



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Table with 2 columns: Field Name, Value. Fields include Report subject, Agenda ref. no, Report to (meeting), Action required, Date of meeting, Presented by.

Table with 2 columns: Question, Answer. Sections include: Which strategic objectives this report provides information about, Which CQC quality of service domains this report reflects, Which Monitor quality governance framework/ well-led domains this report reflects, Does this report provide any information to update any current strategic risks?, Does this report indicate any new strategic risks? If so, describe and indicate risk score.

REPORT BRIEFING

Table with 1 column: Situation - a concise statement of the purpose of this report. Content: 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).

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 group has approved this report for receipt at the above meeting?	Stephen Scorer
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Contributing authors:	Julie Anne Murray
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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				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	1379.45	1322.5	1386.5	1289.5	849.5	849.5	1289.5	1220.5	95.9%	93.0%	100.0%	94.6%	Nursing staff working additional hours, non-direct care activities being postponed and the ward manager working within the clinical team. Nursing staff also cross covered between wards.
	Alderley Unit	827	830	1353	1321	713	690	713	724.5	100.4%	97.6%	96.8%	101.6%	*
	Bollin	1448	1428	1518	1304	782	724.5	1327	1138.5	98.6%	85.9%	92.6%	85.8%	Nursing staff working additional hours, non-direct care activities being postponed and the ward manager working within the clinical team. Nursing staff also cross covered between wards.
	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 staff also cross covered between wards.
	Croft	1663.25	1490.5	1478.95	1204.5	778	800.25	1740.5	1361	89.6%	81.4%	102.9%	78.2%	Nursing staff working additional hours, non-direct care activities being postponed and altering skill mix.
	Greenways A&T	1279.5	1225.5	1932	1768.5	713	690	736	717.5	95.8%	91.5%	96.8%	97.5%	Nursing staff working additional hours and the ward manager working in the clinical team.
	LimeWalk Rehab	1167.5	1160.5	1066	1004	713	706	725	694.5	99.4%	94.2%	99.0%	95.8%	*
Saddlebridge	855.5	834.5	1447.5	1404	644	644	793.5	782	97.5%	97.0%	100.0%	98.6%	*	
Wirral	Brackendale	1127	1147	902.5	799	701.5	678.5	736	736	101.8%	88.5%	96.7%	100.0%	Nursing staff working additional hours.
	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 additional hours and altering skill mix. Nursing staff also cross covered other wards.
	Meadowbank	1090	1034.5	2285.5	2189	713	678.5	1829	1794.5	94.9%	95.8%	95.2%	98.1%	*
	Oaktrees	1354	1167	1455	1157	713	713	437	425.5	86.2%	79.5%	100.0%	97.4%	Nursing staff working additional hours and the ward manager working in the clinical team.
	Brooklands	1272	960.35	1619	1474.5	724.5	689	1265	1208.5	75.5%	91.1%	95.1%	95.5%	Nursing staff working additional hours, altering skill mix and the ward manager working in the clinical team.
West	Beech	1378	1222	1167	1050	724.5	724.5	724.5	724.5	88.7%	90.0%	100.0%	100.0%	Nursing staff working additional hours and non direct care activities being postponed. Nursing staff also cross covered between wards.
	Cherry	1148	1126.25	1202	1134.5	713	678.5	1023.5	966	98.1%	94.4%	95.2%	94.4%	The ward manager working in the clinical team. Nursing staff also cross covered between wards.
	Eastway A&T	857	798	1231	1196.5	586.5	540.5	793.5	793.5	93.1%	97.2%	92.2%	100.0%	*
	Juniper	1530.5	1375.5	1058	918	713	713	722	669	89.9%	86.8%	100.0%	92.7%	Nursing staff working additional hours, the ward manager working in the clinical team, altering skill mix and non direct care activities being postponed. Nursing staff also cross covered between wards.
	Maple Ward	1235	1212	1575.5	1311	736	678.5	1058	1058	98.1%	83.2%	92.2%	100.0%	Nursing staff working additional hours, the ward manager working in the clinical team and non direct care activities being postponed. Nursing staff also cross covered between wards.
	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 additional hours and the ward manager working in the clinical team. Nursing staff also cross covered between wards.
	Rosewood	1024	978	1276.5	1081	402.5	402.5	966	839.5	95.5%	84.7%	100.0%	86.9%	Non-direct care activities were postponed. Nursing staff also cross 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	24828.2	23395.1	28691.95	25978.5	14795	14353.75	19941.5	18770.5	94.2%	90.5%	97.0%	94.1%		