



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels July 2016
<b>Agenda ref. no:</b>	
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	No board meeting in August
<b>Presented by:</b>	Circulated to board members in the absence of a meeting

<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
<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

**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 July 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 submitted to Operations Board in July 2016 and to Board of Directors in July 2016. A number of recommendations were made within the latest six monthly report including consistency checking, national benchmarking, and widening the consideration of the MDT role within safer staffing. These recommendations are currently being followed through and monitored via the Safer Staffing group led by the Associate Director of Nursing [MH and LD] and will be reported on in the next 6 monthly report.

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

During July 2016 the trust achieved staffing levels of 95.1% for registered nurses and 93.9% for clinical support workers on day shifts and 95.8% and 97.2% 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, Director of Nursing, Therapies and Patient Partnership

**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] Avril Devaney, Director of Nursing, Therapies and Patient Partnership	11/08/2016

**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 July 2016

Appendix 1:

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	1316	1251	1212	1189	747.5	736	1035	989	95.1%	98.1%	98.5%	95.6%	*
	Alderley Unit	868	790	1419	1416	713	677	713	747.5	91.0%	99.8%	95.0%	104.8%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Bollin	1110.5	1076	1446.5	1423.5	769	757.5	1339	1339	96.9%	98.4%	98.5%	100.0%	*
	CARS	894	855	1233	1180.5	713	679	713	621	95.6%	95.7%	95.2%	87.1%	Altering skill mix. Staff cross covered other wards.
	Croft	1060	1018.25	1700	1385.75	736	722	1450	1203.75	96.1%	81.5%	98.1%	83.0%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Greenways A&T	1269	1260	2433.5	2159	713	529	1426	1511.5	99.3%	88.7%	74.2%	106.0%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1079	1067.5	1144	1051	717.5	683	759	695.5	98.9%	91.9%	95.2%	91.6%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Saddlebridge	912.5	895.5	1395.5	1377	690	632.5	746.5	780.5	98.1%	98.7%	91.7%	104.6%	Altering skill mix. Nursing staff working additional unplanned hours.
Wirral	Brackendale	1020	956.5	931.5	862.6	724.5	701.5	690	644	93.8%	92.6%	96.8%	93.3%	Nursing staff working additional unplanned hours. Ward Manager working in the clinical team.
	Lakefield	2145	1855	2740	2628	717	639.5	1118	1117	86.5%	95.9%	89.2%	99.9%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Meadowbank	1107.5	1084.5	876.5	738	713	690	667	597.5	97.9%	84.2%	96.8%	89.6%	Nursing staff working additional unplanned hours.
	Oaktrees	1037.5	988.5	1670.9	1608	690	690	1184.5	1173	95.3%	96.2%	100.0%	99.0%	*
	Brooklands	1150	1059	1311.75	1058.25	713	713	368	345	92.1%	80.7%	100.0%	93.8%	Altering skill mix. Ward Manager working in the clinical team.
West	Beech	1033.5	1035.5	1159	1159	782	777.5	816.5	809	100.2%	100.0%	99.4%	99.1%	*
	Cherry	1173.15	1178	1127	1131	655.5	655.5	690	724.5	100.4%	100.4%	100.0%	105.0%	*
	Eastway A&T	1287	1296	1062.5	1056.04	770.5	736	966	966	100.7%	99.4%	95.5%	100.0%	*
	Juniper	998	888	1021	952	632.5	636.5	990.5	944.5	89.0%	93.2%	100.6%	95.4%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Maple Ward	1337	1238.5	1194	1165	678.5	678.5	713	713	92.6%	97.6%	100.0%	100.0%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Pine Lodge (YPC)	985.5	917.5	1334	1219	540.5	494.5	920	897	93.1%	91.4%	91.5%	97.5%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Rosewood	1009.5	1011.5	1138.4	1092.5	529.034	529	1035	1012	100.2%	96.0%	100.0%	97.8%	*
	Willow PICU	1006.5	900.5	1521	1457.5	513	490	848.5	817.5	89.5%	95.8%	95.5%	96.3%	Staff cross covered other wards. Ward Manager working in the clinical team.
<b>Trustwide</b>	<b>23799.15</b>	<b>22622.25</b>	<b>29071.05</b>	<b>27308.64</b>	<b>14458.03</b>	<b>13847.5</b>	<b>19188.5</b>	<b>18647.75</b>	<b>95.1%</b>	<b>93.9%</b>	<b>95.8%</b>	<b>97.2%</b>		