



HEALTHCARE STAFFING PROGRAMME: MENTAL HEALTH DATA CAPTURE TEMPLATE

Template guide to allow staff to capture information prior to entering into MHL D Tool within SSTs. This can be used to allow staff to focus on information required to populate tool to reflect workload. Please use in conjunction with user guidance

Admissions / Discharges	
Average Occupied beds.....	Insert average number of occupied beds over last financial year.
Admissions.....	Insert the average number of admissions per week over last financial year.
Discharges.....	Insert the average number of discharges per week over last financial year.

Patient Specific	Capture Number of patients
Behavioural observations	
Enhanced Observation (1:1) up to 2 days	
Enhanced Observation (1:1) between 3 and 4 days	
Enhanced Observation (1:1) 5 or more days	
Enhanced Observation (2:1) up to 2 days	
Enhanced Observation (2:1) between 3 and 4 days	
Enhanced Observation (2:1) 5 or more days	
Functional analysis interview	
Multi-sensory stimulation	
Carer support	
One to one sessions – additional	
One to one sessions – daily	
One to one sessions – 3 times per week	
Reality orientation	
Aseptic dressing	
Blood BM test	
Catheter bag emptying	
Continence care – level 1	
Continence care – level 2	
Continence care – level 3	
Nutrition and Hydration – (assistance required)	
Nutrition and Hydration – (continuous assistance required)	
Perform search of patient	

Perform search of patient's room/care environment	
Personal hygiene – Level 1	
Personal hygiene – Level 2	
Personal hygiene – Level 3	
Personal hygiene – Level 4	
Physical observations, daily – TPR & BP	
Physical observations, twice daily – TPR & BP	
Pressure area care – Level 1	
Pressure area care – Level 2	
Venepuncture	

Task Specific	Typical number of times this happens per week
1:1 escorted time off ward less than 15 mins	
1:1 escorted time off ward greater than 15 mins	
2:1 escorted time off ward less than 15 mins	
2:1 escorted time off ward greater than 15 mins	
De-escalation – no physical intervention	
De-escalation – physical intervention	
Multi-disciplinary care plan review	
Post incident review – rapid tranquilisation/physical intervention	
PRN medication(as required)	
Structured exercise & conversation session	
Provide enhanced, specialist support for palliative patients	
Attend tribunal/court/other hospital or department	



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Group Work – Number of Sessions Per Week		
Number of Staff in attendance	Socialisation	Therapeutic
1		
2		
3		