

Date: ____ / ____ / ____ Last updated at ____ : ____ hrs

The Nurse in Charge is:

Early shift

Late shift

Night shift

	Early shift		Late shift		Night shift	
	Planned	Actual	Planned	Actual	Planned	Actual
Registered nurse						
Assistant practitioner						
Healthcare assistant						
Total						

Job title of **other** staff in the clinical area (e.g. ward clerk, student nurse, housekeeper):

Comments and action taken:	Approved by (job title):
The planned and actual numbers of staff are the same. Action taken: No action is required to be taken.	
The actual number of staff is higher than planned. Action taken: Patient care needs are greater than expected, therefore more staff allocated to the clinical area than originally planned.	
The actual number of staff is lower than planned. Action taken: Senior staff have been informed and agreed to request additional staff. An update will be provided regularly.	
The actual number of staff is lower than planned. Action taken: Senior staff have been informed and agreed no further action is required as the clinical area is safely staffed.	

Additional comments and action taken:

If you have any queries about staffing please ask to speak to the nurse in charge