Government of Western Australia
Department of Health

Nurse/Midwife to Patient Ratios Non-Compliance Form

This form is required to be completed in every instance that relevant Nurse/Midwife to Patient Ratio is not met on a given shift.

The Nurse Manager (or equivalent) must complete the relevant sections of this form detailing the instance of non-compliance and identify the mitigation strategy implemented.

When completed, please email **XXX** (HSP email). This form will be assessed by the relevant Health Service Provider Ratios Steering Committee.

For Ward/Unit Completion

Non-Compliant Incident Date:

Health Service Provider	
Hospital	
Ward or Unit	
Shift	☐ AM ☐ PM ☐ Night

Reason for non-compliance:

☐ Known roster shortage unable to be replaced. Shortfall unfilled.

☐ Unplanned personal leave, unable to be replaced. Shortfall unfilled.

☐ Occupancy over profile.

☐ Staff resource balanced to another clinical area for higher clinical need.

☐ Reallocation of resources for high acuity / specials.

☐ Other – Please comment below.

Mitigation Strategy

After discussion with Clinical Nurse Specialist and/or Shift Coordinator, please select the most appropriate mitigation strategy or strategies from the list below. If the strategy is not listed, please select other option and provide sufficient detail.

☐Identified the current capacity and capability of the Nursing resources and reallocated resources as required.

☐Changed/altered patient/consumer activity/demand where possible.

☐Changed/altered Nursing skill mix where possible.

☐Sought assistance from Nursing support services to seek additional staffing.

☐Escalated the identified imbalance(s) through the governance framework.

☐Other (provide detail).

Please email completed form to **XXX** (HSP email).

For Steering Committee Completion

Outcome:

☐ Mitigations strategy noted and supported.

☐ Additional actions required. See below.
