



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels February 2016
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	30/03/2016
Presented by:	Avril Devaney

Which strategic objectives this report provides information about:	
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
Which CQC quality of service domains this report reflects:	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
Which Monitor quality governance framework/ well-led domains this report reflects:	
Strategy	No
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
Does this report provide any information to update any current strategic risks? If so, which?	
See current risk register in the agenda of the public meeting of the Board of Directors at http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings	No
Click here to enter text.	
Does this report indicate any new strategic risks? If so, describe and indicate risk score:	
See current integrated governance strategy. CWP policies – policy code FR1	No
Click here to enter text.	

REPORT BRIEFING

Situation – a concise statement of the purpose of this report
This report details the ward daily staffing levels during the month of February 2016 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. CWP undertook a comprehensive review of ward staffing levels between Oct and Dec 2013 with 6 monthly follow up reviews, the most recent of which has been approved by Operations Board in Dec 2015 and to Board of Directors in January 2016. A number of recommendations were made within the latest six monthly report including consistency checking, national benchmarking, contact time and widening the consideration of the MDT role within safer staffing. These recommendations are currently being followed through and will be reported on in the next 6 monthly report due June 2016.

Assessment – analysis and considerations of options and risks

During February 2016 the trust achieved staffing levels of 94% for registered nurses and 92% for clinical support workers on day shifts and 94% and 97% respectively on nights.

Where 100% fill rate was not achieved patient safety on in-patient wards was maintained by nurses working additional unplanned hours, 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 1 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?	Avril Devaney
--	---------------

Contributing authors:	Julie Anne Murray
------------------------------	-------------------

Distribution to other people/ groups/ meetings:		
Version	Name/ group/ meeting	Date issued
Click here to enter text.	Click here to enter text.	Click here to enter text.

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 February 2016

Appendix 1 February 2016 Staffing Levels

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 (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)	
East	Adelphi	1259.5	1151.5	1164.3	1134.3	678.5	667	1104	1087	91.4%	97.4%	98.3%	98.5%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity.
	Alderley Unit	772.5	739	1298	1269	632.5	589.5	701.5	738	95.7%	97.8%	93.2%	105.2%	Altering skill mix.
	Bollin	1269.5	1263.5	1358.5	1181	721.5	710	1207.5	1096.5	99.5%	86.9%	98.4%	90.8%	Nursing staff working additional unplanned hours.
	CARS	900.5	888.5	1081.5	1059	656	623	691	677.5	98.7%	97.9%	95.0%	98.0%	*
	Croft	1280	1317.7	1649	1185	678.5	697.5	1720.5	1517	102.9%	71.9%	102.8%	88.2%	Nursing staff working additional unplanned hours, cancelling non-direct care activity and altering skill mix. Nurses also cross covered between wards.
	Greenways A&T	1216.5	1182	1776	1526.5	667	483	667	836	97.2%	86.0%	72.4%	125.3%	Nurses working additional unplanned hours, cancelling non direct care activity and altering skill mix.
	LimeWalk Rehab	900.5	888.5	1081.5	1059	656	623	691	677.5	98.7%	97.9%	95.0%	98.0%	*
Saddlebridge	804.5	793	1395.5	1389.5	630	630	825.5	814.5	98.6%	99.6%	100.0%	98.7%	*	
Wirral	Brackendale	1016.5	1134.5	859.5	813.5	667	667	690	667	111.6%	94.6%	100.0%	96.7%	Nursing staff working additional unplanned hours and altering skill mix.
	Lakefield	804.5	793	1395.5	1389.5	630	630	825.5	814.5	98.6%	99.6%	100.0%	98.7%	*
	Meadowbank	1048	897	2356	2216.5	586.5	458	1712	1553	85.6%	94.1%	78.1%	90.7%	Nursing staff working additional unplanned hours.
	Oaktrees	1200	1126.5	1310.5	1120.5	667	655.5	345	322	93.9%	85.5%	98.3%	93.3%	Nursing staff working additional unplanned hours and the WM working in the clinical team.
	Brooklands	1106	856.5	1524.5	1413	667	682.5	1298	1211	77.4%	92.7%	102.3%	93.3%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix.
West	Beech	1366.5	1134.5	1069.5	997.5	667	667	747.5	724.5	83.0%	93.3%	100.0%	96.9%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix.
	Cherry	879	810	1215	1184.5	724.5	563.5	920	908.5	92.2%	97.5%	77.8%	98.8%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix. Nurses also cross covered between wards.
	Eastway A&T	694.5	684.5	1258.5	1201	586.5	552	736	701.5	98.6%	95.4%	94.1%	95.3%	The WM working in the clinical team.
	Juniper	1416.5	1266	1000.5	918	713	701.5	722	609.5	89.4%	91.8%	98.4%	84.4%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix. Nurses also cross covered between wards.
	Maple Ward	1144	983	1357	1230.5	667	471.5	885.5	977.5	85.9%	90.7%	70.7%	110.4%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix. Nurses also cross covered between wards.
	Pine Lodge (YPC)	1040.5	1006	1046.5	908.5	667	609.5	770.5	782	96.7%	86.8%	91.4%	101.5%	Nursing staff working additional unplanned hours, the WM working in the clinical team and altering skill mix. Nurses also cross covered between wards.
	Rosewood	888	888	1233.5	1176	379.5	379.5	782	747.5	100.0%	95.3%	100.0%	95.6%	*
	Willow PICU	877.5	864.5	1007.1	992	678.5	678.5	770.5	761.5	98.5%	98.5%	100.0%	98.8%	*
Trust wide		21885	20667.7	27437.9	25364.3	13620.5	12739	18812.5	18224	94.4%	92.4%	93.5%	96.9%	