The Wellmeadows Hospital Case Study

This case study describes a small hospital called Wellmeadows, which is located in Edinburgh. The Wellmeadows Hospital specializes in the provision of health care for elderly people. Listed below is a description of the data recorded, maintained, and accessed by the hospital staff to support the management and day-to-day operations of the Wellmeadows Hospital.

B.3.1 Data Requirements

Wards

The Wellmeadows Hospital has 17 wards with a total of 240 beds available for short- and long-stay patients, and an out-patient clinic. Each ward is uniquely identified by a number (for example, ward 11) and also a ward name (for example, Orthopaedic), location (for example, E Block), total number of beds, and telephone extension number (for example, Ext 7711).

Staff

The Wellmeadows Hospital has a Medical Director, who has overall responsibility for the management of the hospital. The Medical Director maintains control over the use of the hospital resources (including staff, beds, and supplies) in the provision of cost-effective treatment for all patients.

The Wellmeadows Hospital has a Personnel Officer who is responsible for ensuring that the appropriate number and type of staff are allocated to each ward and the out-patient clinic. The information stored on each member of staff includes a staff number, name (first and last), full address, telephone number, date of birth, sex, National Insurance number (NIN), position held, current salary, and salary scale. It also includes each member's qualifications (which includes date of qualification, type, and name of institution), and work experience details (which includes the name of the organization, position, and start and finish dates).

The type of employment contract for each member of staff is also recorded, including the number of hours worked per week, whether the member of staff is on a permanent or temporary contract, and the type of salary payment (weekly/monthly). An example of a Wellmeadows Hospital form used to record the details of a member of staff called Moira Samuel working in ward 11 is shown in Figure B.1.

Each ward and the out-patient clinic has a member of staff with the position of Charge Nurse. The Charge Nurse is responsible for overseeing the day-to-day operation of the ward/clinic. The Charge Nurse is allocated a budget to run the ward and must ensure that all resources (staff, beds, and supplies) are used effectively in the care of patients. The Medical Director works closely with the Charge Nurses to ensure the efficient running of the hospital.

A Charge Nurse is responsible for setting up a weekly staff rota, and must ensure that the ward/clinic has the correct number and type of staff on duty at any time during the day or night. In a given week, each member of staff is assigned to work an early, late, or night shift.

As well as the Charge Nurse, each ward is allocated senior and junior nurses, doctors and auxiliaries. Specialist staff (for example, consultants, physiotherapists) are allocated to several wards or the clinic. An example of a Wellmeadows Hospital report listing the details of the staff allocated to ward 11 is shown in Figure B.2.

Note: Please enter additional qualifications/work experience overleaf.