

Adult inpatient Tool (AiT) and Small Wards Tool Data Capture Template

Adult inpatient occupancy number:

Average bed occupancy – this should be the number of occupied beds and not the percentage.

Important: Your **average bed occupancy** should be **based on the previous financial year**.

Example 1: [Adult inpatient Staffing Level Tool](#)

If the ward has 30 beds and the average bed occupancy is 80% = average of 24 patients should be entered into beds occupancy.

Example 2: [Small Wards Staffing Level Tool](#)

If the ward has 10 beds and the average bed occupancy is 80% = average of 8 patients should be entered into beds occupancy.

Adult Inpatient Dependency

Guidance

- Each patient in the ward/unit during the designated period should be assessed using the acuity-quality patient dependency
- A patient dependency score should be recorded for each shift period. Depending on the shift pattern in place, e.g. 3 shift or 2 shift pattern the information requires to be captured towards the end of each shift in order to reflect the workload during that period

- This tool can be applied to adults, children and young people, hence the inclusion of parent in the criteria
- Enter the average number of patients per dependency for the designated period, for each of the 5 dependency levels. This should be the number of patients and not the percentage of patients. If the average occupancy for the ward is 30 patients then the total number of dependencies should equal to 30
- Please ensure to use the same designated period for both occupancy and patient dependency data so that totals match

Dependency scoring for patients

Score	Rating	Definition
<8	1	Independent
8-13	2	Between dependence and independence
14-22	3	Dependent
>22	4	Highly dependent
	5	1:1 care. Constant observation. Risk of harm to themselves or others. Must have risk assessment for special observations.

Patient Dependency Workload Data Capture

The Acuity-Quality Tool

This tool can be applied to adults, children and young persons, hence the inclusion of parent within the criteria.

Nursing Attention	Score
a) Constant	4
b) Two hourly or more	3
c) Four hourly	2
d) Twice daily or less	1
Washing and Dressing	
a) Daily bed bath or open bath needing two carers	4
b) Daily bath needing one carer	3
c) Assistance needed to wash and dress	2
d) Independent - parent/relative attends to needs	1
Using the Toilet	
a) Incontinent or catheterised	4
b) Four hourly or more help needed to use the toilet/normal baby care if parent absent	3
c) Needs help to use the toilet	2
d) Independent - parent/relative present	1

Moving	
a) Immobile	4
b) Two carers needed to help patient walk or move around	3
c) Needs help to walk or move around/toddler safety observation/normal baby care	2
d) Independent - parent/relative present	1
Eating and Drinking	
a) Fed artificially (e.g., nasogastric (NG), intravenous (IV) route)	4
b) Depends totally on carer to eat and drink/parent absent	3
c) Needs help to eat and drink	2
d) Independent once meal is served - parent/relative present	1
Pressure Area Care	
a) Necrotic areas	4
b) High risk and needing two hourly or more care	3
c) Moderate risk needing four hourly care	2
d) Low risk needing twice-daily check or less	1
Parents or Relatives	
a) Parent/Relative needs frequent help/support	3
b) Parent/Relative needs occasional help/support	2
c) Minimum help/support needed	1

Patient Dependency: Shift Data Capture Template

Date: Specialty: Ward: Shift: Day/Night Time:

[illegible]

Average Patient Dependency Data Capture Template

Date:

Ward Roster Location:

Speciality:

Average Bed Occupancy:

- Calculate the average dependency for 24 hours by adding the number of patients at each dependency level for each shift then dividing by the number of shifts
- If the average is not a whole number, round-up – see example below
- Enter the average score for each dependency level to SSTS for the 24-hour period

Example: Please note that these calculations are for illustrative purposes only

Dependency Level	Dependency Score					
	Shift 1	Shift 2	Shift 3 (if applicable)	Average for 24 Hours (Ave. =.....)		
1	5	5		$5 + 5 = 10$	$10 \div 2 = 5$	Ave. = 5
2	10	10		$10 + 10 = 20$	$20 \div 2 = 10$	Ave. = 10
3	10	9	11	$10+9+11=30$	$30 \div 3 = 10$	Ave. = 10
4	5	6	6	$5+6+6= 16$	$16 \div 3 = 5.3$	Ave. = 6
5	1	2		$1 + 2 = 3$	$3 \div 2 = 1.5$	Ave. = 2

Dependency Level	Dependency Score					
	Shift 1	Shift 2	Shift 3 (if applicable)	Average for 24 Hours		
1						
2						
3						
4						
5						

Dependency Level	Dependency Score					
	Shift 1	Shift 2	Shift 3 (if applicable)	Average for 24 Hours		
1						
2						
3						
4						
5						

Dependency Level	Dependency Score					
	Shift 1	Shift 2	Shift 3 (if applicable)	Average for 24 Hours		
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