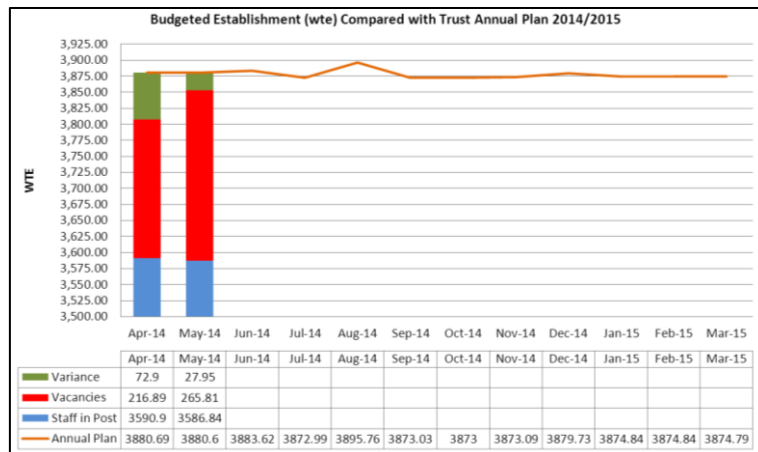


**Board of Directors – 26<sup>th</sup> June 2014**  
**Workforce Report – May 2014 Position**

## 1.0 Budgeted Establishment, Staff in Post and Vacancies

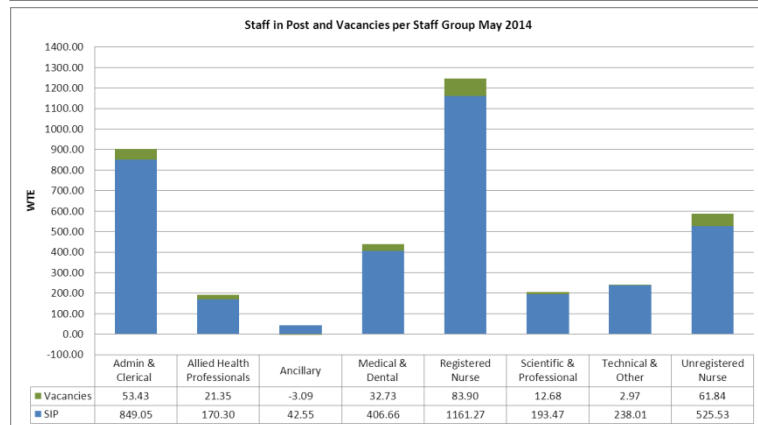


### Budgeted Establishment:

- At the end of May 2014 the **budgeted establishment** was **3852.65wte's**, an increase of **44.86wte's**, 32.77wte's are due to rebasing of budgets for unachieved CIP's in 2013/2014.
- Staff in post** for May 2014 was **3586.84wte's**, figures taken from ESR, a decrease of 4 wte's compared with April 2014.

### Vacancies:

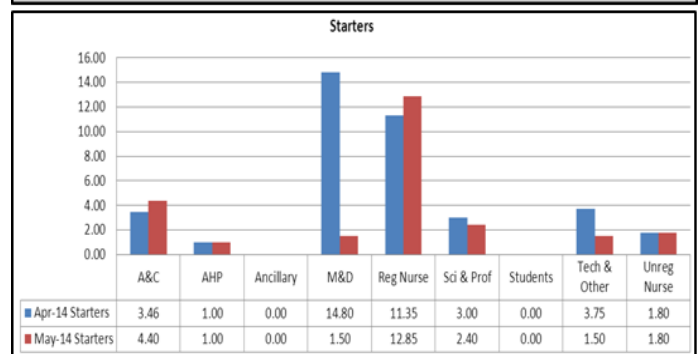
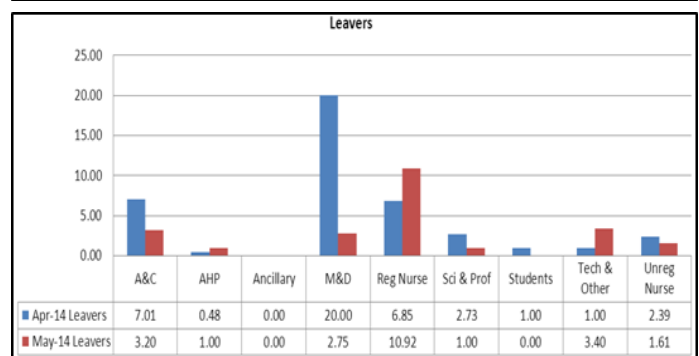
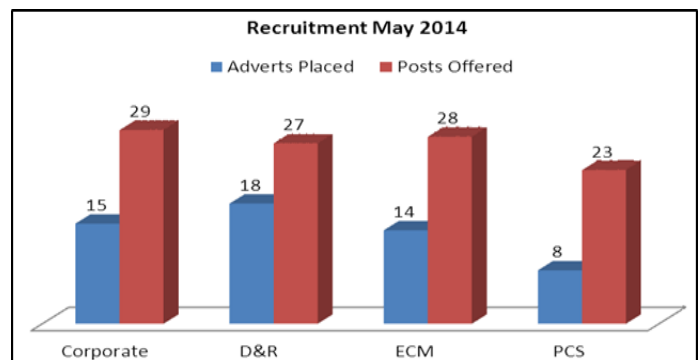
- The Trust had **265.81 vacancies** at the end of May, the increased numbers are reflective of the rise in establishments described above. There is still further work to do to better understand and report establishments and vacancies which will be rectified in month 3, in which time establishments will incorporate the additional registered nurse overnight therefore meaning more accurate reporting of vacancies. **The vacancy rate stands at 6.90%.**
- Unreg Nurse Vacs – The Trust is currently working through implications of the nursing review and are monitoring recruitment to unregistered nursing posts accordingly.
- Ancillary staff group – the information states that the ancillary staff group are over established by 3.09 wte's. further investigation is being undertaken by the HR department.



Vacancy Rate - Number of Vacancies Compared to Budgeted Establishment per Staff Group	
Admin & Clerical	5.92%
Allied Health Professionals	11.14%
Ancillary	-7.84%
Medical & Dental	7.45%
Registered Nurse	6.74%
Scientific & Professional	6.15%
Technical & Other	1.23%
Unregistered Nurse	10.53%
<b>Grand Total</b>	<b>6.90%</b>

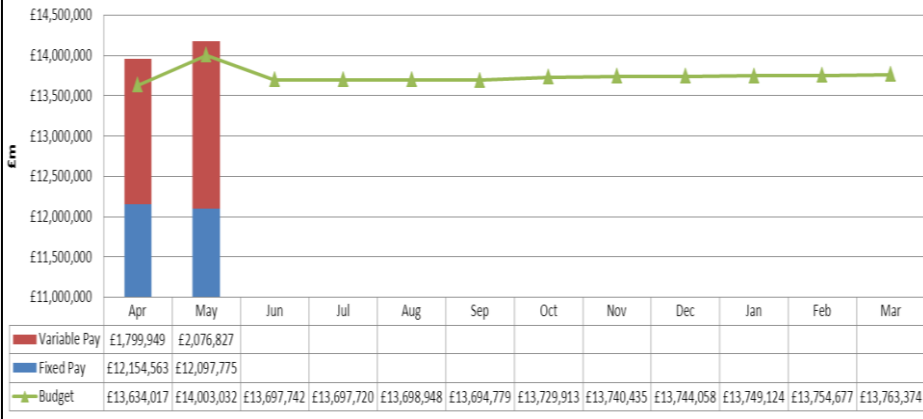
## 2.0 Recruitment

- 55 adverts were placed throughout May 2014**, this compared to April where 49 adverts were placed.
- 10 adverts were placed for Nursing & Midwifery vacancies in May 2014 and 9 for Medical staff.
- International recruitment continues for the Trust in Rome in June 2014.
- 107 posts were offered to candidates** throughout May 2014, compared to 129 posts in April.
- The pre-employment checks for approximately 90 bank health care support workers continues with 21 having already started work.
- At the end of May out of the **245 candidates** within the system there were **32 cases** that breached the 3 week pre-employment check target (13%). The longest breach is 6 weeks meaning the total recruitment time was 9 weeks.
- Reasons for breaches are awaiting reference requests and candidates providing the department with their DBS disclosures.
- There were no Consultant appointments in May 2014.
- Extra resource has been put into the recruitment team temporarily in order to deal with the high volume of work that is going through the department at present.
- Shortage Occupation List** – the most up to date list was published on the gov.uk website in April 2014, there are a number of roles that are recognised nationally as hard to fill areas:
  - Medical practitioners – emergency medicine, haematology, old age psychiatry
  - Non consultant, non training medical staff – anaesthetics, general medicine, rehab medicine, psychiatry
  - Medical trainees – paediatrics, anaesthetics
  - Medical Radiographers – diagnostic, therapeutic, sonographers
  - Nurses – Neonatal Intensive Care Specialists
 If there is a role that the Trust wish to recruit to from outside the European Economic Area (EEA) and Switzerland to fill a vacancy that is on the shortage occupation list, a **Tier 2** certificate of sponsorship (CoS) can be issued without the need to demonstrate that a resident labour market test (RLMT) has been carried out.

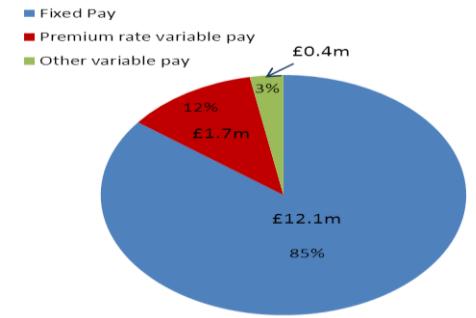


### 3.0 Pay Spend

Pay Spend v Operational Plan 2014/2015 Financial Year



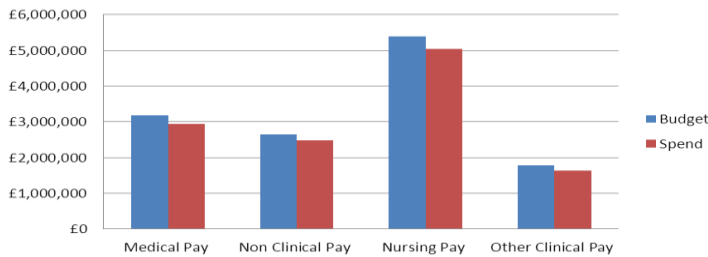
Total Pay Expenditure May 2014



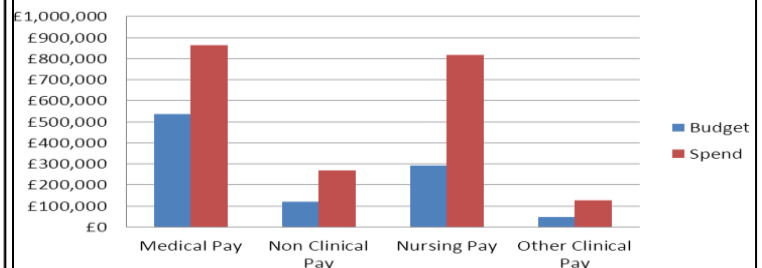
Premium rate VP – Agency, locum, overtime waiting lists  
Other VP – Additional hours, extra sessions, pool & bank

\*\*\* Please note that these figures exclude reserve funding and Facilities (Medirest)

Fixed Pay - Budget v Spend

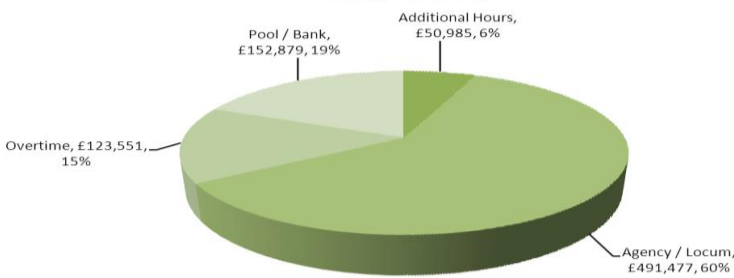


Variable Pay - Budget v Spend

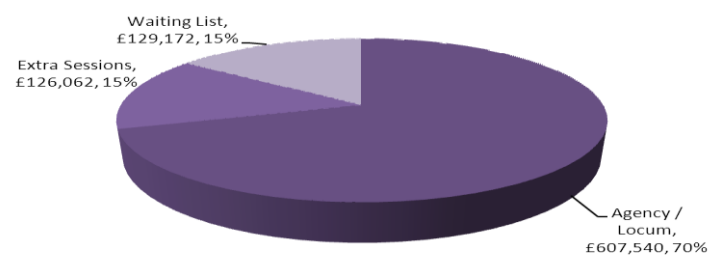


- In May 2014 the **pay spend totalled £14.17**, which was £171k overspend, this is the normalised pay position and does not have any non recurrent costs within it, for example one off redundancy payments.
- In May 2014 the Trust was within budget for fixed pay against each pay stream, but was overspent on each variable pay stream with Medical variable pay having the greatest impact.
- Variable Pay** cost **£2.07m** in May 2014 which was a £1.08m overspend. **Fixed Pay** was within plan by £910k totalling **£12.09m**.
- The year to date cost of Keogh in the Clinical Divisions is £255k, (£181k ECM and £74k PCS). £100k has been transferred to the Divisions on a pro rata basis as a contribution to Keogh Costs. £76k was allocated to variable pay and £23k was allocated to fixed pay. This has also mean that the budget for May went up, if further Keogh costs are added in June then the budget will increase again.
- Variable pay budgets were set by taking an average VP rate of three months in the last financial year, October, November and December and then are adjusted to take vacancies into account.

Nursing Variable Pay



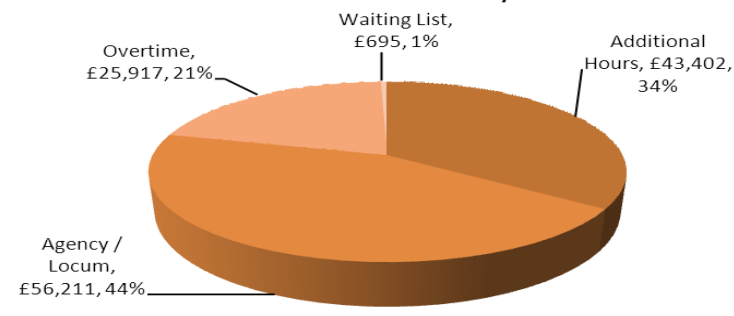
Medical Variable Pay



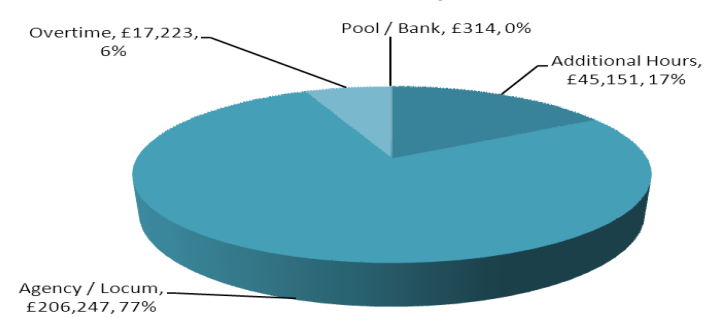
Nursing VP increased by £172k in May 2014 totalling £818k. Positively payments made through bank have shown an increase of £86k and Agency pay decreased by £3k.

Medical variable pay increased by £56k in May totalling £862k in the month. Agency spend increased by £109k and waiting list pay increased by £33k. The spend on waiting list variable pay correlates with additional activity for RTT.

Other Clinical Variable Pay



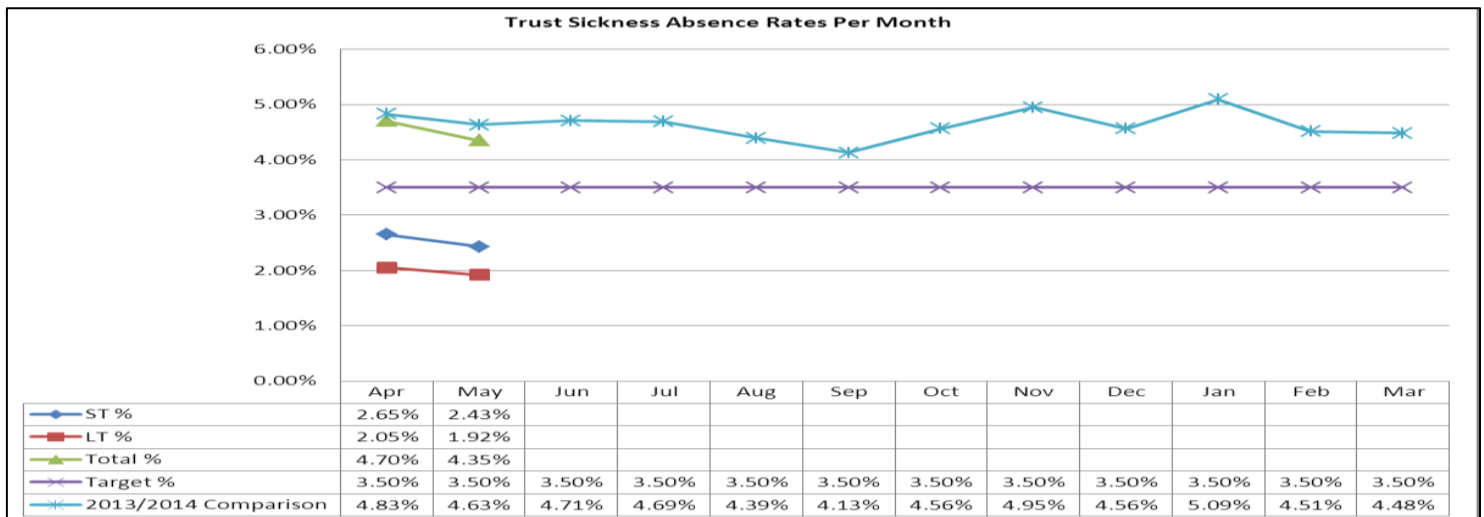
Non Clinical Variable Pay



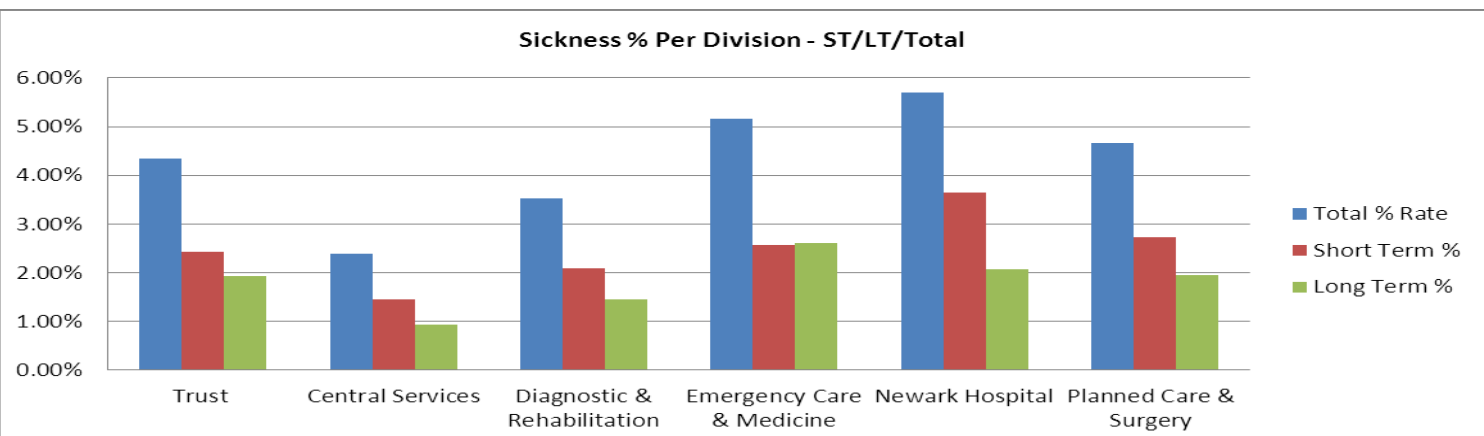
£1k less was spent on other clinical VP in May 2014 totalling the spend at £126k. As with all variable pay agency/locum is the area of biggest spend for other clinical pay.

An increase of £49k was seen in the month totalling VP spend at £268k, the main increase was within the agency/locum category of £26k in month.

## 4.0 Sickness Absence

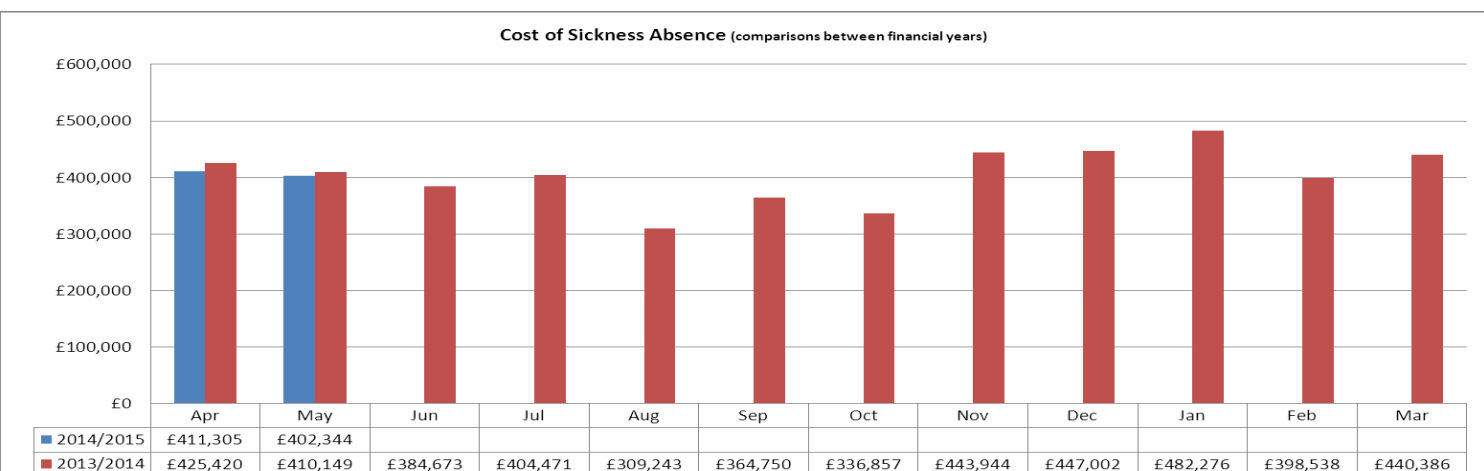


- **Sickness absence has decreased in May 2014 by 0.35% to 4.35%**, with the impact predominantly being seen within **short term** sickness. Areas with high absence have been escalated to senior management.
- Although sickness is still above target of 3.5%, the percentage of staff off sick compared with this time last year has decreased by 0.28% which is an improvement for the Trust. So far this financial year sickness absence is lower than 2013/2014.

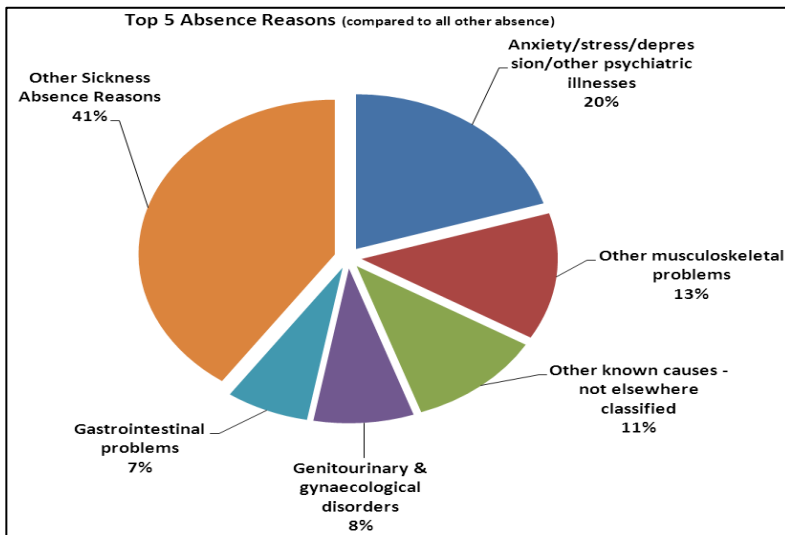


### Areas for Concern

- **Outpatients Newark** – Sickness absence increased by 6% in the month all attributable to short term sickness absence.
- **Ward 43** - a 1.67% increase took place in month with the sickness absence rate closing at 8.26%, 14 episodes of absence took place with long term sickness being the wards main issue.
- **A&E KMH** – In May sickness absence totalled 7.18% with 16 episodes of absence taking place. There was an increase in month of 0.71% with long term sickness being the main reason for absence in the department.
- **Ward 14 Gynae** – An increase of 1.46% in sickness absence took place in May totalling 12.90%.
- **KTC Nursing Staff** – Sickness absence increased by 2.41% in the month totalling 8.46% with 16 episodes of absence taking place.
- Ward 25 and the Neonatal Unit have been escalated to Senior Management as areas for concern also.



- The **cost of sickness absence** in May 2014 was **£402k**, the year to date cost is already **£811k**, this the pure cost of paying staff to be absent from work.



Anxiety/stress/depression continues to challenge the Trust in terms of it being the highest absence reason for a continuing month totalling 20% of total absence. This continues to be monitored and managers are asked to make staff aware of the health and well being initiatives available to them.

### Trends & Themes

- Monday continues to be the highest first day absent out of all of the absence that has taken place, something that has been a recognised trend for the last three months. Of the 611 episodes that took place in the month, 131 of those episodes started on a Monday (21%).
- The Health Care Support Worker role has the highest number of days lost due to sickness absence totalling 1354 working days. The sickness absence percentage rate for this group of staff stood at 8.25%, April was 8.58%.
- Band 5 Staff Nurses are the second highest role having lost 1099 working days, and the sickness absence rate for this group of staff in May was 4.64%.
- The total working days lost for the Trust in May 2014 was 4835 a reduction of 199 working days.

### Sickness Absence Policy

The Trust has recognised that sickness absence is a particular issue that is affecting productivity and therefore work has been undertaken by the HR department to produce a new Sickness Absence Policy. The policy has now been agreed with staff side after they requested an amendment of the triggers to:

- 2 separate occasions of sickness absence in a rolling 6 month period, excluding pregnancy related illness, to;
- 1 occasion of 15 calendar days or more sickness absence

It was felt by staff side that this amendment would be more equitable for staff and will facilitate ease of management.

The policy will be implemented from the 1<sup>st</sup> July 2014 with the following implementation steps currently being worked through:

- Managers toolkit** – currently being devised in order to support managers with the implementation of the policy within their own areas.
- Communications strategy** – it is important that all staff are made aware of the new policy and therefore a comms plan is being put together.
- Training** – training for managers will be put in place and all managers are expected to attend, dates will be communicated in due course.
- Audit tool** – an audit tool is being produced so that the HR department will be able to monitor whether managers are implementing and managing their staff in line with the policy. If it is found that managers are not implementing the new policy they will be challenged.

The launch of the new Sickness Absence Policy will lead to enhanced performance management of sickness absence. The HR department are preparing a trajectory of proposed reductions.

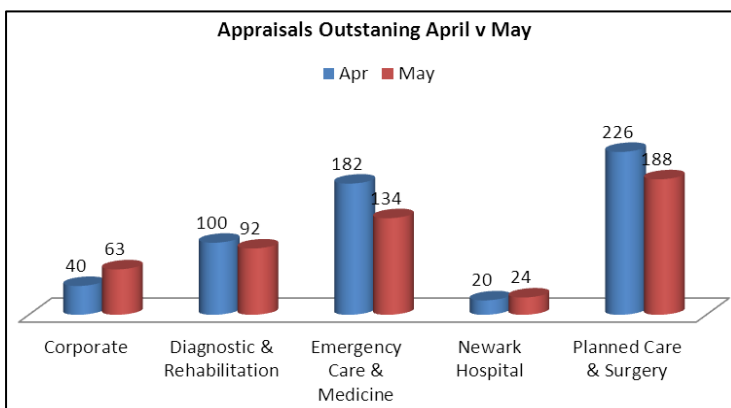
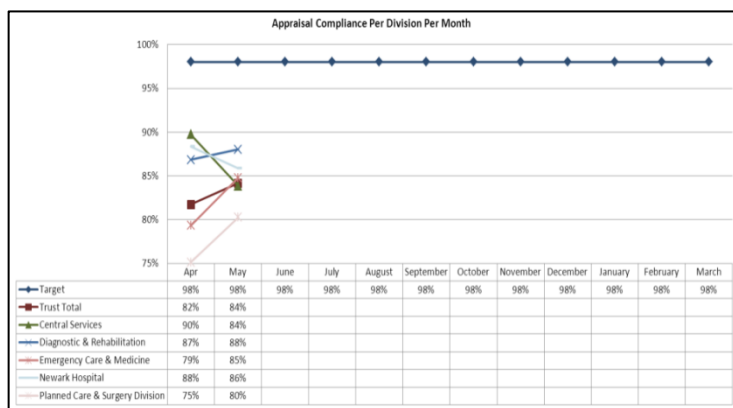
HR are currently scoping additional support required to focus on the implementation of the new policy, it is envisaged that 2 Band 5 posts will be recruited for 6 months and will contribute to managers implementing departmental systems to support the policy.

### **Benchmark Data - NHS staff sickness absence - latest figures show reduction – Information from the Health & Social Care Information Centre:**

The latest NHS staff sickness absence rates released by the Health and Social Care Informatics Centre (HSCIC) show a decrease in overall sickness absence, falling to 4.44 per cent in January 2014 from 4.72 percent in January 2013. The data considers sickness absence rates and total days lost by staff group, Health Education England (HEE) region and organisation are basing the data on a 365 day financial year as the NHS is constantly open to the public. The data tells us:

- each staff group has shown reductions in sickness rate with the highest reduction being in qualified ambulance staff, to 6.94 per cent from 7.57 per cent
- the lowest staff sickness rate of any group were medical and dental staff at 1.33 per cent, decreasing from 1.42 per cent
- at 3.57 per cent North Central and East London has the lowest regional sickness absence whilst both the North East and North West have the highest at 5.09 per cent.
- The Trust's Sickness Absence has also shown a decrease within the same time frame, sickness absence in January 2013 was 5.50% compared with January 2014 when the figure reduced to 5.09%, but absence levels still remain above the average for the NHS.

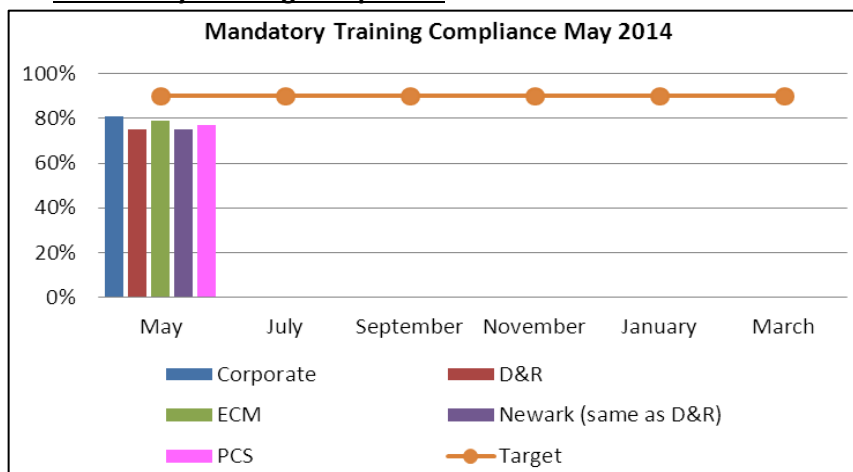
## 5.0 Agenda for Change Appraisal Compliance



### Movement in Month

- Appraisal compliance stood at 84% in May which was a **2% increase since April 2014**.
- The Trust needs to increase appraisal compliance by 14% in order to reach the new 98% target, this means that an extra 55 appraisals need to take place every month between now and the end of March 2015, this will mean a 1.5% increase month on month.
- All divisions have improved their appraisal compliance apart from Corporate and Newark Hospital, with Planned Care & Surgery having the highest amount of appraisals outstanding.
- The Appraisal Policy will be reviewed alongside the quality of appraisals.
- Outstanding appraisals can have an impact on the quality of care delivered at the Trust and there is a risk that if objectives are not set performance will be compromised.
- There are some departments where appraisal compliance is low and sickness is high, HR are working with these areas to introduce organisational development interventions.

## 6.0 Mandatory Training Compliance



- Overall Trust compliance for Mandatory training at the end of May 2014 was 78%, 12% away from the 90% target.
- 102 staff did not attend training that had been booked for them in May 2014, this means a high number of training places are wasted every month.
- Divisions and staff are being reminded that they must become compliant with their mandatory training in order for the Trust to be assured that a safe and quality service is being delivered to patients. They are also reminded that if staff are not compliant with mandatory training requirements it can impact on the quality of care and health and safety within the Trust.

## 7.0 Hard Truths – Current Staffing Levels

The Board are now required to receive a day by day breakdown of nurse staffing levels across our inpatient wards. May 2014 is the first month we have also needed to upload our staffing information onto unify. The plan going forward is that this information will be accessible to the public via NHS Choices, with the staffing data sitting alongside a range of safety indicators. As well as submitting the staffing data onto unify, Trusts are expected to publish their actual versus planned fill rates, ward by ward, on the Trust website. SFH have been publishing this data for three months. The data submitted onto unify indicated the following:

Trust data	Average Fill %-Reg (Day)	Average Fill %-Care Staff (Day)	Average Fill %-Reg (Night)	Average Fill %-Care Staff (Night)
SFH	99%	110%	100%	112%

### Shift by Shift Analysis

A shift by shift analysis is provided in Appendix 1. The table shows the planned versus actual staffing levels for all sites.

Note: A *shortfall* is when a shift has less staff than planned. An *overfill* is when a shift has more staff than planned

Key messengers:

- The additional Registered Nurse on nights has been sustained

- There were 365 occasions (<1%) where minimal staffing levels were not met. 93/365 occasions were on Ward 23 where a professional decision has been made to work the night shift with 1 health care assistant instead of 2 and on days 5 Registered Nurses instead of 6. This is because it is felt the workload is manageable and numbers are flexed according to the acuity and dependency of the ward.
- On Ward 52, 56 shifts were not filled to the established staffing levels for Registered Nurses, but this is being mitigated through the use of Health Care Assistants, whilst more Registered Nurses are recruited to support the dementia work.
- Comparing April 2014 and May 2014, there was a 55% reduction in shifts not filled. In April there were 665 shifts not filled, whereas in May this reduced to 365 shifts. This is a healthier position because more wards were included within the May calculation
- There were 1242 overfills during May 2014. This is higher than April 2014, where 1202 overfills were included within the baseline numbers
  - 67 of these overfills were on NICU due to the number of babies on the intensive care unit
  - In surgery, 82 of these overfills were on Ward 12 to support enhanced observation
- The majority of the overfills / additional staff are to support enhanced observation of our patients, often referred to as 1-1 care. In 2013 we introduced a risk assessment / decision making tool to provide more rigour in the requesting process for enhanced observation support. This tool may be too sensitive and is now triggering more 1-1 requests than is required. We are reassessing this tool, particularly in light of the recent guidance about Deprivation of Liberty as discussed in the May 2014 Trust Board Paper
- Medicine Division have been requested to assess Wards 35, 51, 42, 41 and 44 as these wards have very high overfill rates > 100 per ward per month and predominantly the reason cited for overfill is 'enhanced patient observation'.
- May is the first month we have been able to include inpatient maternity figures and overnight day case numbers. Even though both these areas are demonstrating a combination of shift shortfalls and shift overfills, both areas are flexing their workforce to meet service demand, whilst maintaining patient safety.
- Due to the need to upload the staffing information onto unify and the current upgrade to DATIX, we have been unable to validate and include the harms associated data for this month. We do not anticipate this being a problem from 1<sup>st</sup> July when we roll out the new DATIX process. However, May's harms data will be interrogated as part of the ward assurance meeting at the end of June.

Susan Bowler - Executive Director of Nursing & Quality

## 8.0 Nurse Bank

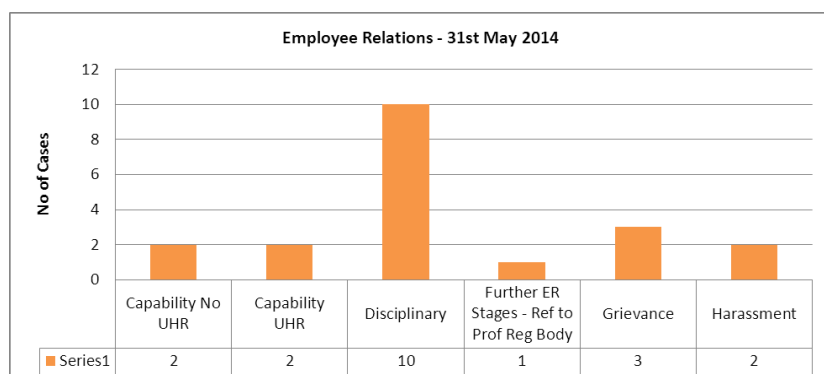
	Requested Shifts		Bank Fill		Agency Fill		Remained Unfilled		Cancelled by the ward		% Filled by Bank
	Registered	Unregistered	Registered	Unregistered	Registered	Unregistered	Registered	Unregistered	Registered	Unregistered	
Jan-14	1590	2395	226	1446	1050	431	158	410	156	108	44.93%
Feb-14	1478	2311	202	1470	973	393	158	326	145	122	47.47%
Mar-14	1631	2624	228	1634	1050	510	162	321	191	159	47.68%
Apr-14	1371	2382	190	1413	898	524	90	283	193	162	47.17%
May-14	1511	2361	185	1444	1005	497	119	238	202	182	46.70%
<b>Total Usage</b>	<b>7581</b>	<b>12073</b>	<b>1031</b>	<b>7407</b>	<b>4976</b>	<b>2355</b>	<b>687</b>	<b>1578</b>	<b>887</b>	<b>733</b>	

Nurse bank has successfully recruited another 41 HCA's and 1 Registered Nurse. Since the last report we have a total of 21 HCA's who have fully completed their training and are actively working. The recent advert for Registered Nurses has attracted 3 candidates who will be interviewed shortly. The next Registered Nurse Advert will go onto the NHS Jobs website on the 20<sup>th</sup> June. Continued work is being undertaken to attract Registered Nurses onto Nurse Bank. Nurse Bank is now visible from the Sherwood Forest Internet site and can be accessed via the link to job vacancies. Work is shortly to be completed to enable Nurse Bank to have its own page on the hospital intranet site. Although bank variable pay spend increased in May 2014 the agency fill is still more than 50% of the fill rate and therefore correlates with the agency spend impact.

## 9.0 Employee Relations

At the end of May 2014 there were 20 employee relations cases ongoing. All cases were being managed in line with HR and Trust policy.

Cases are reviewed by HR on a weekly basis to ensure that they are being dealt with in a timely manner.



## 10.0 Health & Safety Executive – Violence & Aggression

The Trust has been informed by the Health and safety Executive that they wish to conduct an Inspection of the way that the Trust manages work related violence and aggression. An inspector will be visiting the Trust on Wednesday 9 July 2014. The inspection is intended to follow on from a similar exercise conducted by the HSE on 16 May 2011. This inspection itself arose due to the investigation that the HSE undertook following the death of a patient on old ward 7. The patient died in police custody during restraint following a request for police assistance by the Trust.

The Inspection by the HSE on 11 May 2011 examined the topic of the management of violence and aggression, by consideration of a number of specific questions.

These being:

- The suitability of the Trusts violence & aggression policy
- Whether the Trust have identified the right 'vulnerable' staff for training
- The format of the training and whether it is suitable
- The numbers of staff trained and their specialism / locations
- How the Trust ensure that a suitable number of staff are on shift at any one time and spread throughout the departments
- The Trusts arrangements for calling the Police and arrangements for meeting / debriefing them on their arrival. (Is there a MoU between the Trust and Police as per the latest NHS Protect instructions)
- The relationship of the Trust with their security contractor. (Has the Trust made any written agreement with the firm on their role? Does the Trust check relevant training? Does the Trust training of its own staff include awareness of the limits of the security staff role?)

The outcome of the inspection on 11 May 2011 was that the Inspector was of opinion that there were deficiencies within the Trusts management of violence and aggression predominantly relating to the delivery of training.

The Trust response was to submit an action plan to the HSE based on addressing the four highlighted areas of concern. This action plan was signed off by the Trust's Executive Board on 22 June 2011. The HSE sent a letter to the Trust on 8 February 2012 asking for an update on progress with the action plan and a reply was sent from the Chief Executive outlining progress against the action plan.

### Trust Actions

Issue	Action(s) Agreed	Current Position
"The Trust should demonstrate the rationale behind the decision making to not provide breakaway training to relevant staff, via a review of its training needs analysis"	Review of training requirements completed. Conclusion that the trust should be providing clinical holding skills to all nurses and HCA's in high risk areas. This would include breakaway skills training.	Clinical holding Skills provided to 11 areas on the basis of a risk assessment. Risk assessment signed off by the Health and Safety Committee.
"The Trust should develop an action plan to meet its policy of all front line staff being "in date" with respect to mandatory conflict resolution training"	Turnover rates, annual leave and sickness absence make it impossible for the trust to achieve to 100% in practice but the Trust aims for an 80% compliance rate. Improvements made on the	The current position on compliance with this mandatory training is monitored by Ted and the Clinical Governance and quality
"The Trust should complete its development of proposals for delivering "partnership training" and develop an action plan to deliver it"		
"The Trust should review the resource demands for delivering all of the above and make effective arrangements for sufficient resources to meet the need"		

### Format for the Current Inspection

The format for the inspection on 9 July 2014 seems similar to the investigation conducted in May 2011. The inspector has asked for copies of the current Trust policy on the management of violence and aggression and relevant risk assessments. They want to see the Health and Safety Manager, The Local Security Management Specialist, a Safety Representative, a Senior Manager, the security contractor and a trust manager of the security contract. The inspector also wants to visit three clinical areas including ward 31, A&E and another to be put forward by the trust.

A team for the inspection is being put together under the leadership of Lisa Dinsdale. Notifications, pre-meets and rooms for the day of the inspection etc. are being arranged.



#### Main risks

An HSE inspector has considerable powers if they identify material breaches of the Legislation (the Health and Safety at Work Act 1974). These range from prosecutions, prohibition and improvement notices to the recovery of the costs for the inspector's time. Costs for HSE's time are recoverable at a rate of £122 per hour. Typically a letter of concern as received previously may cost the trust in the region of £1,000 if a material breach of the law is identified.

### **11.0** ESR Data Cleansing

The HR department receives a data quality report from Health Education East Midlands (HEEM) every month which informs the Trust of the issues with data quality that is held within ESR, the HR department received some funding from HEEM to reduce data quality issues. In January 2014 a part time project administrator was appointed, who has since been working to improve the quality of the data that is held in ESR. In the May 2014 report the Trust received a special mention which stated:

*'Sherwood Forest Hospitals NHS Foundation Trust have shown the largest % improvement in their data quality score, increasing by 3.29% to 7385 points overall.'*

This is an achievement for the HR department and work is continuing on the project until the end of July. The next focus is to improve equality and diversity data.

### **12.0** HR Restructure

The HR department have been undergoing a restructure during previous months, work is still on going but it is envisaged that the new structure will take effect from the 1<sup>st</sup> July 2014. The aim of the restructure is to move to the Business Partner model and ensure that HR are aligned to the divisions necessarily.



<b>Month</b>	<b>Year</b>	<b>Ward</b>																											
<b>May</b>	<b>2014</b>	<b>Maternity Inpatients</b>														<b>Actual Off Duty</b>													

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	10	10	10	9	10	10	10	10	10	10	10	10	10	9	10	10	9	9	10	9	9	9	9	9	9	9	11	9	8	9	10	10	
Early HCA	4	6	6	5	4	5	4	5	3	4	4	3	4	4	4	4	5	4	4	4	4	4	4	5	3	3	4	4	4	5	5	3	
Late Trained	10	10	10	8	9	9	9	10	9	9	9	9	9	9	10	10	10	10	9	10	10	9	9	9	9	8	10	9	8	10	9	9	
Late HCA	4	5	5	6	4	4	4	4	4	4	4	3	3	4	4	4	4	4	3	4	4	4	5	4	3	3	4	4	4	4	3		
Night Trained	9	9	9	9	9	9	9	9	10	9	9	9	10	9	9	9	9	9	8	9	9	8	9	9	8	8	9	9	8	9	8	9	
Night HCA	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	3	4	5	5	4	4	4	3	3	4	4	4	4	3	3	
Twilight Trained																																	
Twilight HCA																																	
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)																																	

	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	
Shortfall/Overfill	Baseline																																
Early Trained	10			1										1			1	1	1		1	1	1	1	1	1	1	1	2	1			
Early HCA	4	2	2	1		1		1	1			1					1						1	1	1	1			1	1	1		
Late Trained	10			2	1	1	1		1	1	1	1	1	1						1		1	1	1	1	2		1	2		1	1	
Late HCA	4	1	1	2								1	1							1			1									1	
Night Trained	9								1				1								1										1	1	
Night HCA	4										1							1			1	1				1	1			1	1		
Twilight Trained	0																																
Twilight HCA	0																																
Incidents (Falls)																																	
Incidents (Medication)																																	
Incidents (Staffing)																																	

<b>Total Number of Shifts</b>	1148	<b>Total Number of Shortfall Shifts</b>	61	<b>Total Number of Overfill Shifts</b>	21	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>Chatsworth</b>																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SAT	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	2	2	3	2	2	2	4	3	4	4	2	2	3	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	3	3	3	3
Early HCA	4	4	2	4	4	4	3	3	2	4	5	3	4	4	4	3	4	3	4	4	4	2	4	4	4	4	4	2	3	2	3	3
Late Trained	2	3	2	2	2	2	2	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	2	2	2	3	
Late HCA	2	1	2	2	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	1	2	2	2	1	
Night Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)			y							y				y						y	y			y						y		

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

<b>Total Number of Shifts</b>	<b>364</b>	<b>Total Number of Shortfall Shifts</b>	<b>26</b>	<b>Total Number of Overfill Shifts</b>	<b>23</b>	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	<b>7</b>
-------------------------------	------------	-----------------------------------------	-----------	----------------------------------------	-----------	---------------------------------------------------------------	----------

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)

Month	Year	Ward		Actual Off Duty																												
May	2014	Day Case																														

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Early Trained	4	4	4	2	c	bh	4	4	4	4	c	c	4	4	4	4	2	c	4	4	4	4	4	2	c	bh	4	4	4	4	2								
Early HCA	2	2	2	1	c	bh	2	2	2	2	c	c	2	2	2	2	1	c	2	2	2	2	2	1	c	bh	2	2	2	2	1								
Late Trained	4	4	4	c	c	bh	4	4	4	4	c	c	4	4	4	4	c	c	4	4	4	4	4	c	c	bh	4	4	4	4	c								
Late HCA	2	2	2	c	c	bh	1	2	2	2	c	c	1	2	2	2	1	c	c	2	2	2	2	2	c	c	bh	2	2	2	2	c							
Night Trained	2	2	2	c	c	bh	2	2	2	c	c	c	2	2	2	2	2	c	c	2	2	2	2	2	c	c	2	2	2	2	c								
Night HCA	1	1	1	c	c	bh	1	1	1	c	c	c	1	1	1	1	1	c	c	1	1	1	1	1	c	c	1	1	1	1	1	c							
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	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	0						
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)													y																							y		y	

Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Early Trained	4			2	#####	#####					#####	#####						2	#####						2	#####	#####									2	
Early HCA	2			1	#####	#####					#####	#####							1	#####						1	#####	#####								1	
Late Trained	4			#####	#####	#####					#####	#####							#####	#####						#####	#####	#####								#####	
Late HCA	2			#####	#####	#####	1				#####	#####	1				1	#####	#####							#####	#####	#####								#####	
Night Trained	2			#####	#####	#####					#####	#####	#####						#####	#####						#####	#####	#####								#####	
Night HCA	1			#####	#####	#####					#####	#####	#####						#####	#####						#####	#####	#####								#####	
Twilight Trained	0																																				
Twilight HCA	0																																				
Incidents (Falls)																																					
Incidents (Medication)																																					
Incidents (Staffing)																																					

Total Number of Shifts	420	Total Number of Shortfall Shifts	15	Total Number of Overfill Shifts	0	Sister/Charge Nurse Total Number of Supervisory Shifts	3
------------------------	-----	----------------------------------	----	---------------------------------	---	--------------------------------------------------------	---

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)

Month	Year	Ward																																			
May	2014	EAU																																			
Actual Off Duty																																					
	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	THU	SAT					
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Early Trained	9	8	9	9	9	8	9	9	9	8	8	8	9	9	9	9	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9						
Early HCA	6	6	6	6	6	6	5	6	5	5	7	6	5	7	6	6	6	6	7	6	6	6	6	7	7	6	7	6	7	6	6						
Late Trained	9	8	9	9	9	9	9	9	9	9	9	8	9	9	9	9	8	9	9	9	9	9	9	9	9	9	9	9	9	9	9						
Late HCA	6	6	5	6	6	6	5	6	5	6	7	6	5	6	5	7	4	7	7	7	6	6	6	7	7	7	7	7	6	5	7	6					
Night Trained	7	7	7	7	7	7	6	7	7	8	7	7	7	7	9	8	7	6	7	7	7	7	7	7	7	7	8	7	7	7	7						
Night HCA	6	5	5	6	6	6	6	5	6	6	6	6	5	6	5	7	6	6	5	5	6	5	8	7	6	7	7	6	6	5	7	7					
Twilight Trained																																					
Twilight HCA								1																													
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		n	y	n			y	n	n	y											y	y	y	n	n		y	y	y	y							
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	6						1		1	1	1		1	1						1				1	1		1	1		1							
Late Trained	9	1										1					1																				
Late HCA	6		1				1		1		1		1		1	1	2		1	1	1			1	1	1	1	1		1	1						
Night Trained	7						1			1						2	1		1																		
Night HCA	6	1	1					1				1		1	1				1	1		1	2	1		1	1			1	1						
Twilight Trained	0																																				
Twilight HCA	0							1																													
Incidents (Falls)																																					
Incidents (Medication)																																					
Incidents (Staffing)																																					
Total Number of Shifts	1204	Total Number of Shortfall Shifts										32	Total Number of Overfill Shifts										32	Sister/Charge Nurse Total Number of Supervisory Shifts								10					
Reasons for Shortfall/Overfill and Action codes																																					
Early Trained		A				A				A	A	A					A																				
Early HCA							A		A	A	I		A	I					J				I	J		J	J		J								
Late Trained		A										A			A	I	A																				
Late HCA			A				AI		A		I		A		H	I		J	J	J			I	J	J	J	J		A	J							
Night Trained											I					A	I		A																		
Night HCA		A	A				A	A				I		A					A	A		A	I	I		J	J					A	J				
Twilight Trained																																					
Twilight HCA								I																													
Comments:	Where my A's are in place bank/agency could not fill these shifts																																				
Code Shortfall Reasons										Code Overfill Reasons										Code Actions Taken																	
a	Sickness (short notice)									i	Enhanced pt observation									o	HCA covered RN role																
b	Carers/Bereavement (short notice)									j	Supernumery									p	RN covered HCA role																
c	Staff moved to another area									k	Reduced Occupancy									q	Student Nurse counted in numbers																
d	DNA Bank									l	Audit									r	Staff moved in from another area																
e	Cancelled Bank									m	Link Work									s	Decision taken not to cover																
f	DNA Agency									n	Other (enter a comment)									t	Other (enter a comment)																
g	Cancelled Agency																																				
h	Other (enter a comment)																																				

Month	Year	Ward																																		
May	2014	FCU							Actual Off Duty																											
	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Early Trained	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	2	2	2	2	2	2	2	2	2	2	2	3	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2					
Late Trained	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Late HCA	2	2	2	2	2	2	2	2	2	2	2	3	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2						
Night Trained	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Night HCA	2	2	2	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						
Twilight Trained	0																																			
Twilight HCA	0																																			
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y				n	y	n	n			y	n	n	n	y			y	y	y	y	y			y	y	y	n						

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

Total Number of Shifts	252	Total Number of Shortfall Shifts	4	Total Number of Overfill Shifts	3	Sister/Charge Nurse Total Number of Supervisory Shifts	13
------------------------	-----	----------------------------------	---	---------------------------------	---	--------------------------------------------------------	----

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																															
Early HCA																															
Late Trained																															
Late HCA																															
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: h - trained long term sick.....h HCA - short term sickness  
 14th May - RGN short term sickness - Early RGN from Minster, Fernwood HCA to Sconce to cover staffing deficit there, HCA night short term sick  
 overfill shift for 1:1 patient who was agitated and required more care input for his safety

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)

Month	Year	Ward																														
May	2014	Lindhurst																														
Actual Off Duty																																
	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	THU	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Early HCA	4	4	4	5	5	4	4	4	4	5	4	3	5	4	3	4	3	4	4	4	4	4	5	5	5	3	4	4	3	4	4	
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Late HCA	2	3	3	3	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	3	3	3	2	2	3	2	2	2	2	2	
Night Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y			n	n	n	n	n		y	y	n	n	y										n	n	n	y	y		

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

Total Number of Shifts	364	Total Number of Shortfall Shifts	5	Total Number of Overfill Shifts	20	Sister/Charge Nurse Total Number of Supervisory Shifts	7
------------------------	-----	----------------------------------	---	---------------------------------	----	--------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																
Early Trained																																
Early HCA				n	n					n		n	n		n		n										AS					
Late Trained																																
Late HCA		n	n	n											n							n	n	n	n							
Night Trained																																
Night HCA																																
Twilight Trained																																
Twilight HCA																																

Comments: N= establishment not correct so some shifts overfilled with HCA.

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)



Month	Year	Ward																														
may	2014	stroke																														
Actual Off Duty																																
	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	8	8	8	8	8	9	9	8	9	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	7	6	7	8	8	8	7	7
Early HCA	5	5	6	5	5	4	6	7	6	7	6	5	5	5	6	5	5	5	5	7	6	5	6	5	5	6	5	5	5	5	5	
Late Trained	8	8	8	8	8	9	8	8	9	7	8	8	8	8	8	8	8	8	8	8	8	8	8	7	6	7	8	8	8	7	7	
Late HCA	5	5	6	4	5	5	5	6	5	5	6	5	5	5	6	6	5	5	5	7	6	5	6	5	5	5	5	5	6	5	5	
Night Trained	5	5	5	5	5	5	5	5	6	6	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Night HCA	4	4	4	4	5	4	4	4	4	3	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	
Twilight Trained	0																															
Twilight HCA	0																															
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y			n	y	y	y	y			y	y	y	y	y			y	y	y	y	y			n	y	y	y	y	

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

Total Number of Shifts	980	Total Number of Shortfall Shifts	17	Total Number of Overfill Shifts	32	Sister/Charge Nurse Total Number of Supervisory Shifts	20
------------------------	-----	----------------------------------	----	---------------------------------	----	--------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																						
Early Trained						n	n		n																										a	a	a	
Early HCA			i			a	i	i	i	i						i					i	i															n	
Late Trained						n			n	a																		a	a	a								
Late HCA			i	a					i							i	i					i	i															n
Night Trained									n	a																												
Night HCA					i					a																												a
Twilight Trained																																						
Twilight HCA																																						

Comments:

N = extra capacity due to not all staff being on leave.

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>Minster</b>																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	3	3	3				3	3	4	3			3	4	3	4	3			3	4	4	3	3				3	3	2			
Early HCA	2	2	2				2	2	2	2			2	2	2	2	2			2	2	2	1	1				0	1	2			
Late Trained	2	2	1				2	2	2	2			2	2	2	3	2			2	1	1	2	2				1	2	1			
Late HCA	2	2	1				2	2	2	2			2	2	2	2	1			2	2	2	1	1				1	1	1			
Night Trained	0																																
Night HCA	0																																
Twilight Trained	0																																
Twilight HCA	0																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)										y														y								y	

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

<b>Total Number of Shifts</b>	252	<b>Total Number of Shortfall Shifts</b>	0	<b>Total Number of Overfill Shifts</b>	6	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	4
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	---	---------------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																		
Early Trained																																		
Early HCA																																		
Late Trained																																		
Late HCA																																		
Night Trained																																		
Night HCA																																		
Twilight Trained																																		
Twilight HCA																																		

Comments: Addition staff cover the clinics so no shortfall shifts this month

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>NNU</b>																												

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

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

<b>Total Number of Shifts</b>	<b>336</b>	<b>Total Number of Shortfall Shifts</b>	<b>19</b>	<b>Total Number of Overfill Shifts</b>	<b>67</b>	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	<b>0</b>
-------------------------------	------------	-----------------------------------------	-----------	----------------------------------------	-----------	---------------------------------------------------------------	----------

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)

Month	Year	Ward	Actual Off Duty																											
May	2014	Oakham																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	2	2	2	2	2	2	2	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	4	4	4	4	4	4	4	4	5	4	5	4	5	4	5	5	5	4	4	4	4	5	4	4	4	4	4	4	4	4		
Late Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Late HCA	2	2	2	2	2	2	2	3	3	3	2	2	3	3	3	2	3	2	2	3	3	3	3	2	3	2	2	2	2	2		
Night Trained	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Night HCA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Twilight Trained	0	0	0	0	0	0	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		
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		n	n			y	n	n	n	y			y	n	n	n	n			y	n	y	n	n			n	n	y	n	y	

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

Total Number of Shifts	364	Total Number of Shortfall Shifts	0	Total Number of Overfill Shifts	19	Sister/Charge Nurse Total Number of Supervisory Shifts	7
------------------------	-----	----------------------------------	---	---------------------------------	----	--------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																
Early Trained																																
Early HCA									n		n		n		n	n					n											
Late Trained																																
Late HCA								n	n	n			n	n	n		n			n	n	n	n		n							
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.

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)

Month	Year	Ward																															
May	2014	Sconce																															
Actual Off Duty																																	
	DAY	THU	FRI	SAT	SAT	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	THU	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	4	4	6	4	4	4	4	4	5	5	5	5	4	4	5	4	4	5	3	4	5	4	4	4	4	4	5	5	4	5	5		
Early HCA	4	4	4	4	4	4	4	4	5	5	4	3	5	5	4	5	5	3	5	6	4	5	4	4	4	4	4	5	4	5	4		
Late Trained	4	4	4	4	4	4	4	4	5	4	4	4	4	5	4	4	4	4	3	3	5	3	4	3	4	3	5	5	5	4	4		
Late HCA	4	4	4	3	4	4	4	4	5	5	4	5	5	4	5	4	5	5	4	4	4	5	4	3	4	4	4	4	3	4	5		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	4	4	3	3	3	4	3	3	3	3	4	3	4	3	3	
Night HCA	3	4	3	3	3	3	3	3	4	4	4	4	3	4	4	4	4	3	3	4	3	3	3	4	4	4	4	3	4	3	4	4	
Twilight Trained																																	
Twilight HCA																																	
Sister/Charge Nurse Supervisory Shifts																																	

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

Total Number of Shifts	616	Total Number of Shortfall Shifts	12	Total Number of Overfill Shifts	64	Sister/Charge Nurse Total Number of Supervisory Shifts	0
------------------------	-----	----------------------------------	----	---------------------------------	----	--------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																													
Early Trained										r	m	i	p					pi															a	p	m				p	p					
Early HCA										i	i			i	i					i	i	a	i	ji		j														ij		i	i		
Late Trained										r								pi																											
Late HCA					a					i	i																																		
Night Trained																																													
Night HCA										i	i	i																														ij		i	i
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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>																								
<b>May</b>	<b>2014</b>	<b>11</b>																								
<b>Actual Off Duty</b>																										

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early HCA	3	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Late HCA	3	3	3	3	3	3	3	3	3	2	3	3	2	3	2	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
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		
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		
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		
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y										y	y	y	y	y			y		n	y				n		y	y		

	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
Shortfall/Overfill	Baseline																															
Early Trained	3																															
Early HCA	3									1			1																		1	
Late Trained	3																															
Late HCA	3									1			1		1						1										1	
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	8	<b>Total Number of Overfill Shifts</b>	0	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	11
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	---	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																															
Early Trained																															
Early HCA										at			at																		at
Late Trained																															
Late HCA										at			at		at						at										at
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															
Comments:	at = unable to cover with own staff, bank unable to cover, no help available from other areas																														

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)

Month: **May** Year: **2014** Ward: **12** Actual Off Duty

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Early HCA	3	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Late HCA	3	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	
Night HCA	2	3	2	2	2	2	2	2	2	2	2	3	3	3	3	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)			y	n				y	n	y	y		y	n	y	y	y		n	y	y	y							y	n		

Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3																															
Early 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	1	1	1	1	1	
Late Trained	3																															
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	1	1	1	1	1	
Night Trained	3																															
Night HCA	2	1												1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained	0																															
Twilight HCA	0																															

Incidents (Falls)																															
Incidents (Medication)																															
Incidents (Staffing)																															

Total Number of Shifts	476	Total Number of Shortfall Shifts	1	Total Number of Overfill Shifts	82	Sister/Charge Nurse Total Number of Supervisory Shifts	12
------------------------	-----	----------------------------------	---	---------------------------------	----	--------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																
Early Trained																																
Early HCA		i		i	i	i	i	i	i	i	ii	i	i	i	i	i	i	i	i	i	i	a	i	i	i	i	i	i	i	i	i	
Late Trained																																
Late HCA		i		i	i	i	i	i	i	i	ii	i	i	i	i	i	i	i	i	i	i	a	i	i	i	i	i	i	i	i	i	
Night Trained																																f
Night HCA		i																														
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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>14</b>																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	
Early HCA	3	3	4	3	4	4	4	4	4	4	4	2	3	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3		
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Late HCA	3	3	3	1	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	2	2	3	3	3	3	3	3	3	3	3		
Night Trained	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		
Night HCA	2	2	3	3	3	2	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts		y	y			y	y	y	y	y			y	y	y	y	y			n	y	y	y	y			y	y	y	y		
(Enter Y or N)																																

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

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	9	<b>Total Number of Overfill Shifts</b>	22	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	21
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	----	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes	
Early Trained	at
Early HCA	aq bq
Late Trained	
Late HCA	aq bq
Night Trained	at
Night HCA	i i i i i i i i
Twilight Trained	
Twilight HCA	

Comments: 19.5.14 - early sister worked ward  
3.5.14 late - weekend no cover in trust , agency unable to cover / duty site manager aware also no 1:1 available  
5.5.14 - night -1:1 in place , hca sickness and inability to cover [appropriately escalated ] ward remained on expected staffing , alternative way of working explored  
11.5.14 - escalated appropriately - no availability from team/trust /bank/agency

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)



Month: **MAY** Year: **2014** Ward: **21** Actual Off Duty

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Early Trained	4	4	4	4	4	4	5	4	5	4	4	4	4	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Early HCA	4	4	4	4	4	4	4	4	5	4	3	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	
Late Trained	4	4	4	4	4	4	5	4	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Late HCA	4	4	4	4	4	4	3	4	4	4	3	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Night Trained	3	4	4	4	4	3	4	4	3	4	4	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	3	3	3	3	3	3	3	3	3	2	2	4	3	3	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Twilight Trained																																							
Twilight HCA																																							
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y			y	y	y	y	y			y	y	y	y	y				y	y	y	y	y									Y	Y	Y	N	Y	

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

Total Number of Shifts	616	Total Number of Shortfall Shifts	10	Total Number of Overfill Shifts	17	Sister/Charge Nurse Total Number of Supervisory Shifts	21
------------------------	-----	----------------------------------	----	---------------------------------	----	--------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																					
Early Trained																																					
Early HCA																																					
Late Trained																																					
Late HCA																																					
Night Trained	N	N	N	N		N	N			N	N					N	N																				
Night HCA										A	A	I				A	A																				
Twilight Trained																																					
Twilight HCA																																					

Comments: N - BETWEEN THE 1ST AND 18TH TRAINED NURSING STAFF LEVELS WHERE TEMPORARILY INCREASED TO 4 TRAINED ON NIGHT SHIFT.

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>																									
<b>May</b>	<b>2014</b>	<b>22</b>																									
<b>Actual Off Duty</b>																											

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Early HCA	3	4	3	4	4	4	3	3	3	2	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Late Trained	4	3	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	
Late HCA	3	4	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	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	4	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Twilight Trained		0	0	0	0	0	0	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	
Sister/Charge Nurse Supervisory Shifts <i>(Enter Y or N)</i>		y	y				y	y	y	y			y	y	y	y													y	y	y	

Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Early Trained	4	1																																
Early HCA	3	1		1	1					1		1																						
Late Trained	4	1																						1										
Late HCA	3	1			1																													
Night Trained	3																																	
Night HCA	2	2	1	1																														
Twilight Trained	0																																	
Twilight HCA	0																																	
<b>Incidents (Falls)</b>																																		
<b>Incidents (Medication)</b>																																		
<b>Incidents (Staffing)</b>																																		

<b>Total Number of Shifts</b>	532	<b>Total Number of Shortfall Shifts</b>										4	<b>Total Number of Overfill Shifts</b>										10	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>							13
-------------------------------	-----	-----------------------------------------	--	--	--	--	--	--	--	--	--	---	----------------------------------------	--	--	--	--	--	--	--	--	--	----	---------------------------------------------------------------	--	--	--	--	--	--	----

Reasons for Shortfall/Overfill and Action codes																																	
Early Trained	a																																
Early HCA	i	i	i	i						a																							
Late Trained	a																								a								
Late HCA	i	i		i																													
Night Trained																																	
Night HCA	i	i		i																													
Twilight Trained																																	
Twilight HCA																																	
<b>Comments:</b>																																	

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	Supernumerary
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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>
<b>MAY</b>	<b>2014</b>	<b>33</b>	

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	4	3	4	3	4	3	4	3	3	3	3	2	3	3	3	4	3	3	3	3	3	3	3	3	3
Early HCA	3	4	4	3	3	4	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	5	4	4	3	4	4	4	4	4	
Late Trained	3	3	3	3	3	3	3	4	3	4	3	4	3	4	3	3	3	3	2	3	3	3	4	3	3	3	3	3	3	3	3	
Late HCA	3	4	4	3	3	4	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	4	5	4	3	3	4	3	4	4	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	2	3	3	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts		y	y	n	n								y	y	y	n	y	n	n	y	y	y	y		n	n		y	y	y	y	n

	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3							1		1		1		1					1				1									
Early HCA	3	1	1			1						1												2	1	1		1	1	1	1	
Late Trained	3							1		1		1		1					1				1									
Late HCA	3	1	1			1						1											1	2	1			1	1	1		
Night Trained	3																						1	2	1			1	1	1		
Night HCA	2	1																					1	1	1	1	1		1	1		
Twilight Trained	0																															
Twilight HCA	0																															

<b>Incidents (Falls)</b>																															
<b>Incidents (Medication)</b>																															
<b>Incidents (Staffing)</b>																															

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	4	<b>Total Number of Overfill Shifts</b>	42	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	14
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	----	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																								
Early Trained																																								
Early HCA		i	i																																					
Late Trained																																								
Late HCA		i	i																																					
Night Trained																																								
Night HCA																																								
Twilight Trained																																								
Twilight HCA																																								

**Comments:** Escalated shortfall, out to bank and agency not covered-18th and 19th  
 22/5/14, 4 staff nurses on as one needed to escort pt to QMC for an ERCP.  
 28/5/14/ 1to1 for the afternoon not covered, doing within own numbers

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>														<b>Actual Off Duty</b>													
<b>May</b>	<b>2014</b>	<b>23</b>																											

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	6	6	5	5	5	6	5	6	6	6	5	5	5	5	5	5	5	5	5	5	5	6	5	6	5	5	5	5	5	5	5		
Early HCA	2	2	2	2	2	2	2	1	2	3	1	2	2	3	3	3	2	2	3	1	2	2	1	2	2	3	2	2	2	2			
Late Trained	6	5	5	5	5	6	5	6	5	5	5	6	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5			
Late HCA	2	2	2	2	2	2	2	1	2	2	1	2	2	2	2	3	2	2	2	3	1	2	2	1	1	2	2	3	2	2	1	2	
Night Trained	5	5	5	5	5	4	4	4	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5		
Night HCA	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	1	1	1	1	1		
Twilight Trained																																	
Twilight HCA																																	
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y											y	y	y		y			y	y	y		y				y	y	y	y		

	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		
Shortfall/Overfill	Baseline																																	
Early Trained	6		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	2							1		1	1			1	1	1				1	1			1										
Late Trained	6	1	1	1	1		1		1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Late HCA	2							1							1						1	1			1	1								
Night Trained	5					1	1	1													1	1			1	1								
Night HCA	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1	1	1		
Twilight Trained	0																																	
Twilight HCA	0																																	
Incidents (Falls)																																		
Incidents (Medication)																																		
Incidents (Staffing)																																		

<b>Total Number of Shifts</b>	<b>644</b>	<b>Total Number of Shortfall Shifts</b>	<b>93</b>	<b>Total Number of Overfill Shifts</b>	<b>9</b>	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	<b>13</b>
-------------------------------	------------	-----------------------------------------	-----------	----------------------------------------	----------	---------------------------------------------------------------	-----------

Reasons for Shortfall/Overfill and Action codes																																									
Early Trained			h	h	h																																				
Early HCA								a			a																														
Late Trained		h	h	h	h				h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
Late HCA								a			a																														
Night Trained						h	h	h																																	
Night HCA		h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	j	j	ja	h	h	h	h	h	h	h	h	h	h	h	h		
Twilight Trained																																									
Twilight HCA																																									

Comments: Establishment is 2 HCA on nights. We have decided to only have 1 as workload is easily manageable with 1 generally, additional HCA used when required or for 1-1 care. Also, as previously stated establishment is 6 nurses throughout the day, whilst this is optimal ward is safely man

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>
<b>May</b>	<b>2014</b>	<b>24</b>	

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA	3	3	3	3	3	3	3	4	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	2	3	
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3		
Late HCA	3	3	3	3	3	3	3	4	4	4	3	3	3	5	3	3	3	3	3	3	3	3	3	3	3	3	4	3	4	3	3	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	2	2	2	2	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	2	2	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts <i>(Enter Y or N)</i>		y	y		n	n									y	y	y	y			y	y	y	y	y				y	y	y	

	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3																															1
Early HCA	3							1	1	1																	1	1	1	1	1	
Late Trained	3																															1
Late HCA	3							1	1	1				2																		
Night Trained	3																															
Night HCA	2							1	1	1	1																1	1	1			
Twilight Trained	0																															
Twilight HCA	0																															
<i>Incidents (Falls)</i>																																
<i>Incidents (Medication)</i>																																
<i>Incidents (Staffing)</i>																																

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	1	<b>Total Number of Overfill Shifts</b>	23	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	14
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	----	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																	
Early Trained																																	
Early HCA								i	i	i																							
Late Trained																																	
Late HCA								i	i	i																							
Night Trained																																	
Night HCA								i	i	i	i																						
Twilight Trained																																	
Twilight HCA																																	
<i>Comments:</i>																																	

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>25</b>																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	7	9	7	6	6	6	9	7	10	6	6	6	7	7	7	8	7	6	6	7	7	6	8	9	6	6	6	8	8	9	7	6
Early HCA	2	2	2	2	2	2	2	3	2	2	2	2	2	2	3	2	3	2	2	2	2	2	1	3	2	2	1	3	2	2	2	
Late Trained	7	7	7	6	6	6	8	7	7	6	6	6	7	6	7	7	6	6	6	7	7	6	6	8	6	6	7	7	6	6	5	
Late HCA	2	2	2	2	2	2	2	3	2	2	2	2	2	2	3	2	3	2	1	2	2	3	1	2	2	2	1	3	2	2	2	
Night Trained	6	6	6	6	5	5	5	5	6	5	6	6	6	5	6	6	6	6	5	5	6	5	4	5	6	6	6	6	6	6	6	
Night HCA	1	0	0	1	1	0	0	1	1	1	0	1	0	0	0	0	1	1	1	0	0	1	0	0	0	0	0	1	0	0	0	
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		Y					Y			Y	N		Y		Y		Y						N	Y			Y		Y	Y		

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

<b>Total Number of Shifts</b>	700	<b>Total Number of Shortfall Shifts</b>	49	<b>Total Number of Overfill Shifts</b>	27	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	10
-------------------------------	-----	-----------------------------------------	----	----------------------------------------	----	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																	
Early Trained	n		h	h	a	i		i	h	h	h												a	i	i	h	h	h	i	i	i	h	
Early HCA								i							i		i							a	i			a	i				
Late Trained				h	h	a	n		h	h	h			a			a	h	h				a	a	i	h	h	h		h	h	a	
Late HCA								i							i		i			a			i	i				a	i				
Night Trained					h	a	a	a		h					h						h	h		a	a	a							
Night HCA	h	h				h	h				h		h	h	h	h				h	h			h	h	h	h	h	h	h	h	h	
Twilight Trained																																	
Twilight HCA																																	

**Comments:** Trained staff drop to 6 on a sat/sun/bank hols. Other shortfall shifts all put out to agencies but not filled. Overfill for trained staff are due to sedated MRIS and food challenges - both require a trained member of staff. Overfill on HCA's is due to a clinic run from the ward on a mon/weds/fri afternoon. HCA shortfall on nights due to days needing cover. One ward leader remains on long term sick, therefore unable to cover all days with a sister.

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>
May	2014	31	

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Early HCA	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Late Trained	3	3	4	3	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	3	3	3
Late HCA	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Twilight Trained	0																															
Twilight HCA	0																															
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y			n	n	n	n	y			n	y	y	y	n			y	y	Y	y	y								

	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
Shortfall/Overfill	Baseline																															
Early Trained	3																															
Early HCA	3																															
Late Trained	3																															
Late HCA	3																															
Night Trained	3																															
Night HCA	2																															
Twilight Trained	0																															
Twilight HCA	0																															
Incidents (Falls)																																
Incidents (Medication)																																
Incidents (Staffing)																																

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	2	<b>Total Number of Overfill Shifts</b>	3	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	11
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	---	---------------------------------------------------------------	----

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)

Month	Year	Ward	Actual Off Duty																											
may	2014	43																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5
Early HCA	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	2	2	
Late Trained	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Late HCA	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	2	
Night Trained	4	4	4	4	4	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		n	y			n			n	y			y	y	y		y				n	y		y								

	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	
Shortfall/Overfill	Baseline																																
Early Trained	4																														1	1	
Early HCA	3					1																1		1							1	1	
Late Trained	4																																
Late HCA	3										1				1						1										1		
Night Trained	4											1	1	1																			
Night HCA	2																																
Twilight Trained	0																																
Twilight HCA	0																																
Incidents (Falls)																																	
Incidents (Medication)																																	
Incidents (Staffing)																																	

Total Number of Shifts	560	Total Number of Shortfall Shifts	9	Total Number of Overfill Shifts	5	Sister/Charge Nurse Total Number of Supervisory Shifts	8
------------------------	-----	----------------------------------	---	---------------------------------	---	--------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																	
Early Trained	a				n																											p	p
Early HCA		j	j		a		a	i	i	i	i	i	i	i		i	i		n	i	i	i	i	i		i	i	1		p	p		
Late Trained											a											n	a			i							
Late HCA		j	j		a		a	i	i	g	i	i	a		i	i	a		i							i	a	1	1				
Night Trained												c	t								t												
Night HCA			i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	1	1			
Twilight Trained																																	
Twilight HCA																																	

Comments: 5th Shift out to bank/agency - unable to cover  
 8th - Reducing harms team supported all day  
 19th - vacancy cover. Bank/ agency unable to cover  
 19th- too many HCA arrived. Sent one to another ward

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	Supernumerary
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)



Month	Year	Ward	Actual Off Duty
May	2014	35	

Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	4	4	3	4	3	3	3	3	4	3	3	4	
Early HCA	3	4	4	3	4	4	3	5	5	4	4	5	4	6	4	4	4	4	4	5	4	6	5	5	6	5	3	3	5	4	4	3
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	4	4	3	4	3	3	3	3	4	3	3	3	4
Late HCA	3	5	4	2	4	3	3	5	4	4	5	5	4	6	4	4	4	4	4	5	4	5	5	6	5	4	3	5	4	4	2	
Night Trained	3	3	3	3	3	4	3	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	3	4	3	4	3	4	3	3	4	4	4	4	4	4	4	3	4	4	4	4	4	5	5	5	4	4	4	5	4	4	4
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 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
Sister/Charge Nurse Supervisory Shifts		y	y				y	y	y	y			y	y		n	y			y	y							y	n	y		

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

Total Number of Shifts	476	Total Number of Shortfall Shifts	2	Total Number of Overfill Shifts	155	Sister/Charge Nurse Total Number of Supervisory Shifts	13
------------------------	-----	----------------------------------	---	---------------------------------	-----	--------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																			
Early Trained																																			
Early HCA	i	i		i	i		i	i		i	i		i	i		i	i		i	i		i	i		i	i		i	i		i	i			
Late Trained																																			
Late HCA	i	i	a	i																														p	
Night Trained						i																													
Night HCA	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i		
Twilight Trained																																			
Twilight HCA																																			

**Comments:**  
Patient held under a DOL making number 3+4 (LD) 3+3 (N) Patients as high risk of falls cbay cohorted 8.5.14 HCA short for pm.  
Ward 35 has been under tremendous pressure and at times throughout the month of May required 3 members of staff to enhance care. Now has 2 patients held under DOL. Providing enhanced care in Bbay and Cbay. Security is now rounding the ward 1-2 hourly. Rob Dabbs is aware.

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

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>36</b>																												

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	FRI	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	3	4	3	3	4	4	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	4	4	4	4	4	4	
Early HCA	3	3	3	3	2	2	3	3	3	3	2	3	3	3	3	3	2	3	3	3	3	2	3	3	3	3	3	3	3	3		
Late Trained	3	3	3	3	3	4	4	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	4	3	4	4	4	3	
Late HCA	3	3	3	3	2	2	3	3	3	3	2	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Night HCA	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	3	2	2	2	2	2	2		
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y					y	y	y	y			y	y	y	y	n				y	y	y	y	y		y	y	y	y	y	

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

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	11	<b>Total Number of Overfill Shifts</b>	20	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	20
-------------------------------	-----	-----------------------------------------	----	----------------------------------------	----	---------------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																																	
Early Trained			j			n	n											n										n	n	n	n	n	n
Early HCA					b	b					d							a				a										e	
Late Trained						n	n										n											n	n	n	n		
Late HCA					b	b					d							a														e	
Night Trained																																	
Night HCA								i									i																
Twilight Trained																																	
Twilight HCA																																	

Comments: 4 and 6 April unable to cover shifts bank/agency  
 RGN on 5th to cover HCA shortfall, All other N shifts to support preceptorship nursing staff/Co-ordinate discharges

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																										
may	2014	41																											

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU	FRI	SAT	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	3	3	3	3	3	3	3	3	3	3
Early HCA	3	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
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 HCA	3	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	
Twilight Trained	0																															
Twilight HCA	0																															
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)			y	y	y	y	y	y	y												y	y	y	y				y	y	y	y	

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

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	0	<b>Total Number of Overfill Shifts</b>	144	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	16
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	-----	---------------------------------------------------------------	----

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>	<b>Actual Off Duty</b>																											
<b>MAY</b>	<b>2014</b>	<b>42</b>																												

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Early Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Early HCA	3	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	3	5	3	3	3	3	5	4	4	3	4	4		
Late Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	4	4	3	4	3	
Late HCA	3	5	5	4	4	5	5	4	5	4	5	5	5	5	5	5	5	5	5	3	4	3	3	3	3	5	3	4	3	4	4		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Night HCA	2	4	5	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	4	2	4	2	2	3	4	3	3	3	3		
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 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	
Sister/Charge Nurse Supervisory Shifts		y	y				y	y	y				y	y	y	n	y											y	y	y	y		
<i>(Enter Y or N)</i>																																	

Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Early Trained	3																					1						1	1		1			
Early HCA	3	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2					2	1	1		1	1		
Late Trained	3																					1						1	1		1	1		
Late HCA	3	2	2	1	1	2	2	1	2	1	2	2	2	2	2	2	2	2	2	2	2		1				2		1		1	1		
Night Trained	3																																	
Night HCA	2	2	3	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		2		2			1	2	1	1	1	1	
Twilight Trained	0																																	
Twilight HCA	0																																	
<i>Incidents (Falls)</i>																																		
<i>Incidents (Medication)</i>																																		
<i>Incidents (Staffing)</i>																																		

<b>Total Number of Shifts</b>	<b>476</b>	<b>Total Number of Shortfall Shifts</b>	<b>0</b>	<b>Total Number of Overfill Shifts</b>	<b>141</b>	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	<b>13</b>
-------------------------------	------------	-----------------------------------------	----------	----------------------------------------	------------	---------------------------------------------------------------	-----------

Reasons for Shortfall/Overfill and Action codes																																										
Early Trained																																										
Early HCA	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i																				
Late Trained																								j	j																	
Late HCA	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i																				
Night Trained																																										
Night HCA	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i																				
Twilight Trained																																										
Twilight HCA																																										

On the days stating No to supervisor/sister are a bank holiday, weekends and annual leave. These figures do not represent the 1:1 shifts not covered.

Thursday 15th Ward leaders Timeout Day

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>																											
<b>May</b>	<b>2014</b>	<b>44</b>																											
<b>Actual Off Duty</b>																													

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Early Trained	3	4	3	3	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3			
Early HCA	3	5	5	5	5	4	4	5	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	3	3	4	3	3		
Late Trained	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	4	3	3	3			
Late HCA	3	5	4	5	4	4	4	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	4	4	4	3	4	3	3		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3		
Night HCA	2	4	4	4	3	3	4	3	3	4	3	3	3	4	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2		
Twilight Trained																																		
Twilight HCA																																		
Sister/Charge Nurse Supervisory Shifts <i>(Enter Y or N)</i>		y	n	n	n	n		y	y	n				y	y		y	n		y	n		n	n	n		n	n		y				

	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		
Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Early Trained	3	1						1	1											1		1												
Early HCA	3	2	2	2	2	1	1	2	2	2	2	1	1	2	1	1	1	1	1	1	1	1	1	1		1	1			1				
Late Trained	3										1									1									1					
Late HCA	3	2	1	2	1	1	1	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1		1					
Night Trained	3																																	
Night HCA	2	2	2	2	1	1	2	1	1	2	1	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Twilight Trained	0																																	
Twilight HCA	0																																	

<b>Incidents (Falls)</b>																																			
<b>Incidents (Medication)</b>																																			
<b>Incidents (Staffing)</b>																																			

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>	0	<b>Total Number of Overfill Shifts</b>	110	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	8
-------------------------------	-----	-----------------------------------------	---	----------------------------------------	-----	---------------------------------------------------------------	---

Reasons for Shortfall/Overfill and Action codes																																					
Early Trained																																					
Early HCA																																					
Late Trained																																					
Late HCA																																					
Night Trained																																					
Night HCA																																					
Twilight Trained																																					
Twilight HCA																																					

**Comments:** 1-1 x 2 patients at times, ( 1 for the whole month of may ).

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)

Month	Year	Ward	Actual Off Duty
may	2014	43	

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5
Early HCA	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	4	3	3	3	3	3	2	2		
Late Trained	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Late HCA	3	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	2		
Night Trained	4	4	4	4	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4		
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		n	y			n			n	y			y	y	y		y				n	y		y								

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

Total Number of Shifts	560	Total Number of Shortfall Shifts	9	Total Number of Overfill Shifts	5	Sister/Charge Nurse Total Number of Supervisory Shifts	8
------------------------	-----	----------------------------------	---	---------------------------------	---	--------------------------------------------------------	---

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	a				n																										p	p
Early HCA		j	j		a			a	i	i	i	i	i	i							n	i	i	i	i	i	i	i	1	p	p	
Late Trained											a												n	a			i					
Late HCA		j	j		a			a	i	i	g	i	i	a							i	i	a		i			i	a	1	1	
Night Trained												c	t									t										
Night HCA			i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	1	1		
Twilight Trained																																
Twilight HCA																																
Comments:	5th Shift out to bank/agency - unable to cover																															
	8th - Reducing harms team supported all day																															
	19th - vacancy cover. Bank/ agency unable to cover																															
	19th- too many HCA arrived. Sent one to another ward																															

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)

Month	Year	Ward																															
May	2014	Ward 51																															
Actual Off Duty																																	
Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
Early Trained	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Early HCA	3	4	4	4	4	4	5	4	4	4	4	4	4	4	4	4	4	5	5	4	5	4	4	4	4	4	5	5	5	5	5		
Late Trained	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	4	3	4	
Late HCA	3	4	4	4	4	4	3	4	3	4	4	4	4	4	4	5	5	5	4	5	4	4	4	4	4	4	5	5	5	5	5		
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3		
Night HCA	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	4	4	5	4	4	3	3	3	3	3	4	3	3	3	4		
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		Y	Y				Y	Y	Y	Y			Y	Y	Y	Y	Y			Y	Y	n	Y					Y	Y	Y	Y		
Shortfall/Overfill	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	4												1															1	1				
Early HCA	3	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	2	2	1	2	1	1	1	1	1	1	2	2	2	2	2		
Late Trained	4												1															1	1				
Late HCA	3	1	1	1	1	1		1		1	1	1	1	1	1	2	2	2	1	2	1	1	1	1	1	2	2	2	2	2	2		
Night Trained	3																											1					
Night HCA	2		1	1	1	1	1	1	1	1	1	1	1	1	1		2	2	3	2	2	1	1	1	1	1	2	1	1	1	2		
Twilight Trained	0																																
Twilight HCA	0																																
Incidents (Falls)																																	
Incidents (Medication)																																	
Incidents (Staffing)																																	
Total Number of Shifts	532	Total Number of Shortfall Shifts										7	Total Number of Overfill Shifts										118	Sister/Charge Nurse Total Number of Supervisory Shifts			18						
Reasons for Shortfall/Overfill and Action codes																																	
Early Trained													f																		a	a	
Early HCA		i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	
Late Trained													f																		a	a	
Late HCA		i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	
Night Trained																																f	
Night HCA		i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	i	
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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>		<b>Actual Off Duty</b>																											
<b>May</b>	<b>2014</b>	<b>52</b>																													

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	5	4	4	4	5	4	5	4	5	4	3	4	3	4	4	4	4	4	4	5	6	4	3	5	6	3	5	5	4	4	4	
Early HCA	3	4	5	5	4	5	3	5	3	4	4	4	4	4	3	4	4	3	3	3	4	4	3	3	3	3	4	3	3	3		
Late Trained	5	4	4	4	4	4	4	4	4	5	3	4	4	4	4	5	4	4	4	5	6	4	3	5	5	3	3	4	4	4	4	
Late HCA	3	4	5	5	5	5	4	5	3	2	4	4	3	4	4	3	4	4	3	3	3	4	4	3	3	3	4	4	3	3	4	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	1	2	2	2	2	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)			y				y		n				y	y	y	y	y							y				y		y	n	n

	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	
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	5	1	1	1		1		1		1	2	1	2	1	1	1	1	1	1	1		1	1	2		1	2			1	1	1	
Early HCA	3	1	2	2	1	2		2		1	1	1	1	1	1		1	1				1	1				1						
Late Trained	5	1	1	1	1	1	1	1	1		2	1	1	1	1		1	1	1		1	1	2		2	2	1	1	1	1	1		
Late HCA	3	1	2	2	2	2	1	2		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						
Twilight Trained	0																																
Twilight HCA	0																																
Incidents (Falls)																																	
Incidents (Medication)																																	
Incidents (Staffing)																																	

<b>Total Number of Shifts</b>	<b>588</b>	<b>Total Number of Shortfall Shifts</b>	<b>56</b>	<b>Total Number of Overfill Shifts</b>	<b>53</b>	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>	<b>10</b>
-------------------------------	------------	-----------------------------------------	-----------	----------------------------------------	-----------	---------------------------------------------------------------	-----------

Reasons for Shortfall/Overfill and Action codes																																
Early Trained	o	o	o	o	o	o	o	o	o	so	o	so	o	o	j	o	o	s		j	o	so		j	a				s	s	s	
Early HCA	o	oi	oi	o	oi		oi		o	o	o	o	o	o		o	o			o	o			a		j						
Late Trained	o	o	o	o	o	o	o	i		so	o	so	o	o		o	o	s		j	o	so		a	a	o	o	s	s	so		
Late HCA	o	oi	oi	oi	oi	o	oi		i	o	o	o	o	o		o	o			o	o		a		o	o					o	
Night Trained																																
Night HCA																									i		a					
Twilight Trained																																
Twilight HCA																																

Comments: The baseline for trained was adjusted when given 6 extra staff nurses in establishment to support dementia work, as we have never fully recruited to the posts we have worked the ward 4 trained and 4 carers as a baseline while trying to recruit. The trained shifts that are in green all

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)



Month	Year	Ward	Actual Off Duty																											
May	2014	32																												

Shifts	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Early Trained	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	4	3	3	3
Early HCA	3	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	
Late Trained	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	
Late HCA	3	3	3	3	3	3	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	
Night Trained	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Twilight Trained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Twilight HCA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)	y	y						y	y	y					y	y	y				y	y	y	y			n	y	y	n	y	

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

Total Number of Shifts	476	Total Number of Shortfall Shifts	7	Total Number of Overfill Shifts	5	Sister/Charge Nurse Total Number of Supervisory Shifts	15
------------------------	-----	----------------------------------	---	---------------------------------	---	--------------------------------------------------------	----

Reasons for Shortfall/Overfill and Action codes																															
Early Trained										j	hp										ah										h
Early HCA											hp																				h
Late Trained											hp										ah										h
Late HCA							h				hp												hp								h
Night Trained																															
Night HCA																															
Twilight Trained																															
Twilight HCA																															
Comments:	6/5/14 - Unfilled bank request.																														
	9/5/14 - x1 Ca down so x 4 Tr rostered.																														
	23/5/14 - X1 Ca down PM, unfilled bank request.																														
	28/5/14 - X1 Ca down LD so X4 TR rostered all day.																														

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)

<b>Month</b>	<b>Year</b>	<b>Ward</b>																									
<b>May</b>	<b>2014</b>	<b>34</b>																									
<b>Actual Off Duty</b>																											

	DAY	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Shifts	Baseline	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Early Trained	3	4	3	3	3	4	3	4	4	5	4	3	3	3	3	3	3	3	3	3	3	3	4	4	3	4	3	3	4	3	3	
Early HCA	3	3	3	3	3	2	2	3	4	3	3	2	3	3	4	3	3	3	3	3	4	4	3	3	3	4	4	3	4	3	3	
Late Trained	3	4	3	3	3	3	3	4	3	4	4	3	3	3	3	3	3	3	3	3	3	3	4	3	3	3	3	3	4	3	3	
Late HCA	3	3	3	3	3	2	3	3	4	3	3	2	3	3	3	3	3	3	3	3	4	3	3	3	3	4	3	3	3	3	3	
Night Trained	3	3	3	4	2	3	3	3	3	3	2	2	3	3	3	4	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Night HCA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Twilight Trained																																
Twilight HCA																																
Sister/Charge Nurse Supervisory Shifts (Enter Y or N)		y	y										y	y	y		y		n	n	y	y	y	y		n	n	y	y	y	y	

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

<b>Total Number of Shifts</b>	476	<b>Total Number of Shortfall Shifts</b>										9	<b>Total Number of Overfill Shifts</b>										28	<b>Sister/Charge Nurse Total Number of Supervisory Shifts</b>							14
-------------------------------	-----	-----------------------------------------	--	--	--	--	--	--	--	--	--	---	----------------------------------------	--	--	--	--	--	--	--	--	--	----	---------------------------------------------------------------	--	--	--	--	--	--	----

**Reasons for Shortfall/Overfill and Action codes**

Early Trained		j						j		j	j	j												j	j					j	
Early HCA						a	a					ar			i						n	n				n	n		n		
Late Trained		j						j		j	j	j											j							j	
Late HCA						a						ar										n				n					
Night Trained				j	ft										n	fr															
Night HCA																															
Twilight Trained																															
Twilight HCA																															

Comments: 04/04/12 10/05/14 11/05/14 Agency Nurse on nights DNA. No spare nurses in the Trust.  
 05/05/14 06/05/14 a=sickness no cover available.  
 15/05/14 extra trained nurse on nights, nurse came from ward 31 as there was some mix up with our nurse. Our nurse eventually turned up, night site manager was informed and said to keep the extra nurse on ward 34.  
 n= care assistant back from sick leave on phased return to work.

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)