

# Safe Staffing Next Shift (Assessment by Individual or Team)

Health Region

Workplace

Person completing form

First name

Last name

## Staffing situation THIS shift

Date  Shift  Time of assessment

Shift below Target? YES  NO  Variance per FTE

VIS Score  VIS Colour

Acute Staffing Shortage situation YES  NO

## Staffing situation NEXT shift

Date  Shift

Care hours available  Care hours required

Health consumers in (admissions, new referrals)

Health consumers out (transfers, discharges)

Expected to be "Shift Below Target" YES  NO

Known staffing shortfalls (number)

Ward Clerk  HCA  EN  MW  RN

This assessment is to inform the senior nurse/midwife-in-charge that due to an identified potential *Acute Staffing Shortage* on the next shift, an unsafe work situation may occur if effective control measures are not implemented.

These measures will need to address the predicted negative shift variance and/or other factors which reflect the workload, health consumer acuity, skill mix and the workers available.

If these are not adequately addressed it is likely that the *Limit of Safe Practice* for a worker or workers could be reached from exposure to the hazards that arise from this work environment.

The measures taken or not taken may also affect provision of appropriate care to health consumers.

## Work group signature/s (On-duty staff in the affected area/service)

## Process

- Provide copy to Senior Nurse/Midwife-in-charge on completion
- Provide copy to oncoming Team Lead/Shift Coordinator/Charge Nurse/Charge Midwife
- Provide copy to NZNO [safestaffing@nzno.org.nz](mailto:safestaffing@nzno.org.nz)
- Retain original for your record

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