

Date (week commencing – on a Monday):	Initials of individual completing tool:	Role:
Location	Start time of shift	Paid hours - shift
	End time of shift	

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Comment
Staff Group								
Nurse/Midwife – Registered (total)								
Nurse/Midwife – non- registered (total)								

Document the staff you NEED for the shift. Please complete one for each shift.