Royal College of Nursing

Diary template: daily entry

KNOW YOUR WORTH
Re-banding the nursing workforce within the NHS

Date: .....

Shift worked: ☐ Early ☐ Long day ☐ Night ☐ Weekend
☐ Public holiday: ☐ On-call

Hours worked: .....

Briefly describe the day (2-3 sentences)

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Was this: ☐ typical ☐ busier than usual ☐ short staffed
☐ unusually complex or pressured

Activity log

Activity/Task:

- What did you do? .....
- Was this: ☐ planned ☐ unplanned?
- Time spent – approximate duration: .....

Decision making/judgement – did this task involve:

- following clear procedures ☐
- interpreting guidance ☐
- using professional judgement ☐
- managing risk ☐
- deciding when to escalate ☐

Describe briefly: .....

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1. Responsibility:

Who/what were you responsible for?

- Patient care/safety ☐
- Staff supervision or support ☐
- Information/records ☐
- Equipment/resources ☐
- Service delivery ☐

What could happen if this task was not done properly?

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2. Level of autonomy:

- Closely supervised ☐
- Works independently within policies ☐
- Makes decisions without immediate supervision ☐
- Acts as a specialist/reference point ☐

Knowledge, skills and experience

3. Describe the knowledge or skills required for today's work:

- Clinical expertise.
- Experience based judgement.
- Training or qualifications used.
- Skills not fully reflected in your job description.

4. Communication and emotional demands

- Communicating complex or sensitive information ☐
- Dealing with distressed, angry or anxious patients/relatives ☐
- Supporting colleagues ☐
- Managing conflict or complaints ☐

Who was involved and how demanding was this?

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5. Physical and mental effort:

- Manual handling. ☐
- Prolonged standing/walking. ☐
- Fine motor skills. ☐
- PPE use. ☐

Describe duration and intensity

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6. Mental effort:

- Sustained concentration ☐
- Multitasking ☐
- Frequent interruptions ☐
- High level of alertness or risk ☐

Describe

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7. Working conditions:

- Bodily fluids ☐
- Aggression or violence ☐
- Unpleasant environments ☐
- Lone working ☐

Interruptions and pressures

Were you:

- frequently interrupted? ☐
- required to reprioritise work? ☐
- unable to take breaks on time/at all? ☐

8. Working outside your job description

Did you undertake duties not listed in your job description? Yes ☐ No ☐

What were they? .....

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Why were you required to do them?

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