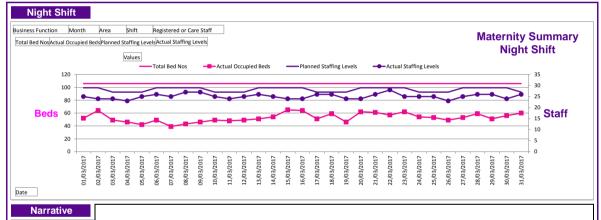


The off duty is formulated 8 weeks in advance and where the number falls below the agreed number then bank staff are requested to cover the shortfall. However at times this is compounded by short term sickness, carers and emergency leave. The staffing is reviewed on a weekly and daily basis and staff are redeployed to areas of increased activity to maintain safe care. Ratios of midwives to women is also monitored closely with an escalation process in place to alert the senior team to times of increased activity and pressures. The maternity service reviews and actively recruits in to its vacancies to reduce any shortfalls



The staffing is reviewed weekly by the ward managers and matrons and daily at the morning huddle. There is a senior midwife who carries the 104 bleep who reviews the staffing and unit demands and will redeployed staff as required. Where the numbers fall below the planned amount these shifts are put out to be covered by bank staff. The unit actively recruits in to its vacancies to minimise the shortfall

**Staffing Concerns** Number of shifts where staffing levels are not compliant with planned levels 0 Number of staffing related concerns escalated to Matron or higher



Key	
Beds Total	The total number of beds allocated or available to the ward
Beds Occupied	Of the total beds, the number that have a patient in the bed
WTE Funded	WTE stands for Whole Time Equivalent. Funded WTE is the number of staff that is planned to be on a shift at any one time.
WTE Actual	Of the Funded WTE, the actual staffing level for the shift.
Registered	A Registered Nurse is one whom has qualified to practice as a nurse and is registered as such with the Royal college of Nursing or Royal College of Midwives
Unregistered	Unregistered staff are care staff that assist nurses with the day to day care of patients