Question 1 - Do nurses in your organisation work to a regular shift pattern? If so, what is it? For example, is it 12 hours, 8 hours or a combination of shifts? (If it is a combination of shifts, please specify/breakdown what the shift patterns are per ward. For example; 12 hours shifts on medical wards. 8 hour shifts on ICU.)

Response - There are a number of different shift patterns in operation across Cardiff and Vale however the most common shift lengths worked are 12 hours, representing 41% of all shifts worked, and 7.5 hours representing 29% of all shifts worked.

Breakdown of planned shifts by length:

<table>
<thead>
<tr>
<th>Shift length</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 hours</td>
<td>2.3%</td>
</tr>
<tr>
<td>6-8 hours</td>
<td>34.8%</td>
</tr>
<tr>
<td>8.5-11.5 hours</td>
<td>15.4%</td>
</tr>
<tr>
<td>12-12.5 hours</td>
<td>47.1%</td>
</tr>
<tr>
<td>Over 12.5 hours</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

Shift patterns vary across the organisation in that not all our Medical/Surgical Wards work the same shifts, the only areas that tend to work the same 12 hours shifts are the Emergency Unit/ Critical Care areas.

Question 2 - What is the rationale behind your shift pattern (please tick all that apply): (Please be specific about which answer relates to which shift pattern – for example, if you tick (a) then specify whether this relates to 13hr/12hr/10hr/8hr shift.)
a) Improving patient safety;
b) Improving staff morale;
c) Improved patient experience;
d) cost savings;
e) other – please specify.

Response - Shift patterns are worked and allocated to ensure sufficient staff are available to care for the patients clinical needs. Consideration is also given to allocation of staff to support the delivery of safe, effective and efficient care aiming to achieve improved patient experiences and the best clinical outcomes. Staff morale is equally important to Cardiff and Vale UHB and is another consideration when allocating and agreeing shift patterns with our staff.

Question 3 - Do you have an evidence base to support your rationale? If so, please provide details.

Response – Please see response to question 2 above

Question 4 - Has this shift pattern changed in the last year?

Response - There has been no significant change in shift patterns in the last year.
**Question 5** - Does your organisation have any plans to change the shift patterns e.g. from 8 to 12 hours.

**Response** - There are currently no plans to introduce 12 hours shifts across all areas of the organisation.

**Question 6** - The RCN recommends that nurses who work 12 hour shifts should only work three consecutive shifts. What is the policy in our organisation?

**Response** – Cardiff and Vale UHB has a Nursing and Midwifery Rostering Policy and a Shift Working and Meal Breaks Policy which states that nurses should not work more than 2 consecutive day shifts and three consecutive night shifts. These policies are followed and shifts are verified through our electronic rostering process.

**Question 7** - Have you assessed the health and safety risks from various shift patterns? If so please provide details.

**Response** - These are covered in the Nursing and Midwifery Rostering policy which covers for example sickness management, monitoring and audit, and incident reporting and also in the Shift Working and Meal Breaks Policy which outlines HSE advice to not work longer than a 12 hour shift as staff performance drops noticeably over the last few hours of the shift. Local and national information on clinical risks in NHS organisations has been considered and has not been found to show any evidence of occurrence or increase in errors as a result of working patterns. Breaks and rest periods are also outlined in line with the EWTD.

**Question 8** - Do staff have a choice between the length of shifts? For example, are they given the choice of working either 12 or 8 hours?

**Response** - Most areas either operate the 7.5 hours or the 12 hours shifts, but some use both with staff opting for one pattern or the other. Our Shift Working and Meal Breaks Policy also outlines that staff should be reasonably accommodated and be given a choice in their working patterns.