

## **Guidance for measurement of hours worked forms.**

1. Every nurse/ midwife including CNM grades assigned to the ward/ work location must complete this form at the end of each shift.
2. If breaks are taken this must be recorded, however if less than allocated time taken or if break taken at a different time, this must be identified separately.
3. If unable to take break this must be recorded and the reason identified.
4. If breaks are not free of potential interruption this must be identified - i.e. if break taken on ward, or if potential to get called back from break is a factor/ feature of working day/night.
5. If attending early for work, this must be identified and reason outlined.
6. If staying on late - beyond rostered end shift time this must be recorded and reason for same given.
7. Each form must be signed by the individual recording own time and co-signed by shift leader/manager.
8. The forms must be collected by the identified designated person in each of the pilot areas daily, and returned to the HSE, Paul Byrne, Corporate Employee Relations, HSE, Oak House, Millennium Park, Naas, Co. Kildare, ([Paulj.byrne@hse.ie](mailto:Paulj.byrne@hse.ie)) weekly.
9. This is a short measurement exercise of two weeks duration and we request that you take the time to fill it in accurately and complete it daily.
10. It is important that the information is recorded and the nursing /midwifery profession hours of work are identified accurately.
11. We thank you in advance for your co-operation and sincerely appreciate your time in completing this measurement exercise, as we understand the busy environment you are working in.
12. Local implementation groups will be established involving nursing managers and nursing trade unions, any issues arising/ clarifications can be addressed by this group.

Signed:

On behalf of the National Implementation Group- Measurement all hours worked Nursing /midwifery grades:

Paul Byrne

(National Implementation Group – HSE, DoH, INMO, SIPTU, PNA)

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