

## PHF Daily Acuity Report

Date \_\_\_\_\_

Census at 0830 \_\_\_\_\_

Dayshift Team Leader \_\_\_\_\_

Census at 2030 \_\_\_\_\_

Nightshift Team Leader \_\_\_\_\_

Last Name, First Initial	Acuity Level		Comments
	DAY shift	NIGHT shift	

**DRAFT**

**Instructions for use – Patient Acuity –**

- 1. Use PHF Patient Acuity tool to determine each patient’s acuity rating.**
- 2. On back of this form enter number of patients in each category into the box.**
- 3. Multiply the number of patients in each category by the number listed. This will give the number of hours for patient care.**
- 4. Add the number of hours together for a total.**

**Instructions for use – Staffing –**

- For each registered nurse (RN), psychiatric technician (PT), and recovery assistant (RA) scheduled to work, use the hourly shift values to determine the value to be added.
- Add the values together to obtain total number of staff working.

**Instructions for use – Determining staff to be scheduled –**

- Take the total number of hours from the Patient Acuity and divide by 12 (hours of the shift) and that will give the total staff required per Patient Acuity.

$$\frac{\text{TOTAL HOURS}}{\text{HOURS OF SHIFT}} = \text{TOTAL STAFF REQUIRED per ACUITY}$$

- Compare the Actual staff scheduled with the number staff required per Patient Acuity and determine the difference.

$$\text{Actual Staff Scheduled} - \text{TOTAL STAFF REQUIRED per ACUITY} = +/- \text{ staff}$$

- If the number of staff is inadequate adjust staffing by calling in more staff.

Scheduled STAFF:	RN	LPT/LVN	RA
DAY			
EVENING			
NIGHT			
TOTAL			
	Combined Total		

DRAFT

**HOURLY SHIFT VALUES:**

12 HOUR SHIFT = 1    10 HOUR SHIFT = 0.8    8 HOUR SHIFT = 0.75  
 6 HOUR SHIFT = 0.54    4 HOUR SHIFT = 0.375    2 HOUR SHIFT = 0.2

PATIENT ACUITY		# OF PTS. IN CATEGORY			# OF HOURS	
		DAY shift	NIGHT shift		DAYSHIFT	NIGHTSHIFT
LEVEL V	2	X		=		
LEVEL IV	4	X		=		
LEVEL III	6	X		=		
LEVEL II	10	X		=		
LEVEL I	24	X		=		
				<b>TOTAL HOURS</b>		

**DAY    NOC**

**Actual Staff Scheduled - TOTAL STAFF REQUIRED per ACUITY = \_\_\_\_\_ / \_\_\_\_\_**

Updates (please document any changes affecting time needed for patient care)

<u>ACTION TAKEN</u>																					
<u>CHANGE</u>																					
<u>TIME</u>																					
<u>DATE</u>																					

**DRAFT**