

Make it count: Do - Record - Reflect

It is essential that the allocate staff screen data in TrendCare is reflective of the additional non-clinical work that nurses and midwives do. Data collected from the allocate staff screens is part of ward and unit FTE calculations.

“The data will speak for itself so let’s document accurately on what we do” says Leanne Grout, Associate Charge Nurse Manger, Kenepuru Ward 7.

So how do we make sure that our allocate staff screens are accurate and reflective?

The ‘allocate staff’ and ‘inpatient shift data’ screens together combine to provide the overall picture of hours required and hours available for the ward or unit.

Staff are required to record all of the tasks that take up their clinical time, other than direct patient care, that are 30 minutes or longer either individually or collectively over a shift.

Nurses, midwives and health care assistants are not always available for a full eight hours to provide nursing care. For example; they transfer patients between wards to x-ray, help move beds, assist

with keeping the environment clean and tidy, carry out checks on equipment and drugs, and participate in quality improvement and health and safety activities.

“We do a lot of our admin after hours so it’s great to be able to reflect this. Also we do an awful lot of lines and bloods on other wards so again, great to capture this time”. Jane Bilik, Charge Nurse Manager, SAPU. It is important to record all of this ‘extra’ activity so that the actual total hours required to keep the ward running and the total hours available to provide patient care are accurate.

March will be allocate staff screen focus month. Think about the activities you undertake each day which might not be recorded and where they can be recorded in the allocate staff screen.

If you have any specific questions around the allocate staff screen you can come along to one of the CCDM and TrendCare drop in sessions held every Tuesday in the Hallwright Room, Level 6 Wellington Regional Hospital between 10-11:30am.

Example of a well reflected and completed allocate staff screen showing clinical care and splitting of other productive time:

VS	Total Hours	Start Time	L/C	Over Time	Clinical In Dept	Clinical Admin	Clin Ad Supp	Day Coord.	A/H Coord.	Pat. Transfer	X-Ray	Quality Improv.	Pat. Displ.	Equipm.	Restock	Clinical	House-keeping	Ext. Drug	Educ.	Sick Leave	Comments
PT	8.00	7:00				7:30						0:30						1:00			
PT	8.00	7:00					7:00														
PT	8.00	7:00			7:00					0:30	0:30										
PT	8.00	7:00			7:00					1:30			0:30				1:00				
PT	8.00	7:00			5:00																
PT	8.00	7:00			7:30								0:30								
PT	8.00	7:00			1:00		6:00					1:00									
PT	8.00	7:00			7:30					0:30			1:00							7:00	
PT	8.00	7:00			7:30									0:30							
PT	8.00	7:00			7:30				2:00						0:30						
PT	8.00	7:00			4:30					1:00	0:30				1:00			1:00			
PT	8.00	7:00			7:15											0:45					
PT	8.00	7:00			7:00					0:30			0:30								
PT	8.00	7:00			4:00								1:00		1:00						
PT	8.00	7:00			8:00																Observation & Engagement
PT	8.00	7:00																			8:00
PT	8.00	7:00														8:00					
PT	8.00	7:00			6:30											0:30		1:00			
SS	8.00	7:00			7:00											0:30		0:30			
SS	8.00	7:00			6:30													1:30			

