

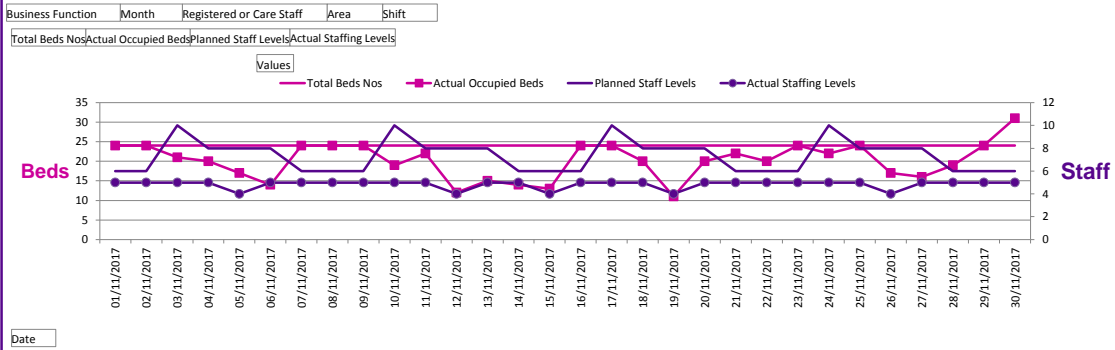
Staffing Report - Gynaecology

November 2017

Last updated: 08/12/2017 at 15:05

Funded WTE	Registered	35.92	Current WTE	Registered	27.78	Number of shifts lost to Sickness Absence	Registered	16
	Unregistered	16.97		Unregistered	15.41		Unregistered	16
	Total	52.89		Total	43.19		Total	32

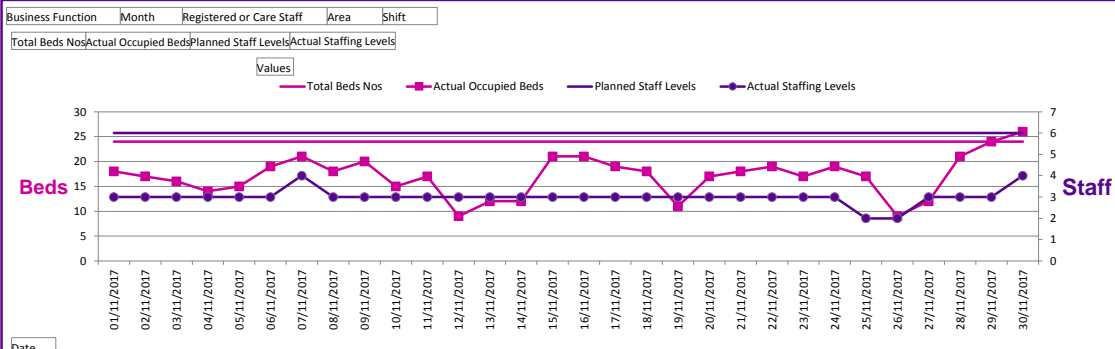
Day Shift



Narrative

There were no red flag alerts during the month of November. The nurse to patient ratio of 1:8 was not exceeded during the month. There were no staffing concerns escalated to the Matron. There is a designated band 6 shift leader Monday to Friday who works clinically supporting the teams, coordinating beds and covering staff breaks, transfers and training. The ward manager is mainly supernumerary and supports the team by providing visible leadership covering breaks and stepping in to deal with any issues as they occur. The deputy manager and ward sister are allocated management days when appropriate to complete audits, reports, KPI validations, PDRs and attend appropriate meetings and EPR workshops. The ward team is also supported by the HDU team when appropriate in their role as outreach, this includes cannulation, assessment of deteriorating patients, prescribing and crash calls. Any deficits in staffing was covered by bank. Recruitment remains on hold whilst a full staffing review is completed.

Night Shift



Narrative

As above no red flag alerts or staffing concerns escalated to the matron during the month of November

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	0

Matron Assurance Statement

The ward manager and matron have supported staff during periods of peak activity on the ward. There have been no breaches of the staffing ratios during the month. The staffing review will be completed in December 2017 which will reflect the reduction of inpatient beds and the addition of an admission and discharge lounge.

Signed Date

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