

Safe Staffing Escalation Checklist

CHRISTCHURCH CAMPUS

Date:/...../..... Time commenced: Location:

CNM/NIC name:

Safety 1st entered by: Date:/...../..... Time:

NIC/Nurse identifies they are starting to feel unsafe despite assistance and NIC/Coordinator commences escalation pathway

**Use this checklist in conjunction with the Safe Staffing Escalation Flowchart **

Step	Action	Safe staffing achieved		Time	Initials
		Yes	No		
1	NIC assesses situation – identifies specific safety concerns and contributing factors. NIC notifies CMM during normal hours.	Safe staffing	Go to step 2		
2	NIC calls 'staff huddle' to review situation and establish plan. Actions ... consider implementing the following: <ul style="list-style-type: none"> • Re-prioritise tasks • Adjust patient allocation • Geographical and/or task-based team model care • NIC/CMM liaises with Duty Nurse Manager (DNM) to update them on situation and <u>potential</u> need of additional resources such as other RMs/RN's/Casual staff <p>Repeat Staff Huddle after 60 mins review if improvement</p>	Repeat step 2 as required	Go to step 3		
3	LEVEL 1 RESPONSE No improvement from Step 2 actions therefore: During the day the CNM will call the DNM who will assess the situation and provide relevant support/resourcing as able. Out of hours (ie. 1800-0800) NIC to contact DNM. Further actions ... DNM consider: <ul style="list-style-type: none"> • Consider pool resource/support, redeployment, staff working across floor, use of CNS/NE/CTC input • Consider additional resources, eg. Calling for volunteers from off duty staff. • Existing shift extension/early shift start/additional shifts and... • Review current roster and make changes as per MECA 	Go to step 5	Go to step 4		
4	Has LEVEL 1 response resolved safe staffing issue? Is further escalation required? YES – go to Step & No – go to Step 5				
5	Repeat Step 2 "Staff Huddle" at pre-determined time (approx. 60 mins) to if any improvement from actions at Level One. NIC assesses situation.	Go to step 6	Go to step 7 if further escalation required		
6	Contact DNM to confirm reached safe staffing, then go to Step 8.				
7	LEVEL 2 RESPONSE as per Christchurch Campus Staff Staffing Escalation Procedure. DNM to notify General Manager if further escalation required.				
8	NIC/CNM considers requirements for oncoming shifts. Consider additional staff/on call staff. Repeat STEP 5 as required				

