



## NETWORK GUIDELINE ON COMPLETING COVID-19 SURVEY

The regional Maternity and Neonatal Safety Cell is monitoring the impact of COVID-19 throughout the region, and require a situation report each day to assess capacity, safety, and service changes in neonatal services.

Wherever possible we will try to use data from BadgerNet however, we will be collecting extra information which you should submit via SurveyMonkey:

<https://www.surveymonkey.co.uk/r/Q5ZR8ZY>

**This survey needs to be completed by each unit, by 11:00am each day.**

Please note the following points:

- **Q1. Date** - please can you ensure this is in the format dd/mm/yy
- **Q5. Number of Covid +ve suspected babies** – this is babies showing symptoms, who have been or will be tested
- **Q6. Nurse staffing ratio** – for each care level, please enter the number of nurses allocated against the number of babies being cared for (eg 2:4). This is a free text box, so you can describe the situation if nurses are split across care levels (eg 1 nurse looking after 2 SC and 2 TC babies)
- **Nursing and non-clinical staffing** page - to calculate the absence %, I will need your establishment for nurse staffing (direct patient care) and any non-clinical staffing. Please can you send this to me asap
- **Q7. Covid-19 impact on nurse staffing establishment** – please enter WTE absence for all staff providing direct patient care, whether registered or not
- **Q8. Covid-19 impact on today's nurse staffing rota** – please enter number of shifts lost
- **Q9. Covid-19 impact on non-clinical establishment** – please enter WTE absence for staff not providing direct patient care (eg staff providing indirect care, A&C staff, housekeepers)
- **Medical staffing** section - this information should be available from the consultant on service
- **Q14. Comments** - please use this to clarify any of your answers (especially where there are concerns about nursing or medical staffing, or about equipment shortages), or to describe any other impact that you think should be recorded
- As mentioned before, Badger data will be used where possible, so this means that as a minimum, units should ensure that the **cot bureau** form, **admissions** and **discharges**, and **nurse staffing** data is up to date at all times. If Badger data remains behind, then further questions will need to be added to the survey.
- Please ensure the survey is input daily, by 11:00am, and that there is someone who will do it in your absence.

I hope the questions are fairly self-explanatory, but I am happy to answer any queries you may have, either by email or I am on the WhatsApp groups for matrons/lead nurses in both the East and West Midlands, and it might be useful to post any queries that you think would be useful to share across the group.