

Safe, Effective, Caring, Responsive and Well led Care

Strategic Staffing 6 Month Review

May/June 2019

Please complete all sections

Ward Name	
Business Unit	
Specialty	
Number of beds	
Additional capacity identified	
Matron	
Sister / Charge nurse (inc supervisory status)	
General Manager	
Clinical Lead	
<i>Right Staff</i>	
Acuity and Dependency Results	
Please review the data from Anthony extracted from Safecare to provide comments:	
Ward attenders / Off ward activity: If yes please provide detail	
Current Vacancy position:	RN:

	HCA:																																
Heat map + Results: please review the monthly information of staffing with patient information and provide comments																																	
Benchmarking:																																	
Current planned staffing numbers (all shifts RN +NA +HCA)	Early: Late: Night:																																
Current numbers regularly work on (all shifts RN +NA +HCA)	Early: Late: Night:																																
Future numbers Proposed (all shifts RN +NA +HCA)	Early: Late: Night: <table border="1" style="margin-top: 20px; width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="padding: 5px;">band</th> <th style="padding: 5px;">2 HCA</th> <th style="padding: 5px;">3 HCA</th> <th style="padding: 5px;">3 TNA</th> <th style="padding: 5px;">4 NA</th> <th style="padding: 5px;">5 RN</th> <th style="padding: 5px;">6 RN</th> <th style="padding: 5px;">7 RN</th> </tr> <tr> <td style="padding: 5px;">Early</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="padding: 5px;">Late</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="padding: 5px;">Night</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	band	2 HCA	3 HCA	3 TNA	4 NA	5 RN	6 RN	7 RN	Early								Late								Night							
band	2 HCA	3 HCA	3 TNA	4 NA	5 RN	6 RN	7 RN																										
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Rationale for Changes / No Changes (please include Nurse quality indicators; Acuity and Dependency results; contact time results; professional guidance)	
Resulting Risk If Recommendations Not supported	Expected Benefits if Recommendations Supported

Strategic Staffing Review Outcome Summary
(to be completed at the meeting)

Comments on the proposed changes

Recommended Changes to Workforce Model (please include narrative and resulting cost in terms of investment and disinvestment)

Agreed planned numbers:

Early:

Late:

Night:

band	2 HCA	3 HCA	3 TNA	4 NA	5 RN	6 RN	7 RN
Early							
Late							
Night							