

6<sup>th</sup> December 2016

Dear all

As you may be aware ICU/HDU are experiencing some staffing issues currently, which have on occasion recently meant we have had to request support from Thornbury nursing Agency (via Pauline or Judith)

To assist me to keep a track of agency activity in ICU out of hours if you are on 1090 and are requested to contact Judith or Pauline as the Unit feels it needs assistance in staffing could you ask the following information and send me an email with the information please

Date /time of call	Shift Thornbury requested for	RN numbers for the requested shift	Reason for the numbers i.e.) on the day sickness (as much detail about this as possible please)	How many level 3 pts? How many level 2 pts?	Name of staff requesting	Other options that have already been explored??

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