



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels May and June Data 2017
<b>Agenda ref. no:</b>	17-18-31b
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	26/07/2017
<b>Presented by:</b>	Avril Devaney, Director of Nursing, Therapies and Patient Partnership

<b>Which strategic objectives this report provides information about:</b>	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	No
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	No
Improve quality of information to improve service delivery, evaluation and planning	Yes
Sustain financial viability and deliver value for money	Yes
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	No
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
35T	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy. CWP policies – policy code FR1	No
35T	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
This report details the ward daily staffing levels during the month of May and June 2017 following the submission of the planned and actual hours of both registered nurses (RN) and clinical support workers (CSWs) to UNIFY (appendix 1). The themes arising within these monthly submissions continue to mirror those that have arisen previously. These themes identify how patient safety is being maintained on a shift by shift basis.

**Background – contextual and background information pertinent to the situation/ purpose of the report**

The monthly reporting of daily staffing levels is a requirement of NHS England and the National Quality Board in order to appraise the Board and the public of staffing levels within in-patient units. A number of recommendations are made within the latest six monthly report including consistency checking, national benchmarking, and widening the consideration of the multi-disciplinary team role within safer staffing. These recommendations are currently being followed through and will be monitored via the Safer Staffing group led by the Associate Director of Nursing [Mental Health and Learning Disability] and are reported on in the next 6 monthly report which is also being presented at July board meeting.

**Assessment – analysis and considerations of options and risks**

During May 2017 the trust achieved staffing levels of 95.7% for registered nurses and 94.7% for clinical support workers on day shifts and 96.7% and 96.9% respectively on nights. During June 2017 the trust achieved staffing levels of 96% for registered nurses and 94.4% for clinical support workers on day shifts and 97.9% and 95.9% respectively on nights.

To note:

- In May 2017 staffing levels on the following wards fell below expected variation: Croft, at 76%, Greenways, at 83% and Oaktrees, at 86.4%; and
- In June 2017 staffing levels on the following wards fell below expected variation: Alderley Unit, at 85.8%, Croft at 84.3% and Greenways at 75.9%.

Where 100% fill rate was not achieved patient safety on in-patient wards was maintained by nurses working additional unplanned hours, staff cross covering across wards, the multi-disciplinary team and ward manager supporting nursing staff in the delivery of planned care and patient care being prioritised over non-direct care activities. Appendix 2 and 3 details how wards, who did not achieve overall staffing of 95%, maintained patient safety.

**Recommendation – what action/ recommendation is needed, what needs to happen and by when?**

The Board of Directors are recommended to note the report.

**Who/ which group has approved this report for receipt at the above meeting?**

Gary Flockhart, Associate Director of Nursing [MH and LD]

**Contributing authors:**

Anne Casey, Head of Performance and Information

**Distribution to other people/ groups/ meetings:**

Version	Name/ group/ meeting	Date issued
1	Gary Flockhart, Associate Director of Nursing [MH and LD]	17/07/2017
	Avril Devaney, Avril Devaney, Director of Nursing, Therapies and Patient Partnership	17/07/2017

**Appendices provided for reference and to give supporting/ contextual information:**

*Provide only necessary detail, do not embed appendices, provide as separate reports*

Appendix no.	Appendix title
1	Ward Daily Staffing May 2017
2	Ward Daily Staffing June 2017

Ward	Day				Night				Fill Rate				Safe Staffing was maintained by:	
	Registered		Care Staff		Registered		Care Staff		Day		Night			
	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)		
East	Adelphi	1344	1296	1180	1078	743.5	712.5	1282.5	1206.5	96.4%	91.4%	95.8%	94.1%	Staff cross covered from other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Alderley Unit	1174.5	1102.5	1700	1563	690	692.5	805	763.5	93.9%	91.9%	100.4%	94.8%	Altering skill mix. Nursing staff working additional unplanned hours.
	Bollin	1382	1292.5	1586.5	1389.5	707	707	1442	1315.5	93.5%	87.6%	100.0%	91.2%	Staff cross covered from other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Croft	1189.5	904.5	1791	1722.5	713	621.5	1437.5	1404	76.0%	96.2%	87.2%	97.7%	Staff cross covered from other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1246	1266	1574	1314.75	713	690	1069.5	1023.5	101.6%	83.5%	96.8%	95.7%	Staff cross covered from other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1106.5	1059.5	1013.5	854.25	697	637	754	721	95.8%	84.3%	91.4%	95.6%	Altering skill mix. Staff cross covered from other wards.
	Saddlebridge	987.5	965.5	1327	1307	690	609.5	736	805	97.8%	98.5%	88.3%	109.4%	Altering skill mix. Staff cross covered from other wards. Nursing staff working additional unplanned hours.
Wirral	Brackendale	1046.5	1056	897	897	759	736	678.5	646	100.9%	100.0%	97.0%	95.2%	*
	Brooklands	1039.5	994	1256	1256	747.5	713	1000.5	920	95.6%	100.0%	95.4%	92.0%	Staff cross covered from other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Lakefield	1019	932	978.75	921.25	713	678.5	690	655.5	91.5%	94.1%	95.2%	95.0%	Staff cross covered from other wards. Nursing staff working additional unplanned hours.
	Meadowbank	1167	1133	1429.5	1383.5	713	667	1194	1182.5	97.1%	96.8%	93.5%	99.0%	*
	Oaktrees	1183	1145.75	927	800.5	713	701.5	356.5	356.5	96.9%	86.4%	98.4%	100.0%	Altering skill mix. Staff cross covered from other wards. Nursing staff working additional unplanned hours.
	Willow PICU	1163	1142	917.5	906	732.5	732.5	885.5	839.5	98.2%	98.7%	100.0%	94.8%	*
West	Beech	1388.5	1353	1069.5	994	701.5	701.5	736	694	97.4%	92.9%	100.0%	94.3%	Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Cherry	1243.5	1184.5	1168	1168	699	699	1081	1058	95.3%	100.0%	100.0%	97.9%	*
	Eastway A&T	1115	1057.5	1077.75	1062.25	419	419	1077.75	1077.75	94.8%	98.6%	100.0%	100.0%	*
	Juniper	1544.5	1498.5	1005	993.5	759	747.5	831	811.5	97.0%	98.9%	98.5%	97.7%	*
	Coral	1241	1229.5	1067.5	1067.5	577	577	979.6	979.6	99.1%	100.0%	100.0%	100.0%	*
	Indigo	975	963.5	1096	1096	514	502.5	1052	1041.5	98.8%	100.0%	97.8%	99.0%	*
	Rosewood	1084	1052	1356.5	1355.5	621	621	793.5	793.5	97.0%	99.9%	100.0%	100.0%	*
<b>Trustwide</b>	<b>23639.5</b>	<b>22627.75</b>	<b>24418</b>	<b>23130</b>	<b>13622</b>	<b>13166</b>	<b>18882.35</b>	<b>18294.85</b>	<b>95.7%</b>	<b>94.7%</b>	<b>96.7%</b>	<b>96.9%</b>		

Ward	Day				Night				Fill Rate				Safe Staffing was maintained by:	
	Registered		Care Staff		Registered		Care Staff		Day		Night			
	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)		
East	Adelphi	1196.5	1063.5	1121.5	1011	694	680	1102	1044.5	88.9%	90.1%	98.0%	94.8%	Staff cross covered from other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Alderley Unit	924	792.5	1610	1566	678.5	678.5	701.5	690	85.8%	97.3%	100.0%	98.4%	Altering skill mix. Nursing staff working additional unplanned hours.
	Bollin	1335	1218	1395	1268.5	690	690	1299.5	1223	91.2%	90.9%	100.0%	94.1%	Altering skill mix. Nursing staff working additional unplanned hours.
	Croft	1177.5	992.5	1653	1643	690	621.5	1518	1426	84.3%	99.4%	90.1%	93.9%	Altering skill mix.
	Greenways A&T	1273	1266	1918	1456	690	632.5	1253.5	984.5	99.5%	75.9%	91.7%	78.5%	Staff cross covered from other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1077.5	1085.5	1086	1024.5	652.5	651	709.5	670	100.7%	94.3%	99.8%	94.4%	Staff cross covered from other wards. Altering skill mix.
	Saddlebridge	975.5	927.5	1276.5	1250.15	690	667	690	701.5	95.1%	97.9%	96.7%	101.7%	Altering skill mix. Nursing staff working additional unplanned hours.
Wirral	Brackendale	960	908.5	1010.5	930	696	696	667	621	94.6%	92.0%	100.0%	93.1%	Staff cross covered from other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Brooklands	1032.5	1032.5	1287	1275.5	690	690	874	839.5	100.0%	99.1%	100.0%	96.1%	*
	Lakefield	1187.5	1161	1051.5	985.5	690	678.5	851	839.5	97.8%	93.7%	98.3%	98.6%	Staff cross covered from other wards. Altering skill mix.
	Meadowbank	1080	1057	1361	1234.5	690	667	1058	1035	97.9%	90.7%	96.7%	97.8%	*
	Oaktrees	1103.5	1014	897	770.5	690	678.5	425.5	414	91.9%	85.9%	98.3%	97.3%	Ward Manager working in the clinical team. Nursing staff working additional unplanned hours. Altering skill mix.
	Willow PICU	1081.5	1081.5	913	913	717.5	683	751.5	736	100.0%	100.0%	95.2%	97.9%	*
West	Beech	1408	1368.5	1089	1066	713	713	770.5	770.5	97.2%	97.9%	100.0%	100.0%	*
	Cherry	1286	1231	1173	1173	805	782	1173	1138.5	95.7%	100.0%	97.1%	97.1%	*
	Eastway A&T	1230.9	1230.9	920.5	892.5	466.5	466.5	956.5	949	100.0%	97.0%	100.0%	99.2%	*
	Juniper	1258	1246.5	1046.5	1035	707.5	707.5	797.5	774.5	99.1%	98.9%	100.0%	97.1%	*
	Coral	1153.53	1126.8	1154.5	1127	580	570	874.05	874.05	97.7%	97.6%	98.3%	100.0%	*
	Indigo	1136.5	1139.5	966.5	966.5	570	570	843.5	843.5	100.3%	100.0%	100.0%	100.0%	*
	Rosewood	1195	1195	1208.5	1208.5	581.75	581.75	771.25	771.25	100.0%	100.0%	100.0%	100.0%	*
<b>Trustwide</b>	<b>23071.93</b>	<b>22138.2</b>	<b>24138.5</b>	<b>22796.65</b>	<b>13382.25</b>	<b>13104.25</b>	<b>18087.3</b>	<b>17345.8</b>	<b>96.0%</b>	<b>94.4%</b>	<b>97.9%</b>	<b>95.9%</b>		