

1st July 2019

National Critical Care Nursing: Staff Moves Survey

Instructions for Completion

Dear Unit Lead Nurses,

I would like to take this opportunity to thank you for your help and assistance in advance to gather information for this national survey facilitated via CC3N. Many of you are reporting increasing requests to fill gaps in staffing establishments in other areas of your hospital. Whilst it is accepted that such instances are required occasionally due to unforeseen circumstances, there is a concern that critical care staff are frequently moved which can affect the quality and safety of care delivery on critical care, but it also has the potential to affect staff wellbeing and in turn adversely impact upon retention. As part of a national project carried out by the UK Critical Care Nursing Alliance (UKCCNA), CC3N has agreed to periodically carry out a 'movement of staff' survey in order to quantify the issue. As such we are seeking your support by participating in this **2 week survey commencing 15/07/2019**. The survey is being repeated throughout the year to enable a more accurate reflection of frequency. (The data collection period for the next survey is 14th – 27th October 2019.) Although we are requesting your unit details, this audit will be anonymous and by participating in this data collection it is assumed that anonymous data will be included in a summary report which will be made available via the CC3N website: www.cc3n.org.uk

Instructions for completion:

There are 2 data collection sheets attached with this email (Excel format);

Monthly Summary Sheet (A) & Staff Movement Summary Sheet (B)

- **Every shift** complete the **Monthly Summary Sheet (A)** detailing the number of requests made for critical care staff (registered and /or non-registered) to be moved to other wards / departments. Also complete the **actual** number of staff who were moved that shift. If no requests were made, please enter '0' in the request column.
- **For every member of staff moved** please complete the **Staff Movement Summary Sheet (B)**. This contains 7 questions with drop down responses in most boxes for ease of completion. After each entry please save the Excel sheet and add to it every time a staff member is moved from critical care.
- There is a tab at the bottom of this excel sheet entitled '**unit details**' which should be completed before final submission.

Instructions for submission:

As soon as possible after the 28th July 2019, please submit both the Monthly Summary Sheet (A) and the Staff Movement Summary Sheet (B) ensuring that the unit details have also been completed. If there have been no requests for staff to be moved during the survey period and/ or no staff have been moved, it is important that you still submit a 'zero' return as this information is equally important to the overall data. Both the Excel sheets should be submitted via email to: Samantha.rogers3@nhs.net and please copy your network lead nurse into your submission.

In addition to this survey, if your unit has a longer term agreement to staff other hospital areas, I would be grateful if you would let me know as these arrangements are not reflected within this survey, yet is equally important to include within the results of the survey. Therefore if you do have such an arrangement, please email: j.platten1@nhs.net and/or Claire.Horsfield@lthtr.nhs.uk.

If you have any queries about the survey or the information requested, please do not hesitate to contact either your network lead nurse or myself or Julie Platten on the aforementioned email addresses. Thank you again for your participation in this survey.

Regards

Claire L. Horsfield

Claire Horsfield -Chair CC3N