12	12	12	11	13	12	13	12	13	13	13	14	13	12	11	12	12	12	12
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y	Y				Y	Y	Y																				Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained							t	t	t									u		u	u				i					
Early HCA	j			p	p			p	pu	p					p		p	p								p		p		
Late Trained																								i						
Late HCA	j			p	p			p	pu	p							p	p								p	p	p		
Night Trained				p	b																		u	u						
Night HCA																	p	p												
Twilight Trained																														
Twilight HCA																														

Comments: t- phased return

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

56

Month

Sep-14

Ward

NNU   **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early Trained	3		1		1	1			2	1	2					1	1	1	2		1	1	2	1	1					1		
Early HCA	1	1			1	1			1		1					1		1	1				1				1	1		1		
Late Trained	3		1		1	1			1		1							1	1				1	1			1	1	1			
Late HCA	1	1			1	1			1		1					1		1	1				1				1	1	1	1		
Night Trained	3	1																1	1					1	1							
Night HCA	1	1			1	1												1	1					1	1							
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09	0
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																												1				
Incidents (Staffing)																																

Total Number of Planned Shifts	360		Total Number of Shortfall Shifts	32	Total Number of EPO shifts	0
Total Number of Actual Shifts (including EPO)	367		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	39	Total Number of Agency EPO shifts	0

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

Month: Sep-14 **Ward:** 25 **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	7	6	7	7	5	7	6	6	6	7	6	6	7	6	6	6	7	7	6	5	5	5	7	6	7	7	7	5	6	7	6
Early Trained Agency		1			1														1												
Early HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Early HCA Agency																																
Late Trained	7	6	6	7	5	7	6	6	6	7	6	6	6	6	6	6	6	6	6	5	5	5	7	7	6	6	6	5	6	6	6
Late Trained Agency		1			1														1												
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																																
Night Trained	6	6	6	6	6	5	5	4	6	6	6	5	6	5	4	5	5	5	5	6	5	5	5	6	5	5	4	5	6	6	6
Night Trained Agency						1	1	1						1	2	1	1			1	1		1	1		1	1	2	1		
Night HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Night HCA Agency																																
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	24	24	23	24	22	24	22	21	22	24	22	21	23	22	22	23	23	22	21	22	19	20	24	23	23	23	23	20	22	24	22
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y	Y	Y			Y	Y	Y	Y	Y			Y			Y	Y	Y			Y	Y	Y				Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

DAY	Baseline	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
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																																
Late HCA Agency																																
Night HCA EPO	0																																
Night HCA Agency																																
Twilight HCA EPO	0																																
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																															
Early HCA																															
Late Trained																															
Late HCA																															
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: Weekend shortfall is due to drop in bed numbers, shortfall during the week has been covered by ward leaders where appropriate and necessary.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward	
Sep-14		25	Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0
Early Trained	7				1		1	1	1		1	1		1	1	1			1	1	2	2		1				2	1		1	
Early HCA	2																															
Late Trained	7		1		1		1	1	1		1	1	1	1	1	1	1	1	1	1	2	2			1	1	1	2	1	1	1	
Late HCA	2																															
Night Trained	6							1				1						1	1		1											
Night HCA	0															1														1		
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																						1										

Total Number of Planned Shifts	720	Total Number of Shortfall Shifts	52
Total Number of Actual Shifts (including EPO)	670	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	2

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

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

Month	Year	Ward	
Sep-14	Sep-14	Maternity	Actual Off Duty

	DAY	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TUE
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	10	9	8	8	8	10	9	10	8	9	9	9	10	9	9	9	10	10	10	10	10	10	10	10	10	11	9	10	9	9	10	
Early HCA	4	4	4	4	4	3	3	3	4	5	4	4	4	3	3	4	4	3	4	4	3	3	5	5	3	3	3	4	3	4	4	
Late Trained	10	9	7	9	8	8	9	10	7	8	8	8	9	8	9	9	9	10	10	9	10	10	11	9	10	10	10	9	9	10	9	
Late HCA	4	4	3	4	3	3	4	3	4	4	4	4	4	3	3	3	4	2	4	3	3	3	4	4	3	3	3	3	3	3	4	
Night Trained	9	9	10	9	9	8	9	9	9	8	8	9	8	8	9	9	9	9	8	9	9	8	9	9	9	10	10	9	8	8	9	
Night HCA	4	4	4	3	3	4	3	3	3	3	4	4	4	4	4	4	3	3	3	3	3	3	4	5	2	3	4	2	3	4	3	
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	10	1	2	2	2		1		2	1	1	1		1	1	1										1	1		1	1		
Early HCA	4					1	1	1		1				1	1			1			1	1	1	1	1	1	1		1			
Late Trained	10	1	3	1	2	2	1		3	2	2	2	1	2	1	1	1			1			1	1					1	1		1
Late HCA	4		1		1	1		1						1	1	1		2			1	1	1		1	1	1	1	1	1		
Night Trained	9		1				1			1	1		1	1				1			1					1	1		1	1		
Night HCA	4			1	1		1	1	1	1							1	1	1	1	1	1		1	2	1		2	1			1
Twilight Trained	0																															
Twilight HCA	0																															
Incidents (Falls)				1																												
Incidents (Medication)																																
Incidents (Staffing)									1																1							

Total Number of Shifts	1148	Total Number of Shortfall Shifts	107	Total Number of Overfill Shifts	9	Sister/Charge Nurse Total Number of Supervisory Shifts	0

Reasons for Shortfall/Overfill and Action codes

Early Trained																
Early HCA																
Late Trained																
Late HCA																
Night Trained																
Night HCA																
Twilight Trained																
Twilight HCA																
Comments:																

Code	Shortfall Reasons	Code	Overfill Reasons	Code	Actions Taken
a	Sickness (short notice)	i	Enhanced pt observation	o	HCA covered RN role
b	Carers/Bereavement (short notice)	j	Supernumery	p	RN covered HCA role
c	Staff moved to another area	k	Reduced Occupancy	q	Student Nurse counted in numbers
d	DNA Bank	l	Audit	r	Staff moved in from another area
e	Cancelled Bank	m	Link Work	s	Decision taken not to cover
f	DNA Agency	n	Other (enter a comment)	t	Other (enter a comment)
g	Cancelled Agency				
h	Other (enter a comment)				

Month: Sep-14 **Ward:** chatsworth **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	2	2	3	3	3	3	2	2	2	3	2	3	2	2	1	2	3	2	2	3	2	1	3	3	2	2	2	2	2	2	3
Early Trained Agency															1																
Early HCA	4	3	3	4	2	3	4	4	4	3	4	1	3	4	4	3	3	4	4	3	3	4	3	3	3	4	4	3	4	4	3
Early HCA Agency					1							2	1						1												
Late Trained	2	3	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	3	2	1	2	2	2	2	2	2	2	2	2
Late Trained Agency															1							1									
Late HCA	2		1	2	2	2	1	2	2	2	2	1	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency		1	1									1																			
Night Trained	2	2	2	1	2	2	2	2	2	2	2	2	2	1	1	2	2	1	1	1	1	2	2	2	1	1	2	1	1	1	1
Night Trained Agency				1										1				1	1	1								1	1	1	1
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	13	12	13	13	13	13	12	13	13	13	13	13	13	13	13	12	13	13	13	13	13	13	12	13	13	12	13	13	12	13	13
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y			Y	Y						Y				Y			Y				Y	Y							

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0																														
Early HCA Agency																		1		1		1					1			1	1
Late HCA EPO	0																		1		1									1	1
Late HCA Agency																			1		1									1	1
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																				1		1							1	1
Twilight HCA Agency																					1		1							1	1
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	1	1	0	0	0	1	0	0	3	3

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained																										a				
Early HCA	a																								i		a			
Late Trained																														
Late HCA						g																								
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

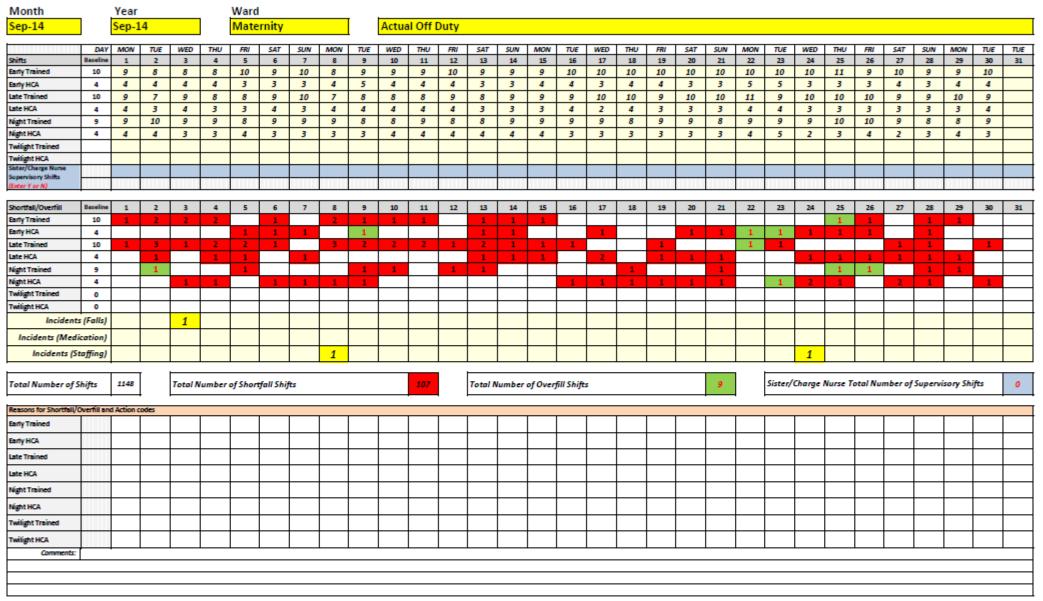| Code	Actions Taken
o	HCA covered RN role
p	RN covered HCA role
q	Student Nurse counted in numbers
r	Staff moved in from another area
s	Decision taken not to cover
t	Other (enter a comment)
u	Supernumery Staff on Duty

Month	Ward	
Sep-14	chatsworth	Actual Off Duty

Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	00/01/00
Early Trained	2		1		1	1				1		1					1			1		1	1	1							1	
Early HCA	4	1	1		1	1				1		1				1	1			1			1	1	1			1			1	
Late Trained	2	1																		1												
Late HCA	2	1					1													1												
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
		01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	00/01/00
Early HCA EPO	0																															
Early HCA Agency																1		1		1			1					1	1			
Late HCA EPO	0																															
Late HCA Agency																	1		1									1	1			
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																			1	1								1	1			
Incidents (Falls)										1						1						1										
Incidents (Medication)																																
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	18
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	26

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

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

62

Month **Ward**

Sep-14   **Lindhurst**   **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	2	2	3	3	3	3	2	3	3	3	3	3	3	2	2	3	3	3	2	3	3	3	3	3	2	3	3	3	3	2	2
Early Trained Agency																															
Early HCA	4	4	3	3	3	3	4	3	3	3	3	3	3	4	4	3	3	3	3	3	3	3	3	4	3	3	3	3	3	4	4
Early HCA Agency																															
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	2
Late Trained Agency																															
Late HCA	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																															
Night Trained	2	2	2	2	1	2	1	2	2	1	2	1	1	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night Trained Agency					1		1				1		1	1																1	1
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	13	13	13	14	13	13	13	13	13	13	12	13	13	13	13	14	14	12	13	13	14	13	13	13	13	13	13	13	13	13	13
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y	Y	Y					Y	Y						Y		Y					Y	Y		Y				Y	Y

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0							1									1						1								
Early HCA Agency		1	1	1				1		1		1	1	1			1		1		1						1				
Late HCA EPO	0							1									1						1								
Late HCA Agency		1	1					1		1		1	1	1	1		1		1		1					1				
Night HCA EPO	0				1	1			1	1	1	1				1	1	1		1	1	1	1			1				
Night HCA Agency		1	1	1			1						1	1	1	1			1					1	1				
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	3	3	2	1	1	1	2	3	1	3	1	3	3	3	2	3	3	1	3	3	1	1	3	3	1	1	3	0	0	0

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained																														
Early HCA																														
Late Trained																														
Late HCA																														
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments: Had patient requiring one to one 24/7, where shifts not covered by enhanced care shows we worked without one to one cover. Staffing levels showing change in ratio. New nurses in post so starting to change to 4 and 2 all day.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month																																
Sep-14																																

Ward: **Lindhurst** **Actual Off Duty**

Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	06/01/00
Early Trained	2		1	1	1	1		1	1	1		1	1			1	1		1	1	1	1	1		1	1	1	1		1		
Early HCA	4		1	1	1	1		1	1	1	1	1	1			1	1	1	1	1	1	1	1		1	1	1	1	1			
Late Trained	2															1	1				1											
Late HCA	2			1																												
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
		01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	06/01/00
Early HCA EPO	0							1									1						1									
Early HCA Agency		1	1	1				1		1		1	1	1			1		1		1					1						
Late HCA EPO	0							1									1						1									
Late HCA Agency		1	1					1		1		1	1	1	1		1		1		1		1			1						
Night HCA EPO	0			1	1			1	1	1	1					1	1	1		1	1	1	1			1						
Night HCA Agency		1	1	1		1					1	1	1	1			1			1				1	1							
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																										1						
Incidents (Medication)																																
Incidents (Staffing)																										1						

Total Number of Planned Shifts	390		Total Number of Shortfall Shifts	23
Total Number of Actual Shifts (including EPO)	447		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	80

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

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

Month		Ward			
Sep-14		Oakham			Actual Off Duty

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained	2	2	2	3	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Early Trained Agency																															
Early HCA	4	4	4	3	4	3	3	4	4	4	4	4	4	4	4	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Early HCA Agency																															
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late Trained Agency																															
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	3	3	2	2	2	2	2	2	2	2	2	2	2	3
Late HCA Agency																															
Night Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night Trained Agency																1															
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																															
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																															
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	15	14	14	14	13	13	13	13	13	13	13	13	13	13	13	14
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y		Y		Y			Y	Y	Y		Y			Y		Y		Y			Y		Y		Y				

The Enhanced Patient Observation Numbers (EPO) below **must NOT** be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should **exclude** Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained			m																											
Early HCA			h		h	h										m	m													
Late Trained																														
Late HCA																m		m	m											m
Night Trained																														
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:	Due to Keogh - we are to run on 3+3 and 2+3 wherever possible. Staffing numbers require changing officially.
	5/9 & 6/9 Early Trained should show 'm' - Unable to enter due to worksheet being password protected.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall 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

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

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

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

Month		Ward				Actual Off Duty		
Sep-14		Oakham						

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0
Early Trained	2			1		1	1																									
Early HCA	4			1		1	1									1	1															
Late Trained	2																															
Late HCA	2															1		1	1												1	
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)							1				1								1													
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	390		Total Number of Shortfall Shifts	3		Total Number of EPO shifts	0
Total Number of Actual Shifts (including EPO)	396		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	9		Total Number of Agency EPO shifts	0

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

Month: Sep-14 **Ward:** sconce **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained	4	4	4	4	4	5	4	4	4	5	4	3	4	3	3	3	5	4	4	4	3	4	4	5	4	4	4	4	4	4	3
Early Trained Agency													1	1	1	1				1											1
Early HCA	4	4	4	4	4	4	3	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Early HCA Agency																																
Late Trained	4	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	4	4	4	3	3	4	4	4	4	4	4	3	3	4	3
Late Trained Agency													1	1	1	1				1								1	1		1
Late HCA	4	4	4	4	4	4	3	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Late HCA Agency																																
Night Trained	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	2	2	3	3	3	3
Night Trained Agency																		1													
Night HCA	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Night HCA Agency					1																										
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	22	21	22	22	22	23	20	22	20	23	22	20	23	22	22	22	23	22	22	23	20	22	22	23	22	22	22	22	22	22	22
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y										Y						Y									Y	Y			

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early HCA EPO	0																				1		1	1	1	1	1	1	1	1	1
Early HCA Agency																						1									
Late HCA EPO	0																				1		1	1	1	1	1	1	1	1	1
Late HCA Agency																						1									
Night HCA EPO	0																														
Night HCA Agency																					1	1	1	1	1	1	1	1	1	1	1
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	3	3	3	3	3	3	3	3	3

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09	Tue 02/09	Wed 03/09	Thu 04/09	Fri 05/09	Sat 06/09	Sun 07/09	Mon 08/09	Tue 09/09	Wed 10/09	Thu 11/09	Fri 12/09	Sat 13/09	Sun 14/09	Mon 15/09	Tue 16/09	Wed 17/09	Thu 18/09	Fri 19/09	Sat 20/09	Sun 21/09	Mon 22/09	Tue 23/09	Wed 24/09	Thu 25/09	Fri 26/09	Sat 27/09	Sun 28/09	Mon 29/09	Tue 30/09
Early Trained											a								h			p								
Early HCA						a		a																						
Late Trained											a								h			p								
Late HCA						a		a																						
Night Trained		c																												
Night HCA																														
Twilight Trained																														
Twilight HCA																														

Comments:
Saturday 20/09/14 Agency staff booked but did not attend

From Friday 19/09/2014 we had 1 patient on enhanced support and required 1:1 nursing 24/7. We had 1 extra member of staff on all shifts to accomadate this patient.

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall Reasons	Code	Shortfall Reasons	Code	Overfill Reasons	Code	Actions Taken
a	Sickness (short notice)	h	Other (enter a comment)	j	Reduced Occupancy	o	HCA covered RN role
b	Carers/Bereavement (short notice)	i	Shift not filled by Bank/Agency	k	Audit	p	RN covered HCA role
c	Staff moved to another area			l	Link Work	q	Student Nurse counted in numbers
d	DNA Bank			m	Other (enter a comment)	r	Staff moved in from another area
e	Cancelled Bank					s	Decision taken not to cover
f	DNA Agency					t	Other (enter a comment)
g	Cancelled Agency					u	Supernumery Staff on Duty

Month

Ward

Sep-14		sconce			Actual Off Duty

Shortfall/Overfill	DAY Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early Trained	4					1			1			1	1				1			1	1			1								
Early HCA	4						1		1																							
Late Trained	4											1									1											
Late HCA	4						1		1																							
Night Trained	3	1																														
Night HCA	3																															
Twilight Trained	0																															
Twilight HCA	0																															

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14	0 06/01/00
Early HCA EPO	0																				1		1	1	1	1	1	1	1	1	1	
Early HCA Agency																						1										
Late HCA EPO	0																				1		1	1	1	1	1	1	1	1	1	
Late HCA Agency																						1										
Night HCA EPO	0																															
Night HCA Agency																					1		1	1	1	1	1	1	1	1	1	
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)								1				1								1				1							1	
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month: Sep-14 **Ward:** FCU **Actual Off Duty**

30 Days in Month

Shifts	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
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
Early Trained Agency																															
Early HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Early HCA Agency																															
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 Trained Agency																															
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																															
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 Trained Agency																															
Night HCA	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																															
Twilight Trained																															
Twilight Trained Agency																															
Twilight HCA																															
Twilight HCA Agency																															
Total over 24 hours exc Supervisory	9	9	9	9	9	9	9	9	9	9	8	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	8	9
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)		Y		Y	Y			Y				Y				Y		Y		Y			Y			Y			Y	Y

The Enhanced Patient Observation Numbers (EPO) below must NOT be included in the above numbers

	Baseline	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early HCA EPO	0																														
Early HCA Agency																															
Late HCA EPO	0																														
Late HCA Agency																															
Night HCA EPO	0																														
Night HCA Agency																															
Twilight HCA EPO	0																														
Twilight HCA Agency																															
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The Reasons below should exclude Enhanced Patient Observation (EPO) as these are now recorded seperately

Reasons for Shortfall/Overfill & Action codes	Mon 01/09/14	Tue 02/09/14	Wed 03/09/14	Thu 04/09/14	Fri 05/09/14	Sat 06/09/14	Sun 07/09/14	Mon 08/09/14	Tue 09/09/14	Wed 10/09/14	Thu 11/09/14	Fri 12/09/14	Sat 13/09/14	Sun 14/09/14	Mon 15/09/14	Tue 16/09/14	Wed 17/09/14	Thu 18/09/14	Fri 19/09/14	Sat 20/09/14	Sun 21/09/14	Mon 22/09/14	Tue 23/09/14	Wed 24/09/14	Thu 25/09/14	Fri 26/09/14	Sat 27/09/14	Sun 28/09/14	Mon 29/09/14	Tue 30/09/14
Early Trained																															
Early HCA																															
Late Trained																															
Late HCA																															
Night Trained																															
Night HCA										a	a																			h	
Twilight Trained																															
Twilight HCA																															

Comments:
a 10and 11th unable to get cover - therefore worked with one HCA
29 - HCA did not come to work - had wrong off duty written down - therefore unable to get child care

Reasons for Shortfall/Overfill and Action codes

Code	Shortfall Reasons	Code	Shortfall Reasons	Code	Overfill Reasons	Code	Actions Taken
a	Sickness (short notice)	h	Other (enter a comment)	j	Reduced Occupancy	o	HCA covered RN role
b	Carers/Bereavement (short notice)	i	Shift not filled by Bank/Agency	k	Audit	p	RN covered HCA role
c	Staff moved to another area			l	Link Work	q	Student Nurse counted in numbers
d	DNA Bank			m	Other (enter a comment)	r	Staff moved in from another area
e	Cancelled Bank					s	Decision taken not to cover
f	DNA Agency					t	Other (enter a comment)
g	Cancelled Agency					u	Supernumerary Staff on Duty

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Month		Ward		
Sep-14		FCU		Actual Off Duty

Shortfall/Overfill	DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
	Baseline	01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	01/11/00
Early Trained	1																																
Early HCA	2																																
Late Trained	1																																
Late HCA	2																																
Night Trained	1																																
Night HCA	2										1	1																		1			
Twilight Trained	0																																
Twilight HCA	0																																

The Enhanced Patient Observation Numbers (EPO) are to show the overfill for EPO

EPO - HCA		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	0
		01/09/14	02/09/14	03/09/14	04/09/14	05/09/14	06/09/14	07/09/14	08/09/14	09/09/14	10/09/14	11/09/14	12/09/14	13/09/14	14/09/14	15/09/14	16/09/14	17/09/14	18/09/14	19/09/14	20/09/14	21/09/14	22/09/14	23/09/14	24/09/14	25/09/14	26/09/14	27/09/14	28/09/14	29/09/14	30/09/14	01/11/00
Early HCA EPO	0																																
Early HCA Agency																																	
Late HCA EPO	0																																
Late HCA Agency																																	
Night HCA EPO	0																																
Night HCA Agency																																	
Twilight HCA EPO	0																																
Twilight HCA Agency																																	
Incidents (Falls)													1																				
Incidents (Medication)																						1											
Incidents (Staffing)																																	

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

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

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

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