



## WARD DAILY STAFFING LEVELS (JUNE 2014) REPORT FOR BOARD OF DIRECTORS JULY 2014

### 1. Purpose

This report details the ward daily staffing levels during the month of June 2014. This 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.

### 2. Background

CWP undertook a comprehensive review of ward staffing levels between Oct and Dec 2013. A programme has been established to take forward the recommendations from the review including staffing levels and a programme of continuous improvement. The Director of Operations is the lead executive for the programme supported by the Director of Nursing who has overview of the Ward Staffing work stream and reports directly to the Board of Directors in line with the NQB requirements.

### 3. Content

The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) are compared on a ward by ward shift by shift basis for both days and nights. The template used has been supplied by NHS England for submission to UNIFY and CWP have submitted the June 2014 data before the required deadline of 15 July 2014. In addition to this data comments from the localities have been supplied in relation to any shortfalls in staffing.

### 4. Actions

CWP Ward Managers ( WM ) plan for adequate staffing levels on a shift by shift basis supported by Modern Matrons and Clinical Services Managers. If, however, the required levels are not achieved staff follow an escalation procedure to source additional staffing. Should this be unsuccessful staff then review and evaluate the work of the team and put in place actions to mitigate harm to patients. These measures will include reviewing the workload for the day, prioritising patient interventions, review of non-direct care and cancelling non-essential patient care activities. Additionally the Ward Manager (WM) and staff from the Multi-Disciplinary Team (MDT), such as Occupational Therapists (OT), are also available if required to support nursing staff to deliver planned care. A recruitment drive is in place to increase Registered Nurses and Clinical Support Workers in both substantive posts and the Trust Bank

5. Data for June 2014

Ward	Day				Night				Fill Rate				Comments	
	Registered nurses		Care Staff		Registered nurses		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 - RNs (%)	Average fill rate - care staff (%)	Average fill rate - RNs(%)	Average fill rate - care staff (%)		
East	Adelphi	1193.5	1163	1169	1165.5	701.5	667	859	834	97.4%	99.7%	95.1%	97.1%	WM has regularly worked in the clinical team to maintain safe staffing levels.
	Alderley Unit	941.5	931.5	1391.5	1451	678.5	598	701.5	793.5	98.9%	104.3%	88.1%	113.1%	Some patient activities have had to be re-arranged to maintain safe staffing levels.
	Bollin	896.5	896.5	1565.4	1372.2	697.5	674.5	851	816.5	100.0%	87.7%	96.7%	95.9%	WM has regularly worked in the numbers to maintain safe staffing levels.
	CARS	830.5	812	872.3	821.3	690	644	655.5	598	97.8%	94.2%	93.3%	91.2%	Staff from the wider MDT have supported the unit when needed.
	Croft	1373.8	1298.6	1357.8	1131.3	759	763.5	1478.5	1315.5	94.5%	83.3%	100.6%	89.0%	OT's and staff from other wards have supported the unit when short-staffed
	Greenways A&T	1107	1142.5	1786	1553.5	690	678.5	690	689.5	103.2%	87.0%	98.3%	99.9%	WM has regularly worked in the clinical team to maintain safe staffing levels.
	LimeWalk Rehab	944.5	921.5	959	914	644	622.5	701.5	704.5	97.6%	95.3%	96.7%	100.4%	
	Saddlebridge	1049	987.5	1035.5	1020	690	598	690	786	94.1%	98.5%	86.7%	113.9%	Additional CSW s covered shortfalls in RN to maintain safe staffing levels.
Wirral	Brackendale	757.5	746	1014.5	939.5	621	609.5	759	770.5	98.5%	92.6%	98.1%	101.5%	
	Lakefield	890.5	885.5	1066.5	1040.5	690	690	690	676.5	99.4%	97.6%	100.0%	98.0%	
	Meadowbank	993.5	976.5	1855	1767.5	655.5	632.5	1414.5	1391.5	98.3%	95.3%	96.5%	98.4%	
	Oaktrees	788	770	1474.5	1408	598	621	491	502.5	97.7%	95.5%	103.8%	102.3%	
West	Beech	1184.5	1012	690	667	690	621	690	621	85.4%	96.7%	90.0%	90.0%	The nursing team worked additional hours to support workload.
	Brooklands	876.5	721	1306	1172.5	678.5	586.5	931.5	901	82.3%	89.8%	86.4%	96.7%	Staff worked additional hours when required. RN shortfalls were covered by additional CSW's .
	Cherry	799.9	805	945.5	858.5	690	575	690	667	100.6%	90.8%	83.3%	96.7%	RN shortfalls were covered by additional CSW's .
	Eastway A&T	860	825	713	665.5	586.5	586.5	448.5	448.5	95.9%	93.3%	100.0%	100.0%	
	Juniper	1104	916	770.5	816.5	713	559.5	437	517.5	83.0%	106.0%	78.5%	118.4%	RN shortfalls were covered by CSW's . The nursing team worked additional hours to support workload.
	Maple Ward	962	881.5	1034.2	900.7	437	437	1023.4	1012	91.6%	87.1%	100.0%	98.9%	Staff accessed support from the wider MDT.
	Pine Lodge (YPC)	778	736	1495	1008.5	609.5	413.5	1092.5	1196	94.6%	67.5%	67.8%	109.5%	The nursing team worked additional hours to support the workload.
	Rosewood	1025	886.4	1451	1098	437.5	449	668	622	86.5%	75.7%	102.6%	93.1%	Rosewood staff support other areas within Bowmere where patient acuity and need was higher. Rehabilitation activities did however need to be shortened on occasions.
	Willow PICU	768.5	769	1008	982	655.5	517.5	736	943	100.1%	97.4%	78.9%	128.1%	On a number of occasions RN shortfalls were covered by additional CSW's.