

# Cheshire and Wirral Partnership



**NHS Foundation Trust** 

### STANDARDISED REPORT COMMUNICATION

#### **REPORT DETAILS**

Report subject:	eport subject: Ward Daily Staffing Levels January 2016						
Agenda ref. no:	Click here to enter text.						
Report to (meeting):	Board of Directors						
Action required:	Information and noting						
Date of meeting:	24/02/2016						
Presented by:	Stephen Scorer						

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 ref	lects:				
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					
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 January 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 January 2016 the trust achieved staffing levels of 94% for registered nurses and 91% for clinical support workers on day shifts and 97% and 94% 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 g above meetin	roup has approved this report for receipt at the g?	Stephen Scorer							
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 Jan 2016 (Feb 2016 Board Report)							

#### Appendix 1 January 2016 Staffing Levels

Ward		Day				Night				Fill Rate				
		Registered		Care Staff		Registered		Care Staff		Day		Night		
		Total monthly planned staff	Total monthly actual staff	Total monthly planned staff	Total monthly actual staff	Total monthly planned staff	Total monthly actual staff	Total monthly planned staff	Total monthly actual staff	Average fill rate - registered nurses	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)		Safe sta
	Adelphi	hours 1379.45	hours	hours 1386.5	hours 1289.5	<b>hours</b> 849.5	<b>hours</b> 849.5	<b>hours</b> 1289.5	hours 1220.5	(%) 95.9%	93.0%	100.0%	94.6%	Nursing staff working add being postponed and the v team. Nursing staff also c
	Alderley Unit	827	830	1353	1321	713	690	713	724.5	100.4%	97.6%	96.8%	101.6%	*
st	Bollin	1448	1428	1518	1304	782	724.5	1327	1138.5	98.6%	85.9%	92.6%	85.8%	Nursing staff working add being postponed and the v team. Nursing staff also c
Ца	CARS	864	820.5	1304.5	1292.5	701.5	665	701.5	644	95.0%	99.1%	94.8%	91.8%	Altering skill mix, nursing
	Croft	1663.25	1490.5	1478.95	1204.5	778	800.25	1740.5	1361	89.6%	81.4%	102.9%	78.2%	being postponed and alter
	Greenways A&T	1279.5	1225.5	1932	1768.5	713	690	736	717.5	95.8%	91.5%	96.8%		working in the clinical tea
	LimeWalk Rehab	1167.5	1160.5	1066	1004	713	706	725	694.5	99.4%	94.2%	99.0%		
	Saddlebridge	855.5	834.5	1447.5	1404	644	644	793.5	782	97.5%	97.0%	100.0%	<b>98.6</b> %	*
	Brackendale	1127	1147	902.5	799	701.5	678.5	736	736	101.8%	88.5%	96.7%	100.0%	Nursing staff working add
	Lakefield	1124.5	1053.5	1206.5	1046	713	690	632.5	632.5	93.7%	86.7%	96.8%	100.0%	Nursing staff working add Nursing staff also cross co
LLO	Meadowbank	1090	1034.5	2285.5	2189	713	678.5	1829	1794.5	94.9%	95.8%	95.2%	<b>98.1%</b>	
Wirral	Oaktrees	1354	1167	1455	1157	713	713	437	425.5	86.2%	79.5%	100.0%	97.4%	working in the clinical tea
	Brooklands	1272	960.35	1619	1474.5	724.5	689	1265	1208.5	75.5%	91.1%	95.1%	95.5%	Nursing staff working add ward manager working in
	Beech	1378	1222	1167	1050	724.5	724.5	724.5	724.5	88.7%	90.0%	100.0%	100.0%	Nursing staff working add being postponed. Nursing
	Cherry	1148	1126.25	1202	1134.5	713	678.5	1023.5	966	98.1%	94.4%	95.2%	94.4%	The ward manager workin cross covered between wa
	Eastway A&T	857	798	1231	1196.5	586.5	540.5	793.5	793.5	93.1%	97.2%	92.2%	100.0%	*
est	Juniper	1530.5	1375.5	1058	918	713	713	722	669	89.9%	86.8%	100.0%	92.7%	Nursing staff working add the clinical team, altering being postponed. Nursing
West	Maple Ward	1235	1212	1575.5	1311	736	678.5	1058	1058	98.1%	83.2%	92.2%	100.0%	Nursing staff working add the clinical team and non Nursing staff also cross co
	Pine Lodge (YPC)	1158	1146.5	1104	966	701.5	644	851	770.5	99.0%	87.5%	91.8%	90.5%	Nursing staff working add working in the clinical tea between wards.
	Rosewood	1024	978	1276.5	1081	402.5	402.5	966	839.5	95.5%	84.7%	100.0%		covered between wards.
	Willow PICU	1046	1062.5	1123	1068	759	754	877.5	870	101.6%	95.1%	99.3%	99.1%	*
Trust wide	e	24828.2	23395.1	28691.95	25978.5	14795	14353.75	19941.5	18770.5	94.2%	90.5%	97.0%	94.1%	

## taffing was maintained by: dditional hours, non-direct care activities ward manager working within the clinical ocross covered between wards. dditional hours, non-direct care activities ward manager working within the clinical ocross covered between wards. ng staff also cross covered between wards. dditional hours, non-direct care activities terng skill mix. dditional hours and the ward manager team. dditional hours. dditional hours. dditional hours.

dditional hours and the ward manager eam.

dditional hours, altering skill mix and the in the clinical team.

dditional hours and non direct care activities ng staff also cross covered between wards. ing in the clinical team. Nursing staff also wards.

dditional hours, the ward manager working in ng skill mix and non direct care activities ng staff also cross covered between wards.

dditional hours, the ward manager working in on direct care activities being postponed. covered between wards.

dditional hours and the ward manager eam. Nursing staff also cross covered

es were postponed. Nursing staff also cross