

Questions for Executive on Call to ask when request for Nurse Staffing is escalated to them

- Details of shift being requested:-
 - Date
 - Time
 - Registered Nurse
 - Experience required

- Reason for shortfall
 - Sick leave/other leave
 - Bank Nurse not available
 - Other

- What actions have already been taken?
 - Redeployed staff from other Wards/Departments
 - Any staff able to swap shifts
 - Part time staff been offered extra hours
 - Reviewed skill mix (i.e. could a non-registered nurse be used instead?)
 - Can workload be organised differently (i.e. bath patients later in day)
 - Have PACS/Mental Health been asked if they can help

- Additional questions which may support decision:-
 - Number of empty beds on Ward?
 - Dependency of patients
 - Number of patients:-
 - Less than 6 hours post operation
 - Wandering
 - Require assistance with feeding
 - Level 1
 - With infection control issues
 - Require 1:1 nursing

- What are the risks if shift is not filled?

- What level of risk Low/Medium/High?

MEFP
08/07/10