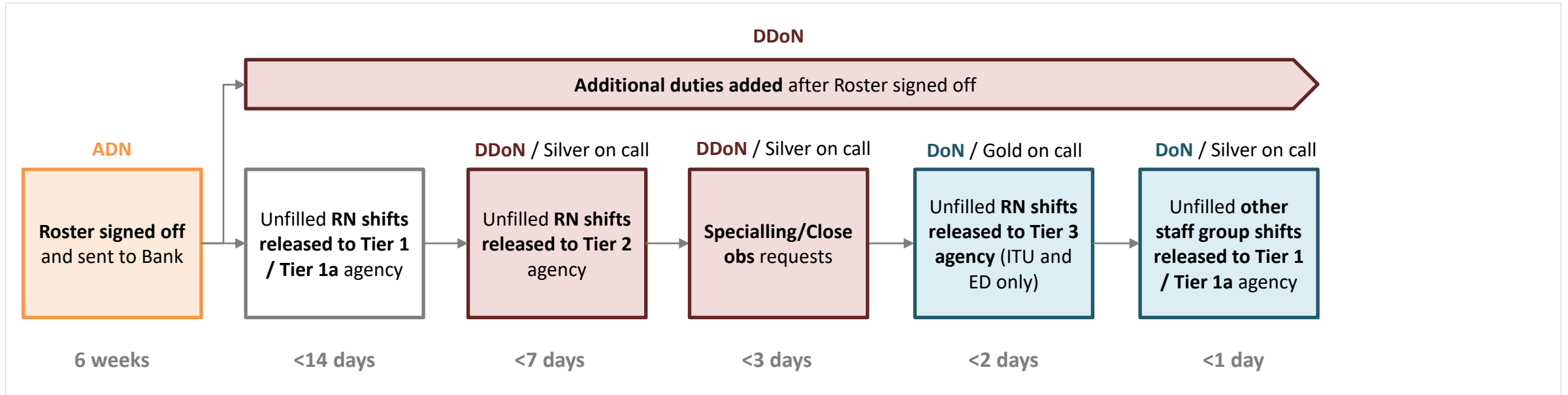


# Changes to Nursing Workforce Controls

- 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:



N.B. Approvals required outside of the stated timeframe need to be signed off by the next level up approver

## Next steps:

- ✓ Discuss these changes with your Ward Managers and put in place any processes needed to support these changes from the 30<sup>th</sup> May
- ✓ E-Roster will be updated to reflect the new approvals process
- ✓ Reach out to the Rostering Team if you have any questions ([Roster.Support@liverpoolft.nhs.uk](mailto:Roster.Support@liverpoolft.nhs.uk))
- ✓ In addition to the above, a detailed email, providing an overview of the changes and requirements, will be shared with Ward Managers and above

# Challenge required at each stage of the approval process

Control	Challenge required	Timeline	In hours Approver	OOO Approver	Audit Trail	Go Live Date
Roster sign off and send to Bank	<ul style="list-style-type: none"> <li>Additional scrutiny of roster to ensure it is optimal</li> </ul>	6 weeks	ADN	N/A	E-roster	Tuesday 30th May
Additional Duties added after Roster locked down	<ul style="list-style-type: none"> <li>Ensure only exceptional circumstances to add additional duties with respect to patient safety</li> <li>Short notice requests to be considered in light of the whole staffing picture across the site</li> </ul>	Various	Div. DoN	N/A	Email authorisation E-Roster	Tuesday 30th May
Unfilled RN shifts released to Tier 1 / Tier 1a agency	<ul style="list-style-type: none"> <li>Any unfilled shift within the Roster will be released to Temp Staffing</li> </ul>	<14 days	N/A	N/A	E-Roster	Tuesday 30th May
Unfilled other staff group shifts released to Tier 1 / Tier 1a agency	<ul style="list-style-type: none"> <li>Is there a patient risk if this shift is not immediately filled?</li> <li>Consideration of the whole staffing picture</li> </ul>	<1 day	DoN	Silver on call	Escalation form	Tuesday 30th May
Tier 2 RN agency approval	<ul style="list-style-type: none"> <li>Is there a patient risk if this shift is not immediately filled?</li> <li>Consideration of the whole staffing picture</li> </ul>	<7 days	Div. DoN	Silver on call	Escalation form	Tuesday 30th May
Tier 3 RN agency approval (ITU and ED only)	<ul style="list-style-type: none"> <li>Is there a patient risk if this shift is not immediately filled?</li> <li>Consideration of the whole staffing picture</li> </ul>	<2 days	DoN	Gold on call	Escalation form	Tuesday 30th May
Specialling/Close obs approvals	<ul style="list-style-type: none"> <li>Ensure requests are in line with the policy</li> <li>Additional scrutiny of the risk assessment undertaken</li> <li>Ongoing requirements for Specialling/Close obs the weekend can be approved at Friday huddle (up to 3 days in advance)</li> <li>Daily review of the requirement with unnecessary shifts cancelled / staff redeployed to unfilled shift</li> </ul>	<3 day	Div. DoN	Silver on call	Enhanced obs risk assessment forms	Tuesday 30th May