

UNISON Safe Staffing Levels survey guidance

What is this?

We want to know what work was like for you on Tuesday 10 February 2015. The Safe Staffing Levels survey asks a number of questions about your working day on topics like unpaid overtime, skill mix, and staffing levels. All answers are kept anonymous and non-attributable, so respondents are encouraged to answer honestly and fully.

We know that some healthcare workplaces are running with minimum staff numbers (or less) because that's what members tell us periodically. And we want to know more. We're running this survey so that the maximum number of healthcare workers have the opportunity to tell us about staffing levels in their workplaces.

Why Tuesday 10 February 2015?

Tuesday was picked because it's a regular day without any hours that overlap a weekend, and early February fit the bill because there were no coinciding holidays or major events. In other words, we want you to tell us what a regular day is like.

How can I participate?

Tell your colleagues. Tell your friends who work in healthcare. Tell your branch. Get as many people involved as possible. Use the questions below to note down information that the survey will ask.

After 10 February when you have all your data ready, go to <https://www.surveymonkey.com/r/BWH88P5> and fill in the online survey. It will take about 15 minutes to complete.

What should I keep track of during my shift on 10 February?

- How many hours your shift lasted
- Whether you worked any overtime (and how long it was)
- How many total patients there were during your shift
- How many total nurses there were during your shift

- Whether you took some, all or none of your breaks
- The percentage of your shift you spent working face to face with patients (exclude travel, paperwork, etc)
- How many bank and/or agency staff members worked on your shift
- Find out if your workplace has a set staffing ratio for nursing staff and if so, what it is

I don't work on a ward or in a hospital setting. Can I still participate?

Yes. There are text boxes on the survey where you can fill in your case load. And if you think a question doesn't apply to you, just skip it and go to the next one.

By when do I need to fill in the online survey?

You will need to fill in the survey by 09:00 Monday 16 February in order for your response to be counted.