



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels March 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	25/03/2015
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 March 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for March 2015 have been submitted to UNIFY using the template supplied by NHS England (appendix 1). The themes arising within this monthly submission are similar to 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 in May 2014 and December 2014. 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.

Assessment – analysis and considerations of options and risks

During March 2015 patient safety was maintained by nurses working additional unplanned hours, nursing staff 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. Recruitment of both registered and non-registered nursing staff has been continual over the past 18 months.

CWP will be represented at the upcoming jobs fair at Liverpool John Moores University with the hope of attracting newly qualified nurses to work in CWP. Current vacancies have also been highlighted to the University of Chester for dissemination to final placement students.

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?	Ward Staffing Project Team
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Contributing authors:	Maria Nelligan
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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

Appendix 1 Ward Daily Staffing March 2015

Ward	Day				Night				Fill Rate				Comment	
	Registered midwives/nurses		Care Staff		Registered midwives/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 - registered nurses (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)		
East	Adelphi	977	924.5	1859.5	1623	763.5	706	1235	1200.5	94.6%	87.3%	92.5%	97.2%	The ward manager has worked in the clinical team to maintain safe staffing levels.
	Alderley Unit	727	688.5	1495	1436.5	592.5	559.5	805	782	94.7%	96.1%	94.4%	97.1%	Nursing staff have worked additional unplanned hours, the ward manager has worked in the clinical team and the multi-disciplinary team have supported the ward in maintaining safe staffing levels. Non-direct patient care activities were cancelled and are to be rescheduled.
	Bollin	1178	1009	1779	1467	747.5	678.5	1298.5	1137.5	85.7%	82.5%	90.8%	87.6%	The ward manager has worked in the clinical team to maintain safe staffing levels.
	CARS	867.5	857	1214	1201.5	701.5	621	778	755	98.8%	99.0%	88.5%	97.0%	Nursing staff have worked unplanned additional hours to maintain safe staffing levels.
	Croft	1273.5	1101	1958.8	1465	719.5	696.5	1791	1579.5	86.5%	74.8%	96.8%	88.2%	The ward manager has worked in the clinical team to maintain safe staffing levels.
	Greenways A&T	1242	1195	1745.4	1697.4	713	644	713	752	96.2%	97.2%	90.3%	105.5%	The number of non-registered staff on nights was increased where registered nurse back-fill was not available.
	LimeWalk Rehab	938.5	900	1253	1127	701.5	655.5	690.5	701	95.9%	89.9%	93.4%	101.5%	Non-direct patient care activity was cancelled and is to be rescheduled.
	Saddlebridge	630.5	619	1321.5	1310	621	621	839.5	793.5	98.2%	99.1%	100.0%	94.5%	The ward manager has worked in the clinical team to maintain safe staffing levels. Non-direct patient care activity was cancelled and is to be rescheduled.
Wirral	Brackendale	966	943	1069.5	926.5	713	586.5	713	759	97.6%	86.6%	82.3%	106.5%	Nursing staff have worked additional unplanned hours. Non-direct patient care activities were cancelled and are to be rescheduled.
	Lakefield	966	908.5	1081	1127	713	644	954.5	1011	94.0%	104.3%	90.3%	105.9%	Nursing staff have worked additional unplanned hours and the ward manager has worked in the clinical team to support the ward in maintaining safe staffing levels.
	Meadowbank	1302	838	1782.5	2003	713	448.5	1426	1426	64.4%	112.4%	62.9%	100.0%	Nursing staff have worked unplanned additional hours to maintain safe staffing levels. Three RN vacancies currently being recruited to. The number of non-registered staff was increased where registered nurse back-fill was not available.
	Oaktrees	950	843.5	1449.5	1449.5	724.5	678.5	436.5	425	88.8%	100.0%	93.7%	97.4%	Nursing staff have worked unplanned additional hours and the ward manager has worked in the clinical team to maintain safe staffing levels.
	Brooklands	954.5	843	1115.5	1170	713	612	713	906	88.3%	104.9%	85.8%	127.1%	Nursing staff have worked unplanned additional hours to maintain safe staffing levels. The number of non-registered staff on nights was increased where registered nurse back-fill was not available.
West	Beech	1242	1104.5	1242	1184.5	713	598	862.5	816.5	88.9%	95.4%	83.9%	94.7%	Nursing staff have worked additional unplanned hours and the ward manager has worked in the clinical team to support the ward in maintaining safe staffing levels. Non-direct patient care activities were cancelled and are to be rescheduled.
	Cherry	1311	977	1035	1115.5	770.5	644	931.5	851	74.5%	107.8%	83.6%	91.4%	The ward manager has worked in the clinical team to maintain safe staffing levels.
	Eastway A&T	981	1027	1436	1377	666.5	528.5	887.5	1111.5	104.7%	95.9%	79.3%	125.2%	Nursing staff have worked additional unplanned hours and the ward manager has worked in the clinical team to support the ward in maintaining safe staffing levels. Non-direct patient care activities were cancelled and are to be rescheduled. The number of non-registered staff on nights was increased where registered nurse back-fill was not available.
	Juniper	1173	1023.5	1127	1035	563.5	529	839.5	816.5	87.3%	91.8%	93.9%	97.3%	Non-direct patient care activity cancelled and to be rescheduled.
	Maple Ward	1059	1000.5	1409	1150	724.5	540.5	851	954.5	94.5%	81.6%	74.6%	112.2%	Nursing staff have worked additional unplanned hours, the ward manager has worked in the clinical team and the multi-disciplinary team have supported the ward in maintaining safe staffing levels. Non-direct patient care activities were cancelled and are to be rescheduled.
	Pine Lodge (YPC)	1092.5	1246	851	805	402.5	391	966	943	114.1%	94.6%	97.1%	97.6%	Nursing staff have worked unplanned additional hours to maintain safe staffing levels.
	Rosewood	849	860.5	1387.5	1385.5	471.5	460	759	759	101.4%	99.9%	97.6%	100.0%	*
	Willow PICU	713	760.25	931.5	937.5	632.4	575	724.5	839.5	106.6%	100.6%	90.9%	115.9%	The number of non-registered staff on nights was increased where registered nurse back-fill was not available.
Trust wide	21393	19669.25	28543.2	26993.4	14080.9	12417.5	19215	19319.5	91.9%	94.6%	88.2%	100.5%		