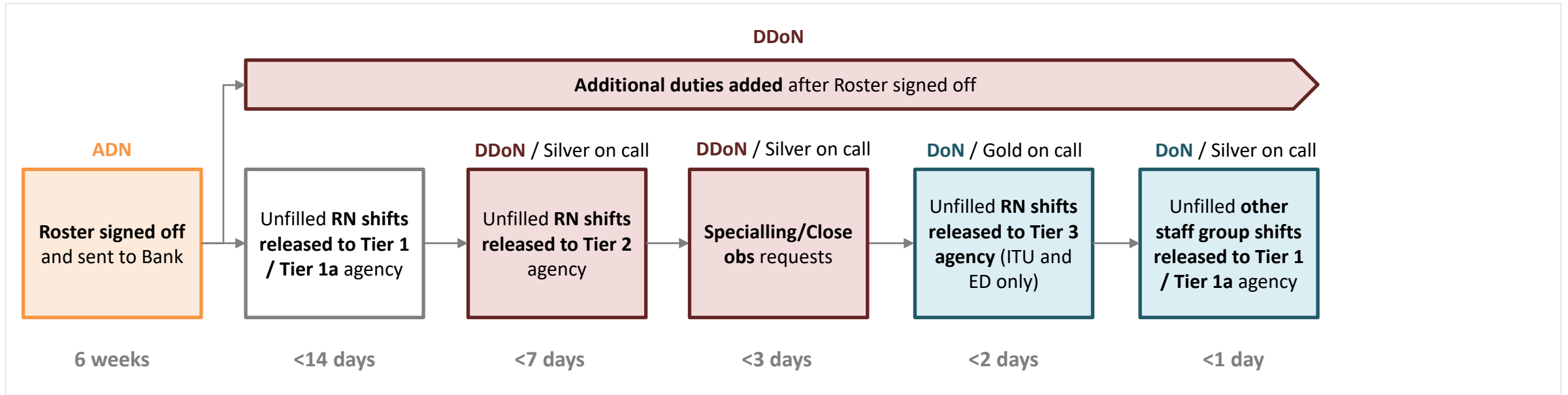


Changes to Nursing Workforce Controls

- The workforce control meetings have been taking place for 3 months, however, the temporary staffing spend has continued to increase.
- The Exec Team have agreed to tighten workforce controls across all staff groups to support the grip and control of temporary staffing spend. The revised Nursing Controls are outlined below.

Overview of revised controls:



Key actions out of hours:

- ✓ Duty Managers are required to review and complete escalation forms about the current staffing position across the site before escalating Tactical (Silver) / Strategic (Gold) on call.
- ✓ Tactical (Silver) / Strategic (Gold) on call are required to consider a holistic view of the site staffing when approving. The approved escalation forms / emails should be submitted to the Temporary Staffing Team.
- ✓ Out of hours approval should be **limited to on the day requirements** that have arisen during the out of hours time period.

Challenge required at each stage of the approval process

Control	Challenge required out of hours	OOO Reviewer	OOO Approver	In hours activity	In hours Timeline	Compliance Monitoring	Go Live Date
Unfilled other staff group shifts released to Tier 1 / Tier 1a agency	<ul style="list-style-type: none"> Is there a patient risk if this shift is not immediately filled? Consideration of the whole staffing picture 	Duty Manager	Tactical (Silver) on call	<ul style="list-style-type: none"> This is for current / next shift only DoN approval required in hours 	<1 day	Escalation form	Tuesday 30th May
Tier 2 RN agency approval	<ul style="list-style-type: none"> Is there a patient risk if this shift is not immediately filled? Consideration of the whole staffing picture 	Duty Manager	Tactical (Silver) on call	<ul style="list-style-type: none"> Escalation forms reviewed daily for shifts up to 7 days ahead Div. DoN approval in hours 	<7 days	Escalation form	Tuesday 30th May
Tier 3 RN agency approval (ITU and ED only)	<ul style="list-style-type: none"> Is there a patient risk if this shift is not immediately filled? Consideration of the whole staffing picture 	Duty Manager	Strategic (Gold) on call	<ul style="list-style-type: none"> Escalation forms reviewed daily for shifts up to 2 days ahead DoN approval in hours 	<2 days	Escalation form	Tuesday 30th May
Specialling/Close obs approvals	<ul style="list-style-type: none"> Ensure requests are in line with the policy Additional scrutiny of the risk assessment undertaken Daily review of the requirement with unnecessary shifts cancelled / staff redeployed to unfilled shift 	Duty Manager	Tactical (Silver) on call	<ul style="list-style-type: none"> Risk assessment form reviewed daily or shifts up to 3 days ahead Div. DoN approval in hours Div. DoN reviews bookings daily to cancel or redeploy any no longer required 	<3 day	Enhanced obs risk assessment forms	Tuesday 30th May