Nursing Workforce

Clinical leadership and safety
Standards 5-10

Target group: **From students to executive nurses: trainee nursing associates, apprentices, assistant practitioners, health care assistants (HCAs), clinical support workers (CSWs), nursing students, midwives and registered nurses, nursing associates and registered nurses.**

To support in the investment of a healthy, safe and well workforce. This checklist supports

STANDARD 6
A registered nurse lead must receive suff cient, dedicated time and resources to undertake activities to ensure the delivery of safe and effective care.

Registered Nurse (RN) Lead		Yes	No	N/A	Evidence
	In your nurse lead role do you have dedicated protected non-clinical time?				
	Is there a reporting and recording mechanism for when non-clinical time is cancelled due to, for example, clinical demand?	4			
As an RN lead, do you have allocated time to:		**Yes**	**No**	**N/A**	**Evidence**
	Review clinical appropriateness of staff clinical rotas?				
	Work with new team members including students, to support and assess their practice, skills, and competences?				
	Develop staff and work on succession planning?				
	Meet with practice or service managers to such as sickness, absences and return to work?				
	Undertake clinical and regulatory audits, to meet contractual and regulatory requirements and improve patient outcomes?				
	Undertake health and safety risk assessments and investigate incidences?				
	Undertake service improvement work and share the successes and learnings?				
	Are you involved in reviewing the budget, establishments, monitoring spending and income generation?				
	Speak to patients/service users/families about their care and experiences while using your service?				
	Are you informed of patients'/service users'				
The nursing workforce		**Yes**			

		5			

	Do you raise concerns about safety issues in your workplace for example, lack of PPE and suitable equipment?				
	Do you know how to raise a grievance?				
	Are concerns raised documented and responded to?				
	Is there anyone other than your line manager that you can raise concerns with?				
	Have you been penalised/chastised for raising concerns?				

STANDARD 9
If the substantive nursing workforce falls below 80% for a department/team, this should be an exception and should be escalated and reported to the board/senior management.

The nursing workforce		Yes	No	N/A	Evidence
9a	Do you have bank, locum, or agency workers in your practice regularly?				
	Can you book bank/locum/agency workers?				
	Can you request for bank/locum/agency capabilities?				
	Do you have any rules or guidance on booking agency workers?				
As a locum/bank/agency worker		**Yes**	**No**	**N/A**	**Evidence**
9b	Are you able to access essential IT systems to deliver safe and effective care?				
	Do you have a personalised risk assessment?				
	Are these risk assessments supported when you go to different workplaces?				
	Is the need to agree to redeployment a part of your contract as a locum/bank/agency staff?				
As a locum/bank/agency worker		**Yes**	**No**	**N/A**	**Evidence**
9c	Are you oriented to every new area with information on how to report incidences and raise concerns?				
	Do you feel welcomed and valued as part of your new temporary team?				
	Are you treated with respect, dignity and your rights protected?				
	Can you report incidences?				
	Can you raise and escalate concerns?				
	Do you get feedback on concerns raised?				

STANDARD 10
Registered nurses and nursing support workers must be appropriately prepared and work within their scope of practice for the people who use services, their families, and the population they are working with.

The nursing workforce		Yes	No	N/A	Evidence
10a	Are you allocated mandatory training time?				
	Are you allocated specialty training time?				
10b	Did you have an induction when you started your role?				
	Did you have a period of supernumerary when you started your role?				
	How long was your supernumerary period?				
	Do you have access to professional developmental programmes? For example, preceptorship, link roles, shadowing, clinical supervision, and coaching.				
	Have you completed any leadership training?				
	Have you completed any management development training?				
Lone Worker		**Yes**	**No**	**N/A**	**Evidence**
10c	Do you always have access to supervision and support in compliance with the necessary health and safety requirements?				
	Do you have access to safety tools such as mobile phones, buddy-system, GPS Safety devices, SOS/panic alarms?				
	Have you had formal training and are able to undertake a dynamic risk assessment?				
	Do you have access to life saving equipment to manage emergencies such as anaphylaxis and cardiac arrest?				
	Do you feel safe, supported, and connected with your team and line manager?				
The nursing workforce		**Yes**	**No**	**N/A**	**Evidence**
10d	Do you feel safe to raise concerns with your leadership and/or management team?				
	Are you given feedback on the concerns you have raised?				
	Are you encouraged to come up with solutions when problems arise?				
	Is speaking up encouraged in your organisation?				

The Nursing Workforce Standards Champions (Standards Champions)

Standards Champions are individuals who have made positive workplace changes by using the RCN Nursing Workforce Standards.

Role of a Standards Champion:
To support workplace improvements

- To share success and promote best practice.
- To raise concerns when the Standards are not met.
- To work with an RCN representative, local RCN branches and RCN staff in promoting and using the Standards.
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Expression of Interest Form