

Easy Read



About nurse staffing levels

What does the Nurse Staffing Levels (Wales) Act 2016 mean to me?



This is an easy read version of NHS Wales' **'What does the Nurse Staffing Levels (Wales) Act 2016 mean to me as a patient on an Adult Acute Medical or Surgical ward? – Frequently Answered Questions'**.

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How to use this document



This is an easy read version. The words and their meaning are easy to read and understand.



You may need support to read and understand this document. Ask someone you know to help you.



Where the document says **we**, this means **NHS Wales**. For more information contact:



This document was made into easy read by **Easy Read Wales** using **Photosymbols**.

What does nurse staffing levels mean?



Nurse staffing levels means the number of nurses needed to care for patients properly and safely.



You might also see other healthcare staff working in the wards. For example physiotherapists who help people to move about.

What is the Nurse Staffing Levels (Wales) Act 2016?



The **Nurse Staffing Levels Act** became a law in Wales in March 2016.



It means health boards **must** make sure there are enough nurses in hospital wards to care for patients safely.

How is the nurse staffing levels for each ward decided?



The nurse staffing levels for each ward may be different. It depends on the number of patients in the ward.



It also depends on the needs of the patients. For example what type of nursing care they need.

To help us decide how many nurses are needed for each ward we look at 3 things:



- what the nurses think
- how ill the patients are and how much care they need
- the quality and safety of care in each ward.

Who decides the nurse staffing levels for each ward?



The **Executive Director of Nursing** is in charge of deciding the nurse staffing levels for each ward.



They talk to the nursing team for each ward before making their decision.

How often will the nurse staffing levels be checked?

The nurse staffing levels for each ward should be checked:



- every **6 months**.
- when something changes on the ward. For example if the number of beds being used in the ward changes.
- if the nursing team thinks that it needs to be checked again for some reason.



How will wards make sure they have the right nurse staffing levels?



The **nurse in charge** will do a staff plan based on the number of nursing staff that need to be on the ward.



If there are not enough nurses, the nurse in charge will speak to the **senior nurse**. They might have to pay extra nurses to work in the ward to make sure there are enough.



Sometimes the staff plan might be changed because the needs of the patients have changed. The nursing team would decide if this should happen.

How do I find out more?

If you have any questions about the nurse staffing levels on this ward please speak to:

- the Ward Manager
- Nurse Sister or
- Charge Nurse.

