

# Nursing Workforce Standards Checklist



**This Nursing Workforce Standards Checklist is designed to support the nursing workforce in applying the RCN's 2021 Nursing Workforce Standards (the Standards).**

**The Standards are a blueprint for tackling nursing staff shortages across the UK. They support the nursing workforce to be safe and effective. They set the standards for high quality, evidence-based patient/service user care in all health and care settings in the UK, working with each nation's legislation.**

Evidence and experience have shown that having the right number of nursing staff, with the right skills, in the right place, at the right time improves health outcomes, the quality of care delivered, and patient/service user safety.

**There are 14 Nursing Workforce Standards with three key themes:**

Responsibility and accountability (Standards 1-4)

Clinical leadership and safety (Standards 5-10)

Health, safety and wellbeing (Standards 11-14)

The nursing workforce consists of:

- **Registered nurses, RNs** (from newly registered nurse to the most senior nurse such as the chief nurse/director of nursing/executive nurse director).
- **Nursing support workers, NSWs** [nursing associates (NAs), trainee nurse associates (TNAs), assistant practitioners, health care assistants (HCAs), clinical support workers (CSWs), carers and health care support workers].
- **Student nurses** (BSc students, MSc students, PGDip students and nursing apprenticeship students).

The **registered nurse (RN) lead** is the individual leading and supporting a team and/or service such as: team leaders, managers, charge nurses, sisters, matrons, senior nurses, and directors/associate directors of nursing.

The Standards Checklist can be used:

- as a **self-evaluation** tool to identify training, learning and development needs by any member of the nursing workforce
- to **standardise** what is offered to nursing workforce and departments by a manager, matron, or team leader
- to give floor-to-board **assurance** that support interventions are available and accessible to all the nursing workforce by a nurse director
- as a tool for all nurses, nursing support workers and students to use as a **benchmark** for their workplace.

Please answer **Yes, No or N/A** as you explore the Standards Checklist.

- **Yes:** continue this practice, celebrate, and share the successes.
- **No:** please have a conversation with your line manager to seek their support in turning the no answers to yes answers. Your local RCN Representative and RCN staff can support you if you are having challenges.
- **N/A:** no actions. it may be applicable later if you change roles or workplace.
- **Evidence:** please provide examples of how you are or are not meeting the Standards.
- **Legislation** such as the Nurse Staffing Levels (Wales) Act 2016 may be applicable in your workplace if covered under section 25B and 25C. Please indicate this in the evidence section.

**The RCN Nursing Workforce Standards**

**Nurse Staffing Levels (Wales) Act 2016**



[rcn.org.uk/nursingworkforcestandards](https://rcn.org.uk/nursingworkforcestandards)



[tinyurl.com/dw6tj8y2](https://tinyurl.com/dw6tj8y2)

# Health, safety and wellbeing checklist:

## Standards 11-14

**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 workforce retention and also benefits the service users with high-quality, proactive and caring services. A healthy, safe and well workforce is a more productive workforce.

### STANDARD 11

Rostering patterns for the nursing workforce will take into account best practice on safe shift working. Rostering patterns should be agreed in consultation with staff and their representatives.

		Yes	No	N/A	Comments and examples
11a	Do you have a flexible working policy?				
	Are you asked to work on rostered days off?				
	Do you have access to your roster in advance for example, 6-8 weeks notice?				
11b	Are you able to ask for fixed working days or short shifts?				
	Are you regularly redeployed to other areas eg, four or more times a month?				
	Do you have an opportunity to self-roster or team roster?				
	Are you able to request days off or preferred shifts on your roster?				
11c	Do you routinely have more than three 12-hour shifts in a row (day/night)?				
	Do you have a full 48-hour rest period in completing a night shift before starting day shifts?				
	Do you routinely do a mixture of night and day shifts in a week?				

## STANDARD 12

The nursing workforce should be treated with dignity and respect; able to raise concerns without fear of detriment, and to have these concerns responded to.

		Yes	No	N/A	Comments and examples
12a	Do you have policies on discrimination, bullying, harassment, violence and aggression?				
	Is there a grievance policy in place?				
	Is there a whistle blowing policy?				
	Have you had training on equality, diversity, rights and inclusion?				
	Are you able to report incidences anonymously via incident reporting systems?				
	Do you have speaking up/listening champions in your workplace?				
	Do you know how to raise concerns?				
	Do you feel safe to raise concerns?				
	Do you have regular team meetings or avenues to raise concerns together with colleagues for example, shared decision-making forums, staff feedback survey.				
	Do you get any feedback/response from concerns raised?				
12b	Do you feel valued?				
	Do you feel respected?				
	Do you feel that you are treated with dignity?				
	Do you feel your manager listens to you?				
12c	Do you engage in team building activities?				
	Do you feel included?				
	Does your workplace value diversity?				
	Are you encouraged to come up with solutions or make suggestions?				
12d	Are you aware of learning gained from formal investigations of serious incidences?				
	Do you feel able to report incidences or near misses?				
	Do you learn from mistakes as a team?				
	Do you have team briefing on your incidences for example, newsletters, monthly big four, safety boards?				
	Do you know about <b>duty of candour</b> ? A requirement to be open and honest when incidences occur especially with patients/ service users and their next of kin.				

## STANDARD 13

The nursing workforce is entitled to work in safe and healthy environments.

		Yes	No	N/A	Comments and examples
13a	Have you had health and safety training for example, fire safety, infection prevention and control (IPC), moving and handling, violence and aggression, etc?				
	Have you had occupational health clearance for your role?				
	Are you aware of risk assessments for your role/work activities?				
	Do you have access to occupational health services?				
	Do you know how to access support for work-related stress and anxiety?				
	Do you have access to support services in your workplace eg, counselling, occupational health, confidential care (CIC), professional nurse advocate (PAN), coaching, clinical supervision or clinical psychologist?				
13b	Do you take your allocated breaks?				
	If not, do you get that time back?				
	Are you able to use 'time off in lieu' (TOIL) or overtime?				
	Is your roster reflecting your hours worked?				
	Do you have an easily accessible breakroom?				
	Do you have access to drinking water, hot food and food storage facilities for example, microwave oven, fridge or 24-hour canteen?				
	Do you have the right equipment and training to undertake manual handling for example, slide sheets, hoist, patient-assisted transfer (PAT) slide?				
	Have you had your IPC training and update in the last 12 months?				
	Do you have access to the right personal and protective equipment (PPE) at work?				
	Have you had training to use the equipment you use at work for example, observation machines, blood glucose meter, hoist and sliding sheets?				
13c	As a <b>community worker</b> , are you trained in how to carry out a dynamic risk assessment and supported to withdraw from an unsafe situation?				
	As a <b>lone worker</b> , do you access to advice, supervision and means of raising the alarm and support at all times?				
	As a <b>lone worker</b> , do you have an individual risk assessment?				
13d	Do you think that mental health and wellbeing are important to your manager? Please give examples.				
	Are you supported to take time off when you are unwell to avoid presenteesim?				

**STANDARD 14**

The nursing workforce is supported to practice self-care and given opportunities at work to look after themselves.

		Yes	No	N/A	Comments and examples
<b>14a</b>	Do you engage in self-care and wellbeing activities?				
	Do you have access to an area where you can have restorative time eg, wellbeing hub, quiet rooms, prayer rooms, wobble room, chillout rooms?				
	Are you supported with debriefs after difficult and challenging situations at work? For example, violence and aggression, medical emergencies (CPR), complaints and allegations.				
	Have you been offered training to help with improving your wellbeing and self-care skills for example, coping skills, compassion fatigue, resilience training, conflict resolution, coaching, etc?				
<b>14b</b>	Do you have access to hot and cold healthy food options in your workplace? For example, fridge, microwave and 24-hour canteens.				
	Do you have initiatives focused on physical health for example, menopause, blood pressure management, dietary advice, exercise (Zumba, swimming, aerobic), musculoskeletal health and weight loss programmes?				
	Are you able to talk about your mental health and wellbeing comfortably with your manager?				
	Do you have access to spiritual support at work for example, prayer rooms, chaplains etc?				
	Are you able to access occupational health support with regards your physical and mental health and wellbeing?				
	Do you have supportive networks, forums and groups in your workplace? For example, groups dealing with race, LGBTQ+, disability awareness, Women's forums, substance abuse support, debt and finance management, etc.				

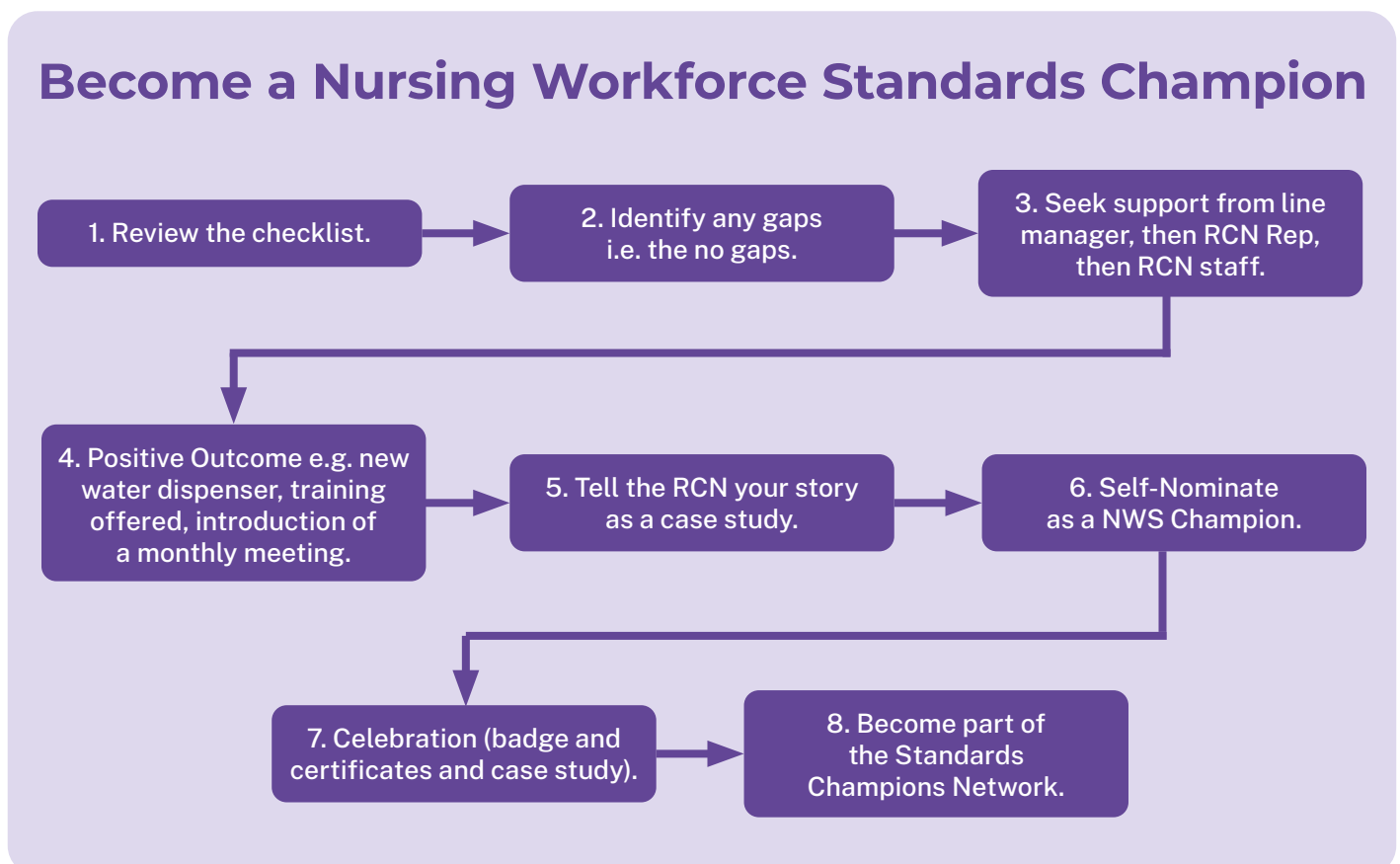
# The Nursing Workforce Standards Champions (Standards Champions)

**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.
- To be part of the network of Standards Champions who support others, promote best practice, and work with organisations to implement the Standards in practice.
- Attend quarterly meetings for updates, support, and networking.

The chart below shows the steps to becoming a Standards Champion.



# Expression of Interest Form

Become a Nursing Workforce Standards Champion

<b>Title</b>	
<b>Name</b>	
<b>Last Name</b>	
<b>Job Title</b>	
<b>Employer</b>	
<b>Mobile/Telephone</b>	
<b>Email</b>	
<b>Can you commit to at least four meetings a year to network, share learning and celebrate with other Nursing Workforce Standards Champions?</b>	
<b>Are you an RCN Member?</b>	
<b>How did you hear about the Nursing Workforce Champions?</b> <ul style="list-style-type: none"><li>• RCN Branch</li><li>• Internet</li><li>• Employer</li><li>• RCN email</li><li>• RCN Congress</li><li>• Other, please state</li></ul>	