53. STAFFING ARRANGEMENTS

(s) Spot Check

1. In wards and units where the agreed staffing method is NHPPD, information will be available to staff which identifies the NHPPD.
2. At any time a nurse working on the ward/unit or a member of the local Reasonable Workload Committee may make a written request to the NUM for a spot check to confirm that the NHPPD are being provided.
3. The relevant Reasonable Workload Committee must be informed of the commencement of the spot check.
4. Within 7 days of receipt of such a request the NUM will ensure that each week for a 4 week period the NHPPD provided are posted within 7 days of the conclusion of the relevant period.
5. If, at any time during the spot check or at its conclusion, it is established that the provided NHPPD falls short of the specified NHPPD then action must immediately commence to rectify the shortfall.
6. Where the four week spot check confirms that the specified NHPPD are being provided then the process is concluded.
7. The outcome of the spot check will be made available to the Reasonable Workload Committee.

(t) The calculation used to spot check the provision of NHPPD in Nursing Hours Wards

1. To determine the ‘number of patients’ add the number of patients as recorded for each day in the bed census in the week to be calculated, then divide that total by 7 (the number of days in the week). For example:
   \[(24 + 25 + 25 + 23 + 22 + 24) \div 7 = 24\] (Number of patients)
2. Then take the applicable NHPPD figure (eg 6.0) and multiply it by 7 (for 7 days in the week), then multiply by the number of patients, as identified above eg 24.
3. In this example, \(6 \times 7 \times 24 = 1,008\) nursing hours or 6 NHPPD. 1,008 is therefore the nursing hours that were required for the ward that week. The figure is then compared to the nursing hours that were actually provided.
4. Assume in this example that 974 nursing hours were actually provided. The required NHPPD falls short as 5.8 NHPPD has been provided instead of 6 NHPPD. In this example, the NUM would immediately commence action to rectify the shortfall in accordance with point 5 of (s) Spot Checks in this Section.
5. The spot check would require the completion of this calculation for four consecutive weeks.