Sherwood Forest Hospitals **NHS**

NHS Foundation Trust

Trust Board of Directors

Thursday 25ᵗʰ September 2014.

Nurse Staffing Report – August 2014

1.0   Introduction

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

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

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

In response to NHS England guidance regarding the publication of national nurse staffing data (April 2014) the organisation is compliant in all five domains as summarised in the following table;
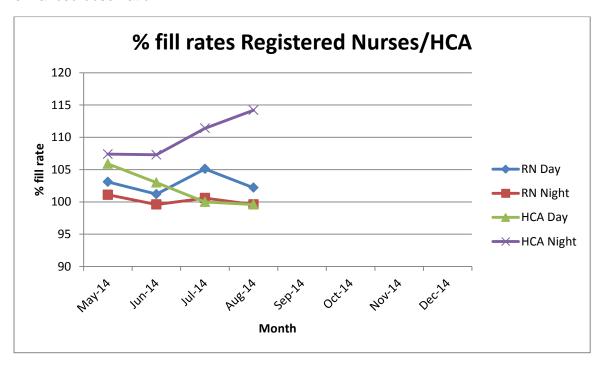
1. Presentation of establishment review to the Board, every 6 months.	Compliant
2. Display information about the nurses, midwives and care staff deployed for each shift compared to what has been planned (at ward level).	Compliant
3. Presentation of actual and planned staffing to the Board each month.	Compliant
4. Publication of the monthly report on the Trust website (and uploaded onto the NHS Choices web pages).	Compliant
5. Submission of monthly staffing data via UNIFY to enable national data on staffing fill rates for nurses, midwifes and care staff to be presented on NHS Choices.	Compliant

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

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

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

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

4.0   UNIFY Data Submission AUGUST 2014

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

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

2. A total of 553 additional HCA shifts were utilised during August of which 217 were filled with Agency Health Care Assistants. This increase in requirements was predominantly due to a significant increase in the demand for enhanced patient support across the clinical ward areas.
3. Detailed analysis of The UNIFY Nurse Staffing data submission for August identified 6 wards had failed to achieve the 90% threshold; Ward 23, Ward 52, Ward 25, NICU, inpatient Maternity and EAU.
4.

Ward 21   This ward has previously sustained and managed their planned versus actual staffing levels. During August the ward reported 19 shift shortfalls, further analysis has identified that of the 19 shifts, 14 were due to short term sickness, 3 were due to the redeployment of staff to other clinical wards and departments and 2 were due to the allocation of emergency leave. In the vast majority of cases the shortfall in staff related to HCA shifts

Ward 23   A review of the Registered Nurse establishment is currently being undertaken by the Divisional Matron for Emergency Care & Medicine (ECM) in recognition of the significant changes in acute cardiology pathways, which have resulted in a reduction in the acuity and dependency of patients presenting to the ward. In response to this the Divisional Matron is currently in the process of reducing the planned nursing establishment to reflect these changes.

Ward 25   The variation between the planned and actual staffing resources is complex and multi factorial and is in response to seasonal variation, activity fluctuations and planned capacity reductions over the weekends. All shifts were risk assessed by the ward sister to ensure quality and safety standards were being maintained, shift by shift.

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

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

Ward 52   The variation between the planned and actual staffing resources is due to the ward reporting a high number of RN vacancies within their establishment (5.0 WTE). This was offset and balanced by increasing the total number of HCA's rostered and in the utilisation of 2 recently appointed Registered Mental Health Nurses (RMN), that whilst being in establishment are currently not included in the daily staffing numbers.

EAU   The variation between the planned and actual staffing resources required is complex and multi factorial. This is in part due to the unit reporting a high number of RN vacancies within their establishment (8.2 WTE) and in the internal promotion of several senior nursing staff whom were subsequently backfilled by junior and less experienced staff.   Of the 8.2 vacancies; 4 new staff are due to commence in post September 2014.

1.0 WTE Registered Nurse took extended sick leave during August but has subsequently returned to the workplace. This was further exacerbated by 6 well established agency nurses taking extended annual leave during August, all of which have subsequently returned to work. Whilst the number of shortfall shifts reported was significant during August the reporting template does not reflect any bed capacity fluctuations in month (Bed capacity range 28 – 56 beds) or the number of staff that were redeployed to EAU from other clinical

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

5.0   Quality and Safety

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

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

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

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

6.0   Achievement of Planned Staffing Requirements – Organisational Capacity and Capability

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

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

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

7.0   Conclusion

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

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

Lisa Dinsdale   Susan Bowler

Deputy Director of Nursing   Executive Director of Nursing and
                                                            Quality

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

| | DAY | | | | | Night | | | | |
| | Registered midwives/nurses | | | Care Staff | | | Registered midwives/nurses | | | Care Staff | |
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 (%)
......August. 2014						Monthly Hours						
Planned care and Surgery												
Ward 11	1116.00	1116.00	100.0%	1116.00	1206.00	108.1%	1023.00	1023.00	100.0%	682.00	770.00	112.9%
Ward 12	1116.00	1110.00	99.5%	1116.00	1374.00	123.1%	1023.00	1023.00	100.0%	682.00	704.00	103.2%
Ward 21	1488.00	1470.00	98.8%	1488.00	1464.00	98.4%	1023.00	1045.00	102.2%	1023.00	979.00	95.7%
Ward 31	1116.00	1086.00	97.3%	1116.00	1104.00	98.9%	1023.00	1012.00	98.9%	682.00	682.00	100.0%
Ward 32	1116.00	1140.00	102.2%	1116.00	1068.00	95.7%	1023.00	1012.00	98.9%	682.00	693.00	101.6%
ICCU	2976.00	3162.00	106.3%	372.00	366.00	98.4%	2728.00	2926.00	107.3%	341.00	363.00	106.5%
DCU	1068.00	1074.00	100.6%	564.00	534.00	94.7%	504.00	517.00	102.6%	231.00	264.00	114.3%
Totals	9996.00	10158.00	100.7%	6888.00	7116.00	102.5%	8347.00	8558.00	101.4%	4323.00	4455.00	104.9%
Paediatrics												
NICU	1116.00	1104.00	98.9%	372.00	204.00	54.8%	1023.00	1012.00	98.9%	341.00	209.00	61.3%
Ward 25	2604.00	2262.00	86.9%	744.00	720.00	96.8%	2046.00	1991.00	97.3%	0.00	0.00	N/A
Totals	3720.00	3366.00	92.9%	1116.00	924.00	75.8%	3069.00	3003.00	98.1%	341.00	209.00	61.3%
Womens and Childrens												
Ward 14	1116.00	1116.00	100.0%	1116.00	1122.00	100.5%	1023.00	1023.00	100.0%	682.00	726.00	106.5%
Inpatient Maternity	3720.00	3312.00	89.0%	1488.00	1332.00	89.5%	3069.00	2816.00	91.8%	1364.00	1012.00	74.2%
Totals	4836.00	4428.00	94.5%	2604.00	2454.00	95%	4092.00	3839.00	95.9%	2046.00	1738.00	90.4%
Medicine												
EAU	3348.00	3024.00	90.3%	2232.00	2172.00	97.3%	2387.00	2046.00	85.7%	2046.00	2101.00	102.7%
Ward 22	1488.00	1350.00	90.7%	1116.00	1320.00	118.3%	1023.00	1023.00	100.0%	682.00	957.00	140.3%
Ward 23	2232.00	1812.00	81.2%	744.00	768.00	103.2%	1705.00	1683.00	98.7%	341.00	407.00	119.4%
Ward 24	1116.00	1116.00	100.0%	1116.00	1140.00	102.2%	1023.00	1023.00	100.0%	682.00	682.00	100.0%
Ward 33	1116.00	1092.00	97.8%	1116.00	1080.00	96.8%	1023.00	1012.00	98.9%	682.00	682.00	100.0%
Ward 34	1116.00	1116.00	100.0%	1116.00	1254.00	112.4%	1023.00	979.00	95.7%	682.00	660.00	96.8%
Ward35	1116.00	1092.00	97.8%	1116.00	1086.00	97.3%	1023.00	1012.00	98.9%	682.00	682.00	100.0%
Ward 36	1116.00	1548.00	138.7%	1116.00	1542.00	138.2%	1023.00	1463.00	143.0%	682.00	1144.00	167.7%
Ward 41	1116.00	1104.00	98.9%	1116.00	1428.00	128.0%	1023.00	1012.00	98.9%	682.00	979.00	143.5%
Ward 42	1116.00	1116.00	100.0%	1116.00	1122.00	100.5%	1023.00	1012.00	98.9%	682.00	781.00	114.5%
Ward 43	1488.00	1488.00	100.0%	1116.00	1104.00	98.9%	1364.00	1342.00	98.4%	682.00	682.00	100.0%
Ward 44	1116.00	1152.00	103.2%	1116.00	1164.00	104.3%	1023.00	1012.00	98.9%	682.00	660.00	96.8%
Ward 51	1116.00	1122.00	100.5%	1116.00	1410.00	126.3%	1023.00	1023.00	100.0%	682.00	957.00	140.3%
Ward 52	1860.00	1446.00	77.7%	1116.00	1494.00	133.9%	1023.00	1001.00	97.8%	682.00	770.00	112.9%
Stroke Unit	2976.00	2802.00	94.2%	1860.00	2262.00	121.6%	1705.00	1683.00	98.7%	1364.00	1694.00	124.2%
Chatsworth	744.00	828.00	111.3%	1116.00	1014.00	90.9%	682.00	671.00	98.4%	341.00	341.00	100.0%
Lindhurst Ward	744.00	864.00	116.1%	1116.00	1068.00	95.7%	682.00	682.00	100.0%	341.00	704.00	206.5%
Oakham Ward	744.00	774.00	104.0%	1116.00	1098.00	98.4%	682.00	682.00	100.0%	341.00	341.00	100.0%
Sconce Ward	1488.00	1488.00	100.0%	1488.00	1422.00	95.6%	1023.00	1023.00	100.0%	1023.00	1023.00	100.0%
Fernwood	372.00	372.00	100.0%	744.00	744.00	100.0%	341.00	341.00	100.0%	682.00	660.00	96.8%
Totals	27528	26706	100.1%	23808	25692	108.0%	21824	21725	100.5%	14663	16907	118.1%

Appendix 2- Matron Exception Report.

Aug 2014 Monthly Nurse staffing Summary							
				Report from Matron			
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
EAU	90%	85.70%	97.30%	102.70%	EAU currently have 8.2 WTE Registered Nurse vacancies, 4.0 of which are due to commence in September.	There has been an increase in patient falls and prescription errors	All vacancies currently being advertised as part of a wider divisional recruitment strategy. Workforce planning strategy in place to manage succession planning and career development to maintain retention of staff.	Flexible workforce solutions utilised to maintain safe staffing levels. Bed capacity flexed to reflect patient acuity, dependency and staffing resources.
Ward 11	100.0%	100.0%	108.1%	112.9%	Ward 11 used extra HCA on nights to support patients that required additional One to one support that were at high risk of falls	No increase in incidents or adverse effect on quality metrics	Proactive recruitment strategy in place across division	All shifts safely staffed. Temporary staff used as necessary for patient dependency
Ward12	99.5%	100.0%	123.1%	103.2%	Ward 12 used extra HCA on days shifts to support patients that required additional One to one support that were at high risk of falls	No increase in incidents or adverse effect on quality metrics	Proactive recruitment strategy in place across division	All shifts safely staffed. Temporary staff used as necessary for patient dependency

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

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

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

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

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

Appendix 3 Ward Staffing Data

Month	Ward	
Aug-14	EAU	Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	9	8	8	7	7	7	8	8	7	6	7	7	8	8	7	6	6	8	7	6	7	7	7	8	7	5	8	8	8	8	7	6
Early Trained Agency			1		1	1	1	1	1			1	1	1	2	2	2	1	2	1	2		1	1	1	4			1	1		2
Early HCA	6	7	6	5	6	6	6	6	6	5	6	6	6	6	6	5	6	5	5		6	6	6	6	6	5	6	7		6	6	
Early HCA Agency																														1		
Late Trained	9	8	7	7	8	7	8	8	6	4	7	8	8	8	7	6	6	7	7	6	6	7	8	7	7	5	7	8	8	8	7	7
Late Trained Agency			1	1	1	1	1	1	1			1	1	1	2	2	2	1	2	1	1		1	1	1	3			1	1		2
Late HCA	6	6	6	5	6	6	6	6	6	5	6	6	6	6	5	6	5	6	5	6	6	5	6	5	5	6	6	6	5	6	
Late HCA Agency																		1	1							1					
Night Trained	7	6	4	4	6	5	5	5	4	3	3	5	5	5	5	5	3	5	6	2	4	4	5	4	4	4	4	5	5	6	4	4
Night Trained Agency		1	2	1	1	2	2	1	2	1	3	1	1	2	3	2	2	1	1	3	3	1	1	1	2	2	2	1	1		1	
Night HCA	6	5	6	6	6	6	6	4	4	4	6	5	6	5	6	7	6	6	6	5	5	5	5	5	6	4	5	6	6	4	6	
Night HCA Agency		1										2			1		1				3	1		1		2	1		1			
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	43	42	41	36	42	41	43	42	37	29	38	41	41	43	43	41	39	41	41	37	34	39	41	38	40	41	38	39	42	38	37	39
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y												Y	Y	Y																	

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0	1											1													2						
Early HCA Agency																																
Late HCA EPO	0																									1						
Late HCA Agency																																
Night HCA EPO	0										1																					
Night HCA Agency					1						1							3				1								1	1	
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	1	0	0	0	1	0	0	0	0	2	1	0	0	0	0	0	3	0	0	0	0	1	0	0	0	0	0	0	3	1	0

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	I		I	I	I			I	C	C	I				I	I				I		I	I		I		I	I		I	I
Early HCA	M		I						C						I		A	I	I							I		M	M		
Late Trained	I		I	I		I			C	C				I	I	I		I		I		I	I	I	I		I		I	I	
Late HCA			I						C					I	I		A	M				I			I						
Night Trained		I	F			I	I	C	A	I	I		M		I	I		I	I	I	I	I	I	I	I	I	I	I	I	I	F
Night HCA						A		C								M					M		I							I	
Twilight Trained																															
Twilight HCA																															

Comments:
M - FOR SHORTFALL OF TRAINED.
M - EXTRA AGENCY ARRIVED NO WHERE ELSE IN TRUST NEEDED

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	
Aug-14	EAU	Actual Off Duty

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	9	1		2	1	1			1	3	2	1				1	1			2		2	1		1			1	1		2	1
Early HCA	6	1		1						1							1		1	1	6								1	1	1	
Late Trained	9	1	1	1		1			2	4	2					1	1	1		2	2	2		1	1	1	2	1			2	
Late HCA	6			1						1					1		1		1	1				1			1					
Night Trained	7			1	2			1	1	3	1	1	1		1		2	1		2		2	1	2	1	1	1	1	1	1	2	3
Night HCA	6								2	2			1				2				1	2		1							1	
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0	1											1																2			
Early HCA Agency																																
Late HCA EPO	0																												1			
Late HCA Agency																																
Night HCA EPO	0												1																			
Night HCA Agency							1						1					3				1							1	1		
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month: Aug-14 **Ward:** 11 **Actual Off Duty**

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	2	3	2	3	3	3	3	2	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early Trained Agency		0	1	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	3
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late Trained	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency		0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night Trained	3	2	2	3	2	1	1	3	2	3	3	1	2	2	2	1	2	2	1	1	3	3	2	2	3	2	2	3	3	3	3	3
Night Trained Agency		1	1	0	1	2	2	0	1	0	0	2	1	1	1	2	1	1	2	2	0	0	1	1	0	1	1	1	0	1	0	0
Night HCA	2	2	2	2	2	2	2	2	2	1	1	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	1	1	0	0	0	0	0	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	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours 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	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	

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	1	0	1	1	0
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	1	0	0	0	0	0	0	0
Late HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	1	1	0	0	1	1
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	1	1	0	0	0	0
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	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	1	2	2	3	3	3	0	1	2	2

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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

15

Month		Ward	
Aug-14		11	Actual Off Duty

Shortfall/Overfill	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
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		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																					1			1	1	1	1		1	1	
Early HCA Agency																									1							
Late HCA EPO	0																					1		1		1	1	1			1	1
Late HCA Agency																																
Night HCA EPO	0																					1					1					1
Night HCA Agency																					1		1	1			1	1				
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	0
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	23

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

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

16

Month
Aug-14

Ward
12

Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	4	3	3	3	2	3	2	3	3	3	3	3	2	3
Early Trained Agency	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late Trained	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	2	2	2	3	3	3	3	3	2	3
Late Trained Agency		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0
Late HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night Trained	3	2	2	3	2	2	3	3	2	2	2	2	2	3	2	3	2	2	2	3	3	2	1	2	2	2	3	2	2	2	2	2
Night Trained Agency		1	1	0	1	1	0	0	1	1	1	1	1	0	1	0	1	1	1	0	0	1	2	1	1	1	0	1	1	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	15	17	17	18	17	17	17	17	17	17	17	17	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																	

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

	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early HCA EPO	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	0	1	1	0	1	1	1	0	1	1	1	0	0
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late HCA EPO	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	0	1	1	1	0	0
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night 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	1	0	1	0	0	0
Night HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight 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	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs	0	0	0	0	1	2	2	2	2	2	2	2	2	2	2	0	2	2	2	1	2	2	1	2	2	2	1	2	3	2	0	0

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained																		k												t	
Early HCA															a																
Late Trained																														t	
Late HCA															a																
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: no 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		Ward	
Aug-14		12	Actual Off Duty

Shortfall/Overfill

Shortfall/Overfill	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3																		1												1	
Early HCA	3															1																
Late Trained	3																														1	
Late HCA	3															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	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0				1	1	1	1	1	1	1	1	1	1			1	1	1		1	1		1	1	1			1	1	1	
Early HCA Agency																																
Late HCA EPO	0					1	1	1	1	1	1	1	1	1			1	1	1	1	1	1	1	1	1	1			1	1	1	
Late HCA Agency																																
Night HCA EPO	0																										1		1			
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month | **Ward**

Aug-14 | **14** | **Actual Off Duty**

31 Days in Month

Shifts

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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	3
Early Trained Agency																																
Early HCA	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency																																
Late HCA	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	2	3	3	2	2	2	2	3	3	3	3	3	3	2	2	3	2	3	2	2	2	2	2	3	3	2	2	3	2	2	3
Night Trained Agency		1			1	1	1	1							1	1		1		1	1	1	1	1				1	1		1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	15	17	17	17	17	17	17	17	17	17	17	18	17	17	17	17	17	16	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																												1	1			
Late HCA EPO	0																															
Late HCA Agency																												1	1			
Night HCA EPO	0																															
Night HCA Agency																											1	1	1			
Twilight HCA EPO	0																															
Twilight HCA Agency																																
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	3	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained																															
Early HCA							hq																								
Late Trained																															
Late HCA							hq																	dq							
Night Trained																															
Night HCA																		m													
Twilight Trained																															
Twilight HCA																															

Comments:
7.8.14 = emergency annual leave
18.8.14 = 1 hca requested from bank, 2 arrived on duty - extremely busy night stayed on GAU

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
Aug-14 | 14 | Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3																															
Early HCA	3							1																								
Late Trained	3																															
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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																													1	1		
Late HCA EPO	0																															
Late HCA Agency																													1	1		
Night HCA EPO	0																															
Night HCA Agency																												1	1	1		
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	532

Total Number of Shortfall Shifts	3
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	8

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

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

Month: Aug-14 **Ward:** 21 **Actual Off Duty**

31 Days in Month

Shifts (Actual Off Duty)

Shifts	Baseline	01/08 Fri	02/08 Sat	03/08 Sun	04/08 Mon	05/08 Tue	06/08 Wed	07/08 Thu	08/08 Fri	09/08 Sat	10/08 Sun	11/08 Mon	12/08 Tue	13/08 Wed	14/08 Thu	15/08 Fri	16/08 Sat	17/08 Sun	18/08 Mon	19/08 Tue	20/08 Wed	21/08 Thu	22/08 Fri	23/08 Sat	24/08 Sun	25/08 Mon	26/08 Tue	27/08 Wed	28/08 Thu	29/08 Fri	30/08 Sat	31/08 Sun
Early Trained	4	3	3	5	4	4	3	4	3	3	4	5	3	3	4	3	3	3	4	3	4	4	3	4	3	4	4	4	3	3	4	4
Early Trained Agency			1				1			1			1	1		1	1			1			1		1					1	1	
Early HCA	4	4	3	4	4	4	4	4	4	4	4	5	4	3	4	4	4	5	4	4	4	4	3	3	4	4	4	4	4	4	4	3
Early HCA Agency																									1							
Late Trained	4	3	3	4	4	4	3	4	3	3	4	4	3	3	4	3	3	4	4	3	4	4	3	4	3	4	4	4	3	3	4	4
Late Trained Agency			1				1			1			1	1		1	1			1			1		1					1	1	
Late HCA	4	4	3	4	4	4	4	4	4	4	4	5	4	3	4	4	4	5	4	4	4	4	3	3	4	4	4	4	4	4	3	3
Late HCA Agency																																	
Night Trained	3	3	3	3	3	3	3	3	2	2	2	2	2	3	4	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	2	2
Night Trained Agency							1		1	1	1	1	1					1													1	1
Night HCA	3	3	2	2	3	3	2	3	3	3	3	3	3	3	3	3	2	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3
Night HCA Agency			1	1																													
Twilight Trained																																	
Twilight Trained Agency																																	
Twilight HCA																																	
Twilight HCA Agency																																	
Total over 24 hours exc Supervisory	22	22	18	23	22	22	22	22	20	22	22	25	22	20	23	22	21	21	24	22	22	21	22	20	20	22	22	22	22	22	22	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	Y		Y		Y	

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

	Baseline	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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	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	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained		h					a				h						a															
Early HCA		h									h		a						h							a						a
Late Trained		h					a																									
Late HCA		h									h		a						h							a					a	a
Night Trained																																
Night HCA																	h					h									
Twilight Trained																																
Twilight HCA																																

Comments:
3/8/14 - RN Overfill due to KIT day whilst on MAT leave.
14/08/14- Trained over whilst waiting for Carer cover, then Site Co-ordinator did not take trained back even when informed not required.
21/8/14 - Carers leave required for HCA
6/8/14 - RN overfill on night shift as healthcare worker short, and could only get nursing cover.
13/08/14 - HCA short due to sickness
18/8/14 - HCA overfill for Ambulatory Clinic
6/8/14 - Bank Carer providing one to one care.
11/08/14 - 1 RN overfill due to Kit day and 1 overfill HCA for Ambulatory Clinic
16/08/14 - HCA sent to Lindhurst Ward, no replacement given.
17/08/14 - RN short for early, due to sickness.

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	
Aug-14		21		Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4		1	1					1			1						1														
Early HCA	4		1									1	1						1						1							1
Late Trained	4		1						1																							
Late HCA	4		1									1	1						1					1	1						1	1
Night Trained	3						1								1																	
Night HCA	3						1										1							1	1							
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

22

Month		Ward			Actual Off Duty
Aug-14		22			

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4	4	3	4	4	4	3	4	4	3	3	4	3	4	3	4	3	2	4	3	4	4	4	2	3	2	4	4	3	4	3	3
Early Trained Agency		0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1	0	0	1	0	0	0
Early HCA	3	4	3	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	3	3	4	4	4	4	4	3	3
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	1	1
Late Trained	4	4	3	4	4	4	3	4	3	3	3	4	3	4	3	4	3	2	4	3	4	4	4	2	3	2	4	4	3	4	3	3
Late Trained Agency		0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1	0	0	1	0	0	0
Late HCA	3	3	3	3	4	4	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	4	4	4	4	4	3	3	3
Late HCA Agency		0	0	0	0	0	0	0	0	0	1	0	0	1	1	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	1	1
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	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	1
Night HCA	2	2	2	2	2	3	3	3	3	3	3	3	2	1	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Night HCA Agency		0	1	0	0	0	0	0	0	0	0	0	0	2	1	0	1	1	1	1	0	1	1	2	1	1	0	1	1	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	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	19	20	20	20	21	22	20	20	19	18	19	20	17	22	19	21	18	18	22	20	21	21	21	21	18	20	21	22	22	21	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

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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**

| Aug-14 | 22 | Actual Off Duty |

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4									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	1	1	1	1	1
Late Trained	4							1	1	1			1		1		1	1						1	1	1					1	1
Late HCA	3				1	1					1			1		1			1			1		1	1	1	1	1	1		1	1
Night Trained	3																															
Night HCA	2		1			1	1	1	1	1	1	1		1	1		1	1	1	1		1	1	2		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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
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																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month		Ward			Actual Off Duty
Aug-14		23			

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	6	5	4	4	4	5	5	5	5	4	5	5	5	4	5	5	4	4	5	5	4	5	4	5	5	5	5	5	5	5	5	4
Early Trained Agency			1	1						1			1			1		1			1		1									
Early HCA	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	2	2
Early HCA Agency															1																	
Late Trained	6	4	4	4	4	5	5	5	5	4	5	5	5	4	5	5	4	4	5	4	4	5	4	5	5	5	5	5	5	5	5	4
Late Trained Agency			1	1						1			1			1		1			1		1									
Late HCA	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	2	2
Late HCA Agency															1																	
Night Trained	5	4	4	4	4	5	4	4	4	4	4	4	5	4	4	4	4	4	4	5	4	4	4	4	4	4	4	4	3	4	4	4
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	2	1		1
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	22	19	20	20	18	20	20	20	20	20	20	20	20	20	20	20	18	20	20	19	20	20	20	20	20	20	20	19	20	20	20	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								

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency						1	1																									
Late HCA EPO	0																															
Late HCA Agency						1	1																									
Night HCA EPO	0																															
Night HCA Agency		1	1	1	1	1	1																									
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	1	1	1	1	3	3	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained				i												i															a
Early HCA																															
Late Trained		i		i												i															a
Late HCA																															
Night Trained																													f		c
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: As previous months 6 trained is optimal but manageable on 5 with ward leader support but difficult at times.

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
Aug-14

Ward
23   **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	6	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2
Early HCA	2																															
Late Trained	6	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	2
Late HCA	2																															
Night Trained	5																									1					1	
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency						1	1																									
Late HCA EPO	0																															
Late HCA Agency						1	1																									
Night HCA EPO	0																															
Night HCA Agency		1	1	1	1	1	1																									
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month		Ward			Actual Off Duty
Aug-14		24			

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	2	3	3
Early Trained Agency																		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	4	4	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	2	3	3
Late Trained Agency																		1		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	4	4	3	3	3
Late HCA Agency																																
Night Trained	3	2	2	2	2	2	2	2	2	3	2	2	3	3	3	3	2	2	2	2	2	3	2	3	2	2	2	2	2	3	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
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	19	19	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				

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained																															
Early HCA																											i	i			
Late Trained																															
Late HCA																											i	i			
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments:

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

| Aug-14 | | 24 | | | Actual Off Duty |

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3																															
Early HCA	3																											1	1			
Late Trained	3																															
Late HCA	3																											1	1			
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527	Total Number of Shortfall Shifts	0	
Total Number of Actual Shifts (including EPO)	531	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	4	

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

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

Month
<mark>Aug-14</mark>

Ward
<mark>ward 31</mark>

<mark>Actual Off Duty</mark>

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	2	3	3	2	3	3	3	3	3	3	2	3
Early Trained Agency								1										1						1							1	
Early HCA	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	2	3	3	3	3	2	3	3	2	3	2	3	3	3	3	2	3	3	3	3	3	3	3	2	3
Late Trained Agency								1										1						1							1	
Late HCA	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	3	3	3	2	3	2	2	2	2	3	2	3	3
Night Trained Agency		1	1	1	1	1	1	1	1	1	1		1	1	1		1	1				1		1	1	1	1				
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	15	17	17	17	16	15	17	17	16	17	17	17	17	15	17	17	17	17	17	17	17	17	17	17	17
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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained												a					a														
Early HCA							a																								
Late Trained												a			a		a														
Late HCA							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
Aug-14	ward 31

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3												1								1											
Early HCA	3							1																								
Late Trained	3												1			1					1											
Late HCA	3							1																								
Night Trained	3											1																				
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527	Total Number of Shortfall Shifts	8
Total Number of Actual Shifts (including EPO)	519	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	0

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

	PLANNED SHIFTS	ACTUAL SHIFTS	%
Sister/Charge Nurse M-F Supervisory Shifts	21	7	33%

Month	Ward	
Aug-14	**32**	**Actual Off Duty**

31 Days in Month

Shifts	DAY / Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	4	3	4	3	3	2	3	3	2	3	3	4	3	3	2	2	3	3	3	3	3	3	2	2	3	3	3	2	2	2
Early Trained Agency								1			1						1	1			1								1	1	1	1
Early HCA	3	3	2	2	2	3	3	3	2	3	3	3	3	2	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	3	3	2	3	3	3	3	2	2	3	3	3	3	2	2	2
Late Trained Agency								1			1						1	1			1								1	1	1	1
Late HCA	3	3	3	2	3	3	3	2	2	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	3	1	3	3	3	3	3	3	3	2	2	2	2	3	2	2	2	2	3	3	3	2	2	2	2	2	2	2	2	2
Night Trained Agency				1								1	1	1	1		1	1	1	1				1	1	1	1	1	1		1	1
Night HCA	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	17	14	17	17	17	16	15	16	17	17	17	17	17	17	17	17	16	15	17	17	17	17	17	17	17	17	17	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			

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

	DAY / Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																				1		1									
Early HCA Agency																																
Late HCA EPO	0																				1		1									
Late HCA Agency																																
Night HCA EPO	0																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	1	0	0	0	2	0	2	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	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained		mp		mp									mp							mp											
Early HCA		h	a	h				a					h						h	h											
Late Trained																															
Late HCA			a				a	a										h	h												
Night Trained			a																												
Night HCA									h																						
Twilight Trained																															
Twilight HCA																															

Comments: underestablished for HCA staff under current numbers.

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

Aug-14

Ward

32

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3		1		1									1							1											
Early HCA	3		1	1	1				1					1						1	1											
Late Trained	3																															
Late HCA	3			1				1	1										1	1												
Night Trained	3			1																												
Night HCA	2								1																							
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																				1		1									
Early HCA Agency																																
Late HCA EPO	0																				1		1									
Late HCA Agency																																
Night HCA EPO	0													1																		1
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month: Aug-14 **Ward:** 33 **Actual Off Duty**

31 Days in Month

Shifts	Baseline	Fri 01	Sat 02	Sun 03	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31
Early Trained	3	2	3	3	3	3	3	3	3	3	2	3	3	3	2	3	2	2	3	3	3	3	3	3	2	2	2	3	3	3	2	3
Early Trained Agency			1								1					1		1							1		1				1	
Early HCA	3	3	3	2	3	3	3	3	4	3	3	3	3	3	3	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																	1															
Late Trained	3	3	2	3	3	3	3	3	3	3	2	3	3	3	2	3	2	2	3	3	3	3	3	3	2	2	2	3	3	3	2	3
Late Trained Agency			1								1					1		1							1		1				1	
Late HCA	3	3	2	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																	1															
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	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	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	2	2	2
Night HCA Agency		1																														
Twilight Trained	0																															
Twilight Trained Agency																																
Twilight HCA	0																															
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	17	16	16	17	17	17	17	18	17	17	17	17	17	16	15	17	13	16	17	17	17	17	17	17	15	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	

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

Shifts	Baseline	Fri 01	Sat 02	Sun 03	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31
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	0

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

Reasons for Shortfall/Overfill & Action codes	Fri 01	Sat 02	Sun 03	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08	Sat 09	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31
Early Trained																	g											i			
Early HCA			a												d		i														
Late Trained																	g											i			
Late HCA		a												i	d		i														
Night Trained																	g														
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: 17/8/14 agency didn't turn up 15/08/14 had reducing halms HCA.

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**

<mark>Aug-14</mark>   <mark>33</mark>   <mark>Actual Off Duty</mark>

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3																	1														
Early HCA	3		1						1							1		1								1						
Late Trained	3																	1								1						
Late HCA	3		1												1	1		1														
Night Trained	3																		1													
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527	Total Number of Shortfall Shifts	12
Total Number of Actual Shifts (including EPO)	516	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	21	16	76%

Month		Ward		Actual Off Duty
Aug-14		**34**		

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	2	3	3	2	2	1	2	2	3	3	1	3	2	3	2	2	2	2	2	3	2	3	4	3	3	2	2	1	2	3	3
Early Trained Agency		1			1	1	2	1	1			2		2	1	1	1			1	1	1						1	1	2	1	
Early HCA	3	4	3	3	4	4	4	4	3	3	4	4	4	4	3	4	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	2	3	3	2	2	1	2	2	3	3	1	3	2	3	2	2	2	2	2	3	3	3	3	3	3	2	2	1	2	3	3
Late Trained Agency		1			1	1	2	1	1			2		1		1	1			1	1	1						1	1	2	1	
Late HCA	3	3	3	3	4	4	4	3	4	3	4	4	4	3	4	4	4	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	2	2	3	3	2	2	3	2	2	2	2	3	3	2	1	1	2	2	3	2	2	2	3	3	3	3	2	2	2	1
Night Trained Agency			1	1			1			1	1	1	1			1	2	2	1	1									1	1	1	2
Night HCA	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	17	18	17	17	19	19	19	17	17	17	19	19	19	19	19	19	19	18	15	15	18	20	16	16	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	Y	

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained																	at	ft					m								
Early HCA												m	m			m															
Late Trained																	at	ft													
Late HCA												m		m	m				m	m											
Night Trained							ft															ft	ft	at	et						
Night HCA								h																							
Twilight Trained																															
Twilight HCA																															

Comments: Where there are 4 HCA's on duty it is because they are either no cover available / HCA doin; HCA doing PAS training / no cover i no cover i carer doing PAS training / bank nurse extra
carer sent home / HCA doing PAS train HCA doing PAS training / no cover available carer doi no cover i no cover i no cover i no cover available

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

Aug-14 | **34** | **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3													1	1			1	1		1			1								
Early HCA	3	1			1	1	1	1			1	1	1	1		1					1											
Late Trained	3																	1	1													
Late HCA	3				1	1	1		1		1	1	1			1	1	1		1	1											
Night Trained	3							1														1	1	1								
Night HCA	2								1																1							
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527
Total Number of Actual Shifts (including EPO)	544

Total Number of Shortfall Shifts	10
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	27

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

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

Month **Ward**

| Aug-14 | | 35 | | **Actual Off Duty** |

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	2	3	3	2	3	3	2	2	3	3	2	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	2	3	2	2	3
Early Trained Agency		1	0	0	0	0	1	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0
Early HCA	3	3	3	2	3	3	2	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	1	3
Early HCA Agency		0	0	1	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	0	0
Late Trained	3	2	3	3	2	3	2	3	2	3	3	2	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	2	3	2	2	2
Late Trained Agency		1	0	0	0	0	1	0	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0
Late HCA	3	2	2	2	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency		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	0	0	0	0	0
Night Trained	3	2	2	2	3	3	3	2	2	3	2	2	3	3	3	3	2	1	2	2	2	3	2	3	2	2	3	3	3	2	3	3
Night Trained Agency		1	1	1	0	0	0	1	1	0	1	1	0	0	0	0	1	1	1	1	1	0	1	0	1	0	0	1	0	1	0	0
Night HCA	2	2	2	2	2	2	2	1	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2
Night HCA Agency		0	0	0	0	0	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	17	16	16	17	15	17	17	17	16	17	18	17	17	17	17	17	17	16	17	17	16	17	17	17	17	17	17	16	18	17	13	17
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)						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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained		u	u		u																										u	
Early HCA											m																				a	
Late Trained		u	u		u																										r	
Late HCA		s	i					i													d											
Night Trained																t	f											h		f		
Night HCA																																
Twilight Trained																																
Twilight HCA																																

Comments: overbooked HCA   Trust trained moved to ward 36 in exchange for ag Agency trained Dna, agency pulled from another area   Trust trained moved to Ward. Bank care sick, shad...

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

37

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

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3				1																										1	
Early HCA	3										1																				2	
Late Trained	3				1																										1	
Late HCA	3	1	1						1																			1				
Night Trained	3																	1								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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527		Total Number of Shortfall Shifts	12	
Total Number of Actual Shifts (including EPO)	517		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	2	

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

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

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

31 Days in Month

Shifts	Baseline	01/08 Fri	02/08 Sat	03/08 Sun	04/08 Mon	05/08 Tue	06/08 Wed	07/08 Thu	08/08 Fri	09/08 Sat	10/08 Sun	11/08 Mon	12/08 Tue	13/08 Wed	14/08 Thu	15/08 Fri	16/08 Sat	17/08 Sun	18/08 Mon	19/08 Tue	20/08 Wed	21/08 Thu	22/08 Fri	23/08 Sat	24/08 Sun	25/08 Mon	26/08 Tue	27/08 Wed	28/08 Thu	29/08 Fri	30/08 Sat	31/08 Sun
Early Trained	3	4	3	4	3	4	4	4	4	3	4	4	4	4	4	2	3	3	3	4	4	4	4	3	3	4	4	4	4	4	3	3
Early Trained Agency		1			1	1	1	1	1		1			1	1				1	1	1		1				2	2		1		
Early HCA	3	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	4	4	4	3	4	4	3	4	4	4	3	4	2	3	3	4	4	4	4	4	3	3	4	4	4	3	3	3	3
Late Trained Agency		1			1	1	1	1	1		1			1	1				1	1	1		1				2	2		1		
Late HCA	3	2	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	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	3	3	3	3	3	3	3
Night Trained Agency		2			1	1	1	2	2	2	1	1	1	2	1	1	1	1	2	1	2	2	2	1	1	2	2	2	2	2	1	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	16	21	16	19	20	22	22	22	23	19	23	20	20	21	22	17	18	19	21	22	23	20	23	19	19	20	24	25	21	22	19	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	

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

	Baseline	01/08	02/08	03/08	04/08	05/08	06/08	07/08	08/08	09/08	10/08	11/08	12/08	13/08	14/08	15/08	16/08	17/08	18/08	19/08	20/08	21/08	22/08	23/08	24/08	25/08	26/08	27/08	28/08	29/08	30/08	31/08
Early HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1		1	1	1		1	1	2	1	1	1	1	2	1	1
Early HCA Agency																																
Late HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2		1	1			1		1	2	1	2	1	1	1	1	1
Late HCA Agency																																
Night HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1		1	3	2	1	2	2	1	2	1	2
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	3	3	6	3	3	3	3	3	3	3	3	6	6	6	6	2	2	3	2	2	1	2	5	6	3	5	4	3	3	3	4

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

Reasons for Shortfall/Overfill & Action codes	01/08	02/08	03/08	04/08	05/08	06/08	07/08	08/08	09/08	10/08	11/08	12/08	13/08	14/08	15/08	16/08	17/08	18/08	19/08	20/08	21/08	22/08	23/08	24/08	25/08	26/08	27/08	28/08	29/08	30/08	31/08
Early Trained	n						N	N		N	N	N	N	N	I			N	N	N	N	N			N	N	N	N	N		
Early HCA						J																									
Late Trained	n				N		N	N		N	N	N	N	N	I			N	N	N	N				N	N	N	N	N		
Late HCA																															
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

Aug-14

Ward

Ward 36   **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	2		1	1	2	2	2	2		2	1	1	2	2	1			1	2	2	1	2				1	3	3	1	2	
Early HCA	3																															
Late Trained	3	1		1	2	2	1	2	2		2	1	1	1	2	1			2	2	2	1	2				1	3	3	1	1	
Late HCA	3	1					1											1														
Night Trained	2	3		1	1	2	2	2	3	3	3	2	2	2	2	3	2	2	2	2	3	2	3	3	3	2	2	3	3	3	3	2
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1		1	1	1		1	1	2	1	1	1	1	2	1	1
Early HCA Agency																																
Late HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2		1	1			1		1	2	1	2	1	1	1	1	1
Late HCA Agency																																
Night HCA EPO	0	1	1	2	1	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	1		1	3	2	1	2	2	1	2	1	2
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month **Ward**

Aug-14   Ward 41   Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	2	3	3	3	3	3	2	2
Early Trained Agency																				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	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	2	3	3	3	3	3	2	2
Late Trained Agency																				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	3
Late HCA Agency																																
Night Trained	3	2	3	3	3	3	3	2	2	2	3	2	2	2	3	2	2	2	2	2	2	2	1	2	2	3	3	2	2	2	2	2
Night Trained Agency		1						1	1	1		1	1	1		1	1	1	1	1	1	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	3	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	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

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

	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
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	1	1					
Early HCA Agency																																
Late HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
Late HCA Agency																																
Night HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	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	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained			a																												
Early HCA																															
Late Trained			a																												
Late HCA																															
Night Trained																										c					
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

41

Month

Aug-14

Ward

Ward 41

Actual Off Duty

Shortfall/Overfill	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	3			1																													
Early HCA	3																																
Late Trained	3			1																													
Late HCA	3																																
Night Trained	3																								1								
Night HCA	2																								1								
Twilight Trained	0																																
Twilight HCA	0																																

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

EPO - HCA		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
Early HCA Agency																																
Late HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
Late HCA Agency																																
Night HCA EPO	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
Night HCA Agency																																
Twilight HCA EPO	0																																
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month
Aug-14

Ward
42

Actual Off Duty

31 Days in Month

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

Shifts	Baseline	01/08 Fri	02/08 Sat	03/08 Sun	04/08 Mon	05/08 Tue	06/08 Wed	07/08 Thu	08/08 Fri	09/08 Sat	10/08 Sun	11/08 Mon	12/08 Tue	13/08 Wed	14/08 Thu	15/08 Fri	16/08 Sat	17/08 Sun	18/08 Mon	19/08 Tue	20/08 Wed	21/08 Thu	22/08 Fri	23/08 Sat	24/08 Sun	25/08 Mon	26/08 Tue	27/08 Wed	28/08 Thu	29/08 Fri	30/08 Sat	31/08 Sun
Early Trained	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	2	3	3	3	3	3	2
Early Trained Agency																							1			1						1
Early HCA	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	1	2	2	2	3	3	2	2	2	3	3	3	2	2	2
Early HCA Agency									1			1						2	1	1	1				1	1				1	1	1
Late Trained	3	3	3	3	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	2
Late Trained Agency																							1			1						1
Late HCA	3	3	3	3	3	3	3	3	2	3	2	2	3	3	3	3	2	1	2	2	2	3	3	3	2	2	3	3	3	2	2	2
Late HCA Agency									1		1	1					1	2	1	1	1				1	1				1	1	1
Night Trained	3	2	2	2	2	2	2	2	3	2	1	2	2	2	1	2	1	2	2	3	2	2	1	1	2	2	2	1	2	1	2	
Night Trained Agency		1	1	1	1	1	1	1		1	2	1	1	2	1	1	2	2	1	1		1	1	2	2	1	1	1	2	1	2	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	1	1	1	0	1	2	2	2	1	1	
Night HCA Agency																1	1					1	1	1	2	1					1	1
Twilight Trained	0																															
Twilight Trained Agency																																
Twilight HCA	0																															
Twilight HCA Agency																																
Total over 24 hours exc Supervision	17	17	16	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
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	Y				Y	Y	Y	Y	Y											Y		Y	Y									

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

Shifts	Baseline	01/08 Fri	02/08 Sat	03/08 Sun	04/08 Mon	05/08 Tue	06/08 Wed	07/08 Thu	08/08 Fri	09/08 Sat	10/08 Sun	11/08 Mon	12/08 Tue	13/08 Wed	14/08 Thu	15/08 Fri	16/08 Sat	17/08 Sun	18/08 Mon	19/08 Tue	20/08 Wed	21/08 Thu	22/08 Fri	23/08 Sat	24/08 Sun	25/08 Mon	26/08 Tue	27/08 Wed	28/08 Thu	29/08 Fri	30/08 Sat	31/08 Sun
Early HCA EPO	0									1	1																					
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0			1	2	1	1	1	1	1	1																					
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	1	2	1	1	1	1	2	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	01/08 Fri	02/08 Sat	03/08 Sun	04/08 Mon	05/08 Tue	06/08 Wed	07/08 Thu	08/08 Fri	09/08 Sat	10/08 Sun	11/08 Mon	12/08 Tue	13/08 Wed	14/08 Thu	15/08 Fri	16/08 Sat	17/08 Sun	18/08 Mon	19/08 Tue	20/08 Wed	21/08 Thu	22/08 Fri	23/08 Sat	24/08 Sun	25/08 Mon	26/08 Tue	27/08 Wed	28/08 Thu	29/08 Fri	30/08 Sat	31/08 Sun
Early Trained																															
Early HCA																												i			
Late Trained																															
Late HCA																															
Night Trained		f																													
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: The night team leader informed and were supported at times of need.

We split the ward

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

43

Month		Ward			Actual Off Duty
Aug-14		42			

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3																															
Early HCA	3																							1								
Late Trained	3																															
Late HCA	3																															
Night Trained	3		1																													
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0									1	1																					
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0			1	2	1	1	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	527	Total Number of Shortfall Shifts	2	Total Number of EPO shifts	11
Total Number of Actual Shifts (including EPO)	536	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	11	Total Number of Agency EPO shifts	0

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

Actual Off Duty

Month	Ward	
Aug-14	43	Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4
Early Trained Agency																						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	2	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	3	4	4	4	4	4	4	4	4	4	4
Late Trained Agency																						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	3	3	3	3
Late HCA Agency																																
Night Trained	4	3	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	4	3	3	3	3	3	3	3
Night Trained Agency		1	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	0	1		1	1	1	0	1	1	1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Night HCA Agency																																
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	19	20	20	20	18	20	19	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	Y		

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

	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained																															
Early HCA																										a					
Late Trained																															
Late HCA																										a					
Night Trained																						g						g			
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

Month		Ward																														
Aug-14		**43**			**Actual Off Duty**																											

Shortfall/Overfill	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	4																																
Early HCA	3																											1					
Late Trained	4																																
Late HCA	3																											1					
Night Trained	4																							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		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																																
Early HCA Agency																																	
Late HCA EPO	0																																
Late HCA Agency																																	
Night HCA EPO	0																																
Night HCA Agency																																	
Twilight HCA EPO	0																																
Twilight HCA Agency																																	
Incidents (Falls)																																	
Incidents (Medication)																																	
Incidents (Staffing)																																	

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

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

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

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

Month: Aug-14 **Ward:** 44 **Actual Off Duty**

31 Days in Month

Shifts

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	4	4	3	3
Early Trained Agency																																
Early HCA	3	3	3	3	3	3	2	3	3	3	3	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA Agency																																
Late Trained	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency																																
Late HCA	3	3	3	3	3	2	3	3	3	3	3	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late HCA Agency																																
Night Trained	3	3	3	2	3	3	3	3	2	2	2	2	2	3	3	2	3	2	2	3	2	2	2	2	2	2	2	2	2	2	3	3
Night Trained Agency				1					1	1	1	1	1			1		1	1		1	1	1	1		1	1	1	1			
Night HCA	2		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	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	17	17	17	17	17	17	17	17	17	19	19	19	19	19	17	17	17	17	17	17	18	17	16	17	18	17	18	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

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

	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained																																
Early HCA																												1	1	1	1	1	1
Late Trained																																
Late HCA																												1	1	1	1	1	1
Night Trained																																
Night HCA																												1	1	1	1	1	1
Twilight Trained																																
Twilight HCA																																

Comments:
- da44s 11-15 escort to nch
- 6th trained to cover carer
- 25th -carer coverd rgn

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**

Aug-14   44   Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3						1																1						1	1		
Early HCA	3						1					1	1	1	1	1																
Late Trained	3						1																									
Late HCA	3						1					1	1	1	1	1																
Night Trained	3																									1						
Night HCA	2	2																							1	1						
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	527	Total Number of Shortfall Shifts	6
Total Number of Actual Shifts (including EPO)	538	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	17

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

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

Month	Ward	
Aug-14	Ward 51	Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	1	2	3	2	2	2	2	2	2	2	4	2	2	3	3	2	2	2	2	2	2	2	3	3	2	2	2	2	2	3
Early Trained Agency		0	2	1	0	1	1	1	1	1	1	1	0	1	1	0	0	1	1	1	1	1	1	1	0	0	1	1	1	1	1	0
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	4	4	3	3	3	3	3	4
Early HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Late Trained	3	2	1	2	3	2	2	2	2	2	2	2	3	2	2	3	3	2	2	2	2	2	2	2	3	3	2	2	2	2	2	3
Late Trained Agency		1	2	1	0	1	1	1	1	1	1	1	0	1	1	0	0	1	1	1	1	1	1	1	0	0	1	1	1	1	1	0
Late HCA	3	3	3	3	3	3	3	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
Late HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Night Trained	3	1	1	2	2	2	2	2	2	2	2	2	1	2	2	3	2	1	2	2	2	1	2	2	1	2	2	1	2	1	2	2
Night Trained Agency		2	2	1	1	1	1	1	1	1	1	1	1	2	1	1	0	1	2	1	1	2	1	1	2	1	1	2	1	2	1	1
Night HCA	2	1	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	1	2
Night HCA Agency		1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total over 24 hours exc Supervisory	17	17	17	17	17	17	17	17	17	17	17	17	18	16	16	17	17	17	17	17	17	17	17	17	18	18	17	17	17	17	17	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	2	2	1	0	0	0	0
Early HCA Agency		0	1	1	1	0	0	1	1	1	1	1	1	1	1	1	1	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0
Late HCA EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2	1	1	0	0	0	0	0
Late HCA Agency		0	1	1	1	0	0	1	1	1	1	1	1	1	1	1	1	0	0	1	1	0	0	1	1	0	0	0	0	0	0	0
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	1	0	0	0	0	0	0	0
Night HCA Agency		1	1	1	0	0	1	1	1	1	1	1	1	1	1	0	1	1	1	0	0	0	1	1	0	1	1	0	1	1	1	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	0
Twilight HCA Agency		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Staff per 24 hrs	0	1	3	3	2	0	1	3	3	3	3	3	3	3	3	2	3	3	2	0	0	4	3	5	4	3	3	1	1	1	1	1

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained												m																			
Early HCA																										m	m				
Late Trained																															m
Late HCA													a	a																	
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments:
7.8.14 = emergency annual leave
18.8.14 =1 hca requested from bank, 2 arrived on duty -extremely busy night stayed on GAU

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

49

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

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3												1																			
Early HCA	3																							1	1							1
Late Trained	3																															
Late HCA	3													1	1																	
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																	1	1								1	2	2	1		
Early HCA Agency			1	1	1			1	1	1	1	1	1	1	1	1	1			1	1			2								
Late HCA EPO	0																	1	1									2	1	1		
Late HCA Agency			1	1	1			1	1	1	1	1	1	1	1	1	1			1	1			1	1							
Night HCA EPO	0																									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	1
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	2
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	77

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

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

50

Month		Ward	
Aug-14		52	Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	5	5	3	4	3	4	3	4	4	3	3	4	4	4	2	3	3	3	3	3	5	3	4	3	3	4	3	4	4	3	3	3
Early Trained Agency					1		1			1	1				2	1	1	1	1	1							1		1		1	1
Early HCA	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	3	3	4	4	4	4	3
Early HCA Agency										3	3											1			1							
Late Trained	5	5	3	4	3	4	3	4	4	1	1	4	4	4	2	3	3	3	3	3	5	3	4	3	4	4	3	4	4	3	3	3
Late Trained Agency					1		1								2	1	1	1	1	1			1				1		1		1	1
Late HCA	3	3	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	3	3	4	3	4	3	4	4	4	4	4	3
Late HCA Agency																						1										
Night Trained	3	3	2	2	3	3	3	2	3	3	2	2	2	3	2	2	2	2	1	2	2	2	2	2	2	2	2	3	2	2	3	2
Night Trained Agency				1				1			1	1	1		1	1	1	1	2	1	1	1	1		1	1	1		1	1		1
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	21	21	18	19	21	21	21	21	21	21	21	20	21	21	21	21	21	21	21	23	20	20	18	20	21	19	21	21	20	21	21	19
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)																																

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0													1							1											
Early HCA Agency													1																			
Late HCA EPO	0												1								1											
Late HCA Agency													1																			
Night HCA EPO	0																1	1			1											
Night HCA Agency												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	1	3	3	1	0	1	1	1	1	3	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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained			a																			i	f									
Early HCA			d																								a					d
Late Trained			a									d											f									
Late HCA																						d		d			a					d
Night Trained				i																					i							
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

1

Month		Ward		Actual Off Duty
Aug-14		52		

Shortfall/Overfill

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	5		2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			2	1	2	1	1	1	1	1	1	1	1
Early HCA	3			1	1	1	1	1	4	4	1	1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	
Late Trained	5		2	1	1	1	1	1	4	4	1	1	1	1	1	1	1	1	1		1	1	1	2	1	1	1	1	1	1	1	1
Late HCA	3		1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1			1		1		1	1	1	1	
Night Trained	3		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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0													1							1											
Early HCA Agency													1																			
Late HCA EPO	0													1							1											
Late HCA Agency													1																			
Night HCA EPO	0																1	1			1											
Night HCA Agency											1	1	1	1						1	1											
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	651		Total Number of Shortfall Shifts	72
Total Number of Actual Shifts (including EPO)	651		Total Number of Overfill Shifts (includes all overfill Agency & EPO)	72

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

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

Month Aug-14 **Ward** stroke unit **Actual Off Duty**

31 Days in Month

Shifts	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained	8	6	6	6	7	8	7	8	8	6	6	7	6	7	7	5	6	7	6	5	6	8	7	7	7	7	6	7	8	7	7	7
Early Trained Agency		2	1	1	1	1	1						2	1	1	2	1		2	2	2		1				1	1	1	1		
Early HCA	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	5	3	4	5	4	4	5	5	4	5	5	5	5
Early HCA Agency		4	4	4															2	1			1	1								
Late Trained	8	6	6	5	7	7	7	7	8	6	6	8	6	7	7	5	6	7	6	6	6	7	7	7	7	7	6	7	8	7	7	7
Late Trained Agency		2	1	2	1	1	1						2	1	1	2	1		1	2	2		1				1	2	1	1	1	
Late HCA	5	5	5	5	5	5	5	5	5	5	4	4	3	5	5	5	5	5	3	4	3	3	4	5	5	4	5	5	5	5	5	5
Late HCA Agency												1	1						2		2	2	1				1					
Night Trained	5	5	5	4	4	5	5	4	3	3	3	4	4	3	3	4	5	4	3	3	4	5	4	4	4	4	4	4	5	4	4	4
Night Trained Agency				1	1			1	2	2	2	1	1	2	2	1		1	2	2	1				1	1	1	1		1	1	1
Night HCA	4	4	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	3	4	4	4	4	4	3	3	4	4	4	4	3	3
Night HCA Agency								1	1									1										1	1		1	1
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	35	39	37	37	35	36	35	34	35	31	29	34	34	35	35	33	33	33	34	34	35	33	34	32	33	35	34	35	37	35	33	33
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	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early HCA EPO	0				1																											
Early HCA Agency			1			1	1		1	1	1	2	2	1			1	1									1	2	3	3	2	1
Late HCA EPO	0				1																											
Late HCA Agency			1			1	1		1	1	1	2	2	1			1	1									2	3	3	2	1	1
Night HCA EPO	0																															
Night HCA Agency		1	1	1		1	1	1	1	1	1	2	2				1	1				1	1	1	2	2	2	1	1	2	2	
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	1	3	1	2	3	3	1	3	3	3	6	6	2	0	0	3	3	0	0	0	0	1	2	5	8	8	6	3		6	4

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
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	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
Aug-14 | **stroke unit** | **Actual Off Duty**

Shortfall/Overfill

Shortfall/Overfill	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	8		1	1		1				2	2	1				1	1	1					1				1		1		1	1
Early HCA	5	4	4	4							1																					
Late Trained	8		1	1				1		2	2					1	1	1	1			1		1	1				1		1	1
Late HCA	5										1		1									1										
Night Trained	5																						1	1								
Night HCA	4																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0				1																											
Early HCA Agency			1			1	1		1	1	1	2	2	1			1	1						1	2	3	3	2	1	1	2	1
Late HCA EPO	0				1																											
Late HCA Agency			1			1	1		1	1	1	2	2	1			1	1							2	3	3	2	1	1	2	1
Night HCA EPO	0																															
Night HCA Agency		1	1	1		1	1	1	1	1	1	2	2				1	1					1	1	1	2	2	2	1	1	2	2
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

54

Month		Ward																														
Aug-14		**CCU**				**Actual Off Duty**																										

31 Days in Month

Shifts	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	8	8	8	8	10	9	9	9	8	10	9	10	8	8	8	7	7	8	9	8	10	8	8	7	8	7	7	7	8	9	8	8
Early Trained Agency		1									1			1		1	1											1	1	1	2	
Early HCA	1	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	5	8	8	9	7	9	9	8	8	6	10	9	8	8	7	10	8	10	8	8	8	8	8	8	7	7	7	8	8	9	8
Late Trained Agency		3				1					2			1		1												1	1	2		
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
Late HCA Agency																																
Night Trained	8	8	8	8	8	9	9	9	6	8	8	8	9	9	8	9	9	8	8	9	9	9	7	7	7	8	9	9	8	8	8	8
Night Trained Agency									2	1	1	1											1						2		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			
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervision	27	28	27	27	30	29	30	30	27	30	30	32	29	30	27	28	30	27	29	27	29	28	28	26	26	23	25	27	30	31	30	27
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

	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
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	
Aug-14	CCU	Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	8	1			2	1	1	1		2	2	2		1					1		2			1		1	1			1	2	2
Early HCA	1																															
Late Trained	8				1		1	1				2	1	1			2		2							1	1			1	2	1
Late HCA	1																		1	1	1									1		1
Night Trained	8						1	1		1	1	1	1	1		1	1			1	1	1	1		1	1			1	1	2	1
Night HCA	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	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	837	Total Number of Shortfall Shifts	16
Total Number of Actual Shifts (including EPO)	877	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	21	21	100%

Month

Month	Ward	
Aug-14	**NNU**	**Actual Off Duty**

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early Trained Agency																																
Early HCA	1	1	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1	0	0	0	1	0	1	0	0	0	1	1	1	0
Early HCA Agency																																
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained Agency																																
Late HCA	1	1	0	1	1	1	1	1	0	0	1	1	1	1	1	0	0	0	1	0	0	0	1	0	1	0	0	0	1	1	1	0
Late HCA Agency																																
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3
Night Trained Agency																																
Night HCA	1	1	0	0	0	0	0	0	1	1	1	0	1	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	0	1	1	1
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	12	12	9	11	11	11	11	11	10	10	12	11	12	12	10	10	10	10	11	9	10	10	12	10	11	10	9	9	11	12	12	10
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)																																

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

	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained														h																	
Early HCA		hs						hs	hs						hs	hs	hs		hs	hs	hs		hs			hs	hs	hs			hs
Late Trained														h																	
Late HCA		hs						hs	hs						hs	hs	hs		hs	hs	hs		hs			hs	hs	hs			hs
Night Trained																												ht			
Night HCA		hs	hs	hs	hs	hs	hs				hs							hs	hs							hs	hs	hs			
Twilight Trained																															
Twilight HCA																															

Comments:

hs - Reduced cots and status to Special Care. Staffing maintained to safe patient/staffing levels, also a low number of patients.

h - as above and senior member of staff available on call if required

ht - as above and support given from ward 25.

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

| Aug-14 | | NNU | | | | Actual Off Duty |

Shortfall/Overfill	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	3														1																	
Early HCA	1		1						1	1						1	1	1		1	1	1		1			1	1	1			1
Late Trained	3														1																	
Late HCA	1		1						1	1						1	1	1		1	1	1		1			1	1	1			1
Night Trained	3																								1							
Night HCA	1		1	1	1	1	1	1				1							1	1								1	1	1		
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

Total Number of Shortfall Shifts	43
Total Number of Overfill Shifts (includes all overfill Agency & EPO)	0

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

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

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

31 Days in Month

Shifts

Shifts	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained	7	5	5	6	6	7	7	5	6	6	6	5	6	5	5	6	5	6	6	7	6	7	7	5	6	6	6	7	6	5	6	6
Early Trained Agency		1						1				1		1	1															1		
Early HCA	2	2	2	2	2	1	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Early HCA Agency																																
Late Trained	7	5	6	6	6	7	7	5	6	6	6	6	6	6	6	6	5	6	6	7	6	6	7	5	6	6	6	6	6	5	6	6
Late Trained Agency		1						1																						1		
Late HCA	2	2	2	2	2	1	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																																
Night Trained	6	5	6	5	6	6	7	6	6	5	5	6	6	5	4	4	5	6	6	6	4	5	6	5	5	5	5	5	4	4	6	6
Night Trained Agency		1		1							1			2	1					1	1		1	1		1	2	2				
Night HCA	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	0	0	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	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	24	22	21	22	22	22	25	22	22	19	22	22	22	21	22	21	19	22	23	24	21	23	24	20	22	21	22	23	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	y			y	y	y	y			

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

	Baseline	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
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	0

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

Reasons for Shortfall/Overfill & Action codes

	Fri 01/08	Sat 02/08	Sun 03/08	Mon 04/08	Tue 05/08	Wed 06/08	Thu 07/08	Fri 08/08	Sat 09/08	Sun 10/08	Mon 11/08	Tue 12/08	Wed 13/08	Thu 14/08	Fri 15/08	Sat 16/08	Sun 17/08	Mon 18/08	Tue 19/08	Wed 20/08	Thu 21/08	Fri 22/08	Sat 23/08	Sun 24/08	Mon 25/08	Tue 26/08	Wed 27/08	Thu 28/08	Fri 29/08	Sat 30/08	Sun 31/08
Early Trained	a	a	h	h			h	h	h	h	h	h	a	a	a	h	a		a			h	h	h	h		h	h	h	h	h
Early HCA					h				h																						
Late Trained	a	a	h	h			h	h	h	h	h	h	a	a	a	h	a		a	h		h	h	h	h	h	h	h	h	h	h
Late HCA					h				h																						
Night Trained						n								a		a	a			h								a			
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments:
n= Phased return on 06/08/14
n= increased activity of unsupervised babies requiring additional support
h= out to agency and not covered

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
Aug-14 | **25** | **Actual Off Duty**

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	7	1	2	1	1			1	1	1	1	1	1	1	1	1	2	1	1		1			2	1	1	1		1	1	1	1
Early HCA	2					1				1																						
Late Trained	7	1	1	1	1			1	1	1	1	1	1	1	1	1	2	1	1		1	1		2	1	1	1	1	1	1	1	1
Late HCA	2					1				1																						
Night Trained	6						1			1						1		1	1					1				1				
Night HCA	0																		1													
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	744	Total Number of Shortfall Shifts	67	
Total Number of Actual Shifts (including EPO)	679	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	2	

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

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

Month
Aug-14

Year

Ward
Maternity

Actual Off Duty

Shifts	Baseline	1 FRI	2 SAT	3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI	9 SAT	10 SUN	11 MON	12 TUE	13 WED	14 THU	15 FRI	16 SAT	17 SUN	18 MON	19 TUE	20 WED	21 THU	22 FRI	23 SAT	24 SUN	25 MON	26 TUE	27 WED	28 THU	29 FRI	30 SAT	31 SUN
Early Trained	10	10	10	10	11	10	10	9	9	9	10	8	9	9	9	8	8	10	8	9	8	9	9	9	9	9	10	9	9	9	8	9
Early HCA	4	4	4	3	4	4	5	4	4	3	4	4	5	4	3	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	3	3
Late Trained	10	9	10	9	10	9	9	9	8	9	9	8	9	9	8	8	8	9	8	9	9	8	8	8	9	9	9	9	9	9	8	8
Late HCA	4	3	3	3	4	3	4	4	3	3	3	3	4	3	3	4	3	3	4	4	3	3	3	3	4	4	4	3	4	4	2	2
Night Trained	9	7	8	9	9	9	9	9	9	8	8	9	8	8	8	8	8	9	8	8	9	7	7	8	9	8	9	9	9	8	8	7
Night HCA	4	3	3	3	4	3	3	3	3	3	2	2	3	4	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	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			1	1	1		2	1	1	1	2	2		2	1	2	1	1	1	1	1			1	1	2	1
Early HCA	4			1			1			1			1																1		1	1
Late Trained	10	1		1		1	1	1	2	1	1	2	1	1	2	2	2	1	2	1	1	2	2	2	1	1	1	1	1	2	2	2
Late HCA	4	1	1	1		1			1	1	1	1		1	1		1	1			1	1	1	1					1	1	2	2
Night Trained	9	2	1						1	1		1		1	1	1	1	1		1	1		2	2	1		1			1	1	2
Night HCA	4	1	1	1		1	1	1	1	1	2	2	1		1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Twilight Trained	0																															
Twilight HCA	0																															
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Shifts	1148	Total Number of Shortfall Shifts	152	Total Number of Overfill Shifts	3	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
a	Sickness (short notice)
b	Carers/Bereavement (short notice)
c	Staff moved to another area
d	DNA Bank
e	Cancelled Bank
f	DNA Agency
g	Cancelled Agency
h	Other (enter a comment)

Code	Overfill Reasons
i	Enhanced pt observation
j	Supernumery
k	Reduced Occupancy
l	Audit
m	Link Work
n	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)

61

Month		Ward																														
Aug-14		**chatsworth**						**Actual Off Duty**																								

31 Days in Month

Shifts	Baseline	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
DAY		01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	2	4	2	2	2	2	2	3	2	3	2	3	2	2	2	2	2	2	3	3	2	2	3	2	2	3	3	3	3	3	2	2
Early Trained Agency																																	
Early HCA	4	2	3	3	4	4	4	3	3	3	4	2	4	4	4	3	4	4	3	3	4	3	4	3	3	3	3	3	3	3	4	4
Early HCA Agency			1	1												1									1							
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2
Late Trained Agency																																	
Late HCA	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	1	2	2	2	2	2	2	2	2
Late HCA Agency			1																						1							
Night Trained	2	1	2	2	2	2	2	2	1	1	1	2	2	2	2	1	2	1	1	2	2	1	1	1	1	1	2	2	1	2	1	1
Night Trained Agency		1							1	1				1		1	1			1	1	1	1			1			1		1	
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																																	
Twilight Trained																																	
Twilight Trained Agency																																	
Twilight HCA																																	
Twilight HCA Agency																																	
Total over 24 hours exc Supervisory	13	13	13	13	13	13	13	13	11	13	13	12	13	13	13	13	13	13	13	13	12	13	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

	DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Baseline	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early HCA EPO	0																																
Early HCA Agency																																	
Late HCA EPO	0																																
Late HCA Agency																																	
Night HCA EPO	0																																
Night HCA Agency																																	
Twilight HCA EPO	0																																
Twilight HCA Agency																																	
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01/08/14	02/08/14	03/08/14	04/08/14	05/08/14	06/08/14	07/08/14	08/08/14	09/08/14	10/08/14	11/08/14	12/08/14	13/08/14	14/08/14	15/08/14	16/08/14	17/08/14	18/08/14	19/08/14	20/08/14	21/08/14	22/08/14	23/08/14	24/08/14	25/08/14	26/08/14	27/08/14	28/08/14	29/08/14	30/08/14	31/08/14
Early Trained	m																															
Early HCA								a																								
Late Trained																																
Late HCA																																
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

Aug-14

Ward

chatsworth   Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	2	2						1		1		1							1	1			1			1	1	1	1	1		
Early HCA	4	2							1	1	1	2							1	1		1	1			1	1	1	1	1		
Late Trained	2																		1													
Late HCA	2																		1													
Night Trained	2							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		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month		Ward			Actual Off Duty
Aug-14		lindhurst			

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	2	2	2	2	4	2	3	4	3	3	2	3	3	3	3	3	3	3	2	2	3	3	2	2	3	3	3	3	3	3	2	2
Early Trained Agency																																
Early HCA	4	4	4	4	2	3	3	2	2	2	4	3	3	2	3	3	2	3	4	4	3	3	4	4	4	3	3	3	4	3	4	4
Early HCA Agency																																
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late Trained Agency																																
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																																
Night Trained	2	1	1	1	2	1	2	1	1	1	1	2	2	2	1	1	1	2	1	1	1	1	1	2	1	2	2	1	1	1	1	1
Night Trained Agency		1	1	1		1		1	1	1	1				1	1	1		1	1	1	1	1		1			1	1	1	1	1
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	13	13	13	13	13	12	13	13	12	12	13	13	13	12	13	13	12	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)																																

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																				1	1	1		1						1	1
Early HCA Agency																																
Late HCA EPO	0							1													1				1						1	1
Late HCA Agency		1	1	1			1																									
Night HCA EPO	0														1					1	1	1	2	1	1			1	1		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					
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	2	2	2	1	1	2	2	1	1	1	1	1	1	1	1	1	0	1	2	4	3	3	1	3	1	1	1	1	3	3

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained							as									as															
Early HCA					as																										
Late Trained																															
Late HCA																															
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: as before the staffing levels are just being addressed and slowly coming into the 4:2 ratio. Still have 'extra' hca so when there is a short fall on trained HCA are used to make the numbers to a safe level.

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
Aug-14

Ward
lindhurst

Actual Off Duty

Shortfall/Overfill

Shortfall/Overfill	DAY / Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	2				2		1	2	1	1		1	1	1	1	1	1	1			1	1				1	1	1		1		
Early HCA	4				2	1	1	2	2	2		1	1	2	1	1	2	1			1	1				1	1	1		1		
Late Trained	2																															
Late HCA	2																															
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																				1	1	1		1					1	1	1
Early HCA Agency																																
Late HCA EPO	0							1													1				1					1	1	1
Late HCA Agency			1	1	1			1																								
Night HCA EPO	0														1					1	1	1	2		1			1	1		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					
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month	Ward	
Aug-14	Oakham	Actual Off Duty

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	3	3	2	2	3	2	3	2	2
Early Trained Agency																																
Early HCA	4	4	4	4	4	4	4	5	4	4	4	4	3	4	4	4	4	4	5	4	4	4	4	3	3	4	4	3	4	3	4	4
Early HCA Agency																																
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late Trained Agency																																
Late HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Late HCA Agency																																
Night Trained	2	2	2	2	1	1	1	1	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 Trained Agency						1	1	1	1											1												
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Night HCA Agency																																
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	13	13	13	13	13	13	13	14	13	13	13	13	13	13	13	13	13	13	14	13	13	13	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained												m											m	m			m		m		
Early HCA							m					h							m				h	h			h		h		
Late Trained																															
Late HCA																															
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.

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	
Aug-14	Oakham	Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	2												1											1	1			1		1		
Early HCA	4							1					1						1					1	1			1		1		
Late Trained	2																															
Late HCA	2																															
Night Trained	2																															
Night HCA	1																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	403	Total Number of Shortfall Shifts	5
Total Number of Actual Shifts (including EPO)	405	Total Number of Overfill Shifts (includes all overfill Agency & EPO)	7

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

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

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

31 Days in Month

Shifts	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4	4	4	4	4	5	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Early Trained Agency																																
Early HCA	4	4	3	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4	4	3	2	3
Early HCA Agency																								1								
Late Trained	4	4	4	4	4	5	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4
Late Trained Agency																								1								
Late HCA	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4	4	3	3	3
Late HCA Agency																								1								
Night Trained	3	3	2	2	3	3	3	3	2	2	3	2	3	2	3	2	2	3	3	2	2	2	2	2	2	3	3	3	2	2	2	3
Night Trained Agency			1	1					1	1		1		1		1	1			1	1	1	1	1	1				1	1	1	
Night HCA	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	3	3	3	3	1	3	3	3	3	3
Night HCA Agency						1														1	1							2				
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight Trained Agency																																
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twilight HCA Agency																																
Total over 24 hours exc Supervisory	22	22	21	22	22	24	22	22	22	21	22	22	22	20	22	22	22	22	22	22	22	20	22	22	22	22	22	22	22	22	20	19	20
Sister/Charge Nurse Supervisory Shifts (Enter Y or leave blank for No)	y											y							y													

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

	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained													a																		
Early HCA		a							a													a								a	a
Late Trained													a																		
Late HCA																														a	a
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: For the month of August we have had patients on enhanced support but no extra staff to cover. Over the weekend of 29/30/31 August there were (and still are) 5 patients on enhanced support.

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
Aug-14

Ward
sconce

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	4					1								1																		
Early HCA	4		1						1														1							1	2	1
Late Trained	4					1								1																		
Late HCA	4																						1							1	1	1
Night Trained	3																															
Night HCA	3																															
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

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

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

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

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

Month	Ward	
Aug-14	**FCU**	**Actual Off Duty**

31 Days in Month

DAY	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Shifts																																
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	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	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	1
Late Trained Agency																																
Late HCA	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	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	1
Night Trained Agency																																
Night HCA	2	1	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
Night HCA Agency																																
Twilight Trained																																
Twilight Trained Agency																																
Twilight HCA																																
Twilight HCA Agency																																
Total over 24 hours exc Supervision	9	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9	8	9	9	9	9	9	9	9	8	9	9	9	9	9	9	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	y	y						y	y	y		

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

DAY	Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																1															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Total Staff per 24 hrs		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	0	0

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

Reasons for Shortfall/Overfill & Action codes	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained																															
Early HCA																															
Late Trained																															
Late HCA	ai																														
Night Trained																															
Night HCA																								a							
Twilight Trained																															
Twilight HCA																															

Comments:	
	1st both HCA's sick on night duty - managed to cover with x1 HCA
	16th - HCA to cover patient bon FCU - EPO - for pm shift only until he calmed down
	24th - HCA sick unable to cover shift

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

Aug-14

Ward

FCU

Actual Off Duty

Shortfall/Overfill	DAY Baseline	Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early Trained	1																															
Early HCA	2																															
Late Trained	1																															
Late HCA	2																1															
Night Trained	1																															
Night HCA	2	1																							1							
Twilight Trained	0																															
Twilight HCA	0																															

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

EPO - HCA		Fri 01/08/14	Sat 02/08/14	Sun 03/08/14	Mon 04/08/14	Tue 05/08/14	Wed 06/08/14	Thu 07/08/14	Fri 08/08/14	Sat 09/08/14	Sun 10/08/14	Mon 11/08/14	Tue 12/08/14	Wed 13/08/14	Thu 14/08/14	Fri 15/08/14	Sat 16/08/14	Sun 17/08/14	Mon 18/08/14	Tue 19/08/14	Wed 20/08/14	Thu 21/08/14	Fri 22/08/14	Sat 23/08/14	Sun 24/08/14	Mon 25/08/14	Tue 26/08/14	Wed 27/08/14	Thu 28/08/14	Fri 29/08/14	Sat 30/08/14	Sun 31/08/14
Early HCA EPO	0																															
Early HCA Agency																																
Late HCA EPO	0																1															
Late HCA Agency																																
Night HCA EPO	0																															
Night HCA Agency																																
Twilight HCA EPO	0																															
Twilight HCA Agency																																
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Planned Shifts	279	
Total Number of Actual Shifts (including EPO)	277	

Total Number of Shortfall Shifts	3	
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	21	17	81%

Month: **August** Year: **2014** Ward: **ED**   **Actual Off Duty**

Shifts	Baseline	Fri 1	sat 2	sun 3	mon 4	tue 5	wed 6	thu 7	fri 8	sat 9	sun 10	mon 11	tue 12	wed 13	thu 14	fri 15	sat 16	sun 17	mon 18	tue 19	wed 20	thu 21	fri 22	sat 23	sun 24	mon 25	tue 26	wed 27	thu 28	fri 29	sat 30	sun 31
Early Trained	9	8	8	8	9	9	9	9	9	9	9	9	9	9	9	9	9	8	9	9	9	9	8	10	9	9	9	9	9	9	9	9
Early HCA	5	6	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	4	4	6	6	6	5	6	4	5	5	5	5
Late Trained	10	10	10	9	10	10	10	10	9	10	11	9	10	10	10	10	9	10	9	10	10	10	10	9	10	9	10	10	10	9	10	10
Late HCA	6	6	6	6	6	6	6	6	6	6	6	6	6	4	5	6	6	6	7	6	5	5	6	6	6	6	7	5	5	5	6	6
Night Trained	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Night HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Twilight Trained	2	1	1	0	2	2	1	2	1	1	2	2	2	2	2	1	1	1	2	2	2	2	1	1	1	2	2	2	2	2	1	1
Twilight HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)																																

Shortfall/Overfill

Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	9	1	1	1														1						1	1							
Early HCA	5	1												1							1	1	1	1	1		1	1				
Late Trained	10			1					1		1	1		1			1		1					1		1						1
Late HCA	6													2	1				1		1	1						1	1	1	1	
Night Trained	6																															
Night HCA	3														1																	
Twilight Trained	2	1	1	2			1		1	1							1	1	1				1	1	1						1	1
Twilight HCA	1																															
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

Total Number of Shifts	1176	Total Number of Shortfall Shifts	41	Total Number of Overfill Shifts	9	Sister/Charge Nurse Total Number of Supervisory Shifts	0

Reasons for Shortfall/Overfill and Action codes

	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	H	H	H														H						F	H							
Early HCA	N							H			N		A							D	D	H		H		H	H				
Late Trained												A						H					F								
Late HCA													A	A		D		O		A	A							H	H	H	H
Night Trained																															
Night HCA																A															
Twilight Trained																															
Twilight HCA																															

Comments: H relates to the decision being made not to cover or unable to cover via overtime or agency. Also LT Sickness returned to work so increased numbers on some shifts when shifts wheer all ready at correct level. O when we had ST Sickness trainned and HCA support was gained to support

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
h	Other (enter a comment)

Code	Overfill Reasons
i	Enhanced pt observation
j	Supernumery
k	Reduced Occupancy
l	Audit
m	Link Work
n	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)

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