Cheshire and Wirral Partnership NHS Foundation Trust

STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels November and December Data 2016
Agenda ref. no:	16-17-116b
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	25/01/2017
Presented by:	Avril Devaney, Director of Nursing, Therapies and Patient Partnership

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
35T	
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
35T	

REPORT BRIEFING

Situation – *a concise statement of the purpose of this report*
This report details the ward daily staffing levels during the month of November and December 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.   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 are reported on in the next 6 monthly report.

Assessment – *analysis and considerations of options and risks*
During November 2016 the trust achieved staffing levels of 95.2% for registered nurses and 94.9% for clinical support workers on day shifts and 95.7% and 95.7% respectively on nights.   During December 2016 the trust achieved staffing levels of 94.7% for registered nurses and 92.4% for clinical support workers on day shifts and 94.9% and 95.4% respectively on nights.   To note: - The staffing levels on Croft Ward fell below expected variation, to 86.1% for November; and   - The staffing levels on three wards fell below expected variation. Croft Ward, at 86.1%, Saddlebridge at 86.7%, and Lime Walk House at 87.3% due to high sickness and cross cover.   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 and 2 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	17/01/2017

Appendices provided for reference and to give supporting/ contextual information: *Provide only <u>necessary</u> detail, do <u>not</u> embed appendices, provide as separate reports*

Appendix no.	Appendix title
1	Ward Daily Staffing November 2016
2	Ward Daily Staffing December 2016

| 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	1296	1192	963.25	927.75	724.5	713	1173	1069.5	92.0%	96.3%	98.4%	91.2%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Alderley Unit	926	840.5	1426	1315	678.5	598	701.5	736	90.8%	92.2%	88.1%	104.9%	Altering skill mix. Nursing staff working additional unplanned hours.
	Bollin	1278.5	1257	1305	1307	770.5	748.5	1352	1321	98.3%	100.2%	97.1%	97.7%	*
	CARS	867	782	996.5	858	667	622.8	402.3	458.8	90.2%	86.1%	93.4%	114.0%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Croft	1153.5	1029	1537	1298.5	701.5	627	1570.1	1315.6	89.2%	84.5%	89.4%	83.8%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1183	1047	1872.5	1705	690	529	1345.5	1316.5	88.5%	91.1%	76.7%	97.8%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1161.5	927.5	892.04	863.5	688.5	665.73	724.5	650	79.9%	96.8%	96.7%	89.7%	Altering skill mix. Staff cross covered other wards.
	Saddlebridge	1006	1001.5	1259	1259	609.5	618	828	759.5	99.6%	100.0%	101.4%	91.7%	*
Wirral	Brackendale	1112	1068.5	874.5	863	713	713	678.5	678.5	96.1%	98.7%	100.0%	100.0%	*
	Brooklands	1089	1055.5	1155	1130	698	698	915	892	96.9%	97.8%	100.0%	97.5%	*
	Lakefield	1039.5	1038.5	920	920	700	688.5	690	609.5	99.9%	100.0%	98.4%	88.3%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Meadowbank	1094	1082.5	1523	1503.5	690	690	1226	1191.5	98.9%	98.7%	100.0%	97.2%	*
	Oaktrees	1011.5	950.5	1430.5	1326.5	690	563.5	345	333.5	94.0%	92.7%	81.7%	96.7%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Willow PICU	1197.75	1177.25	785	770.5	713	693.5	713	735.5	98.3%	98.2%	97.3%	103.2%	*
West	Beech	1400.5	1373.5	1023.5	926.5	670	658.5	719	681.5	98.1%	90.5%	98.3%	94.8%	Staff cross covered other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Cherry	1418.25	1413.5	832	826	747.5	718.5	954.5	897	99.7%	99.3%	96.1%	94.0%	*
	Eastway A&T	817	787.5	1118.5	1095.5	648	636.5	954.5	954.5	96.4%	97.9%	98.2%	100.0%	*
	Juniper	1475.5	1399	963	879.5	687	677	711.5	652	94.8%	91.3%	98.5%	91.6%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Coral	972	968.5	1265	1175	483	506	966	954.5	99.6%	92.9%	104.8%	98.8%	*
	Indigo	1029	1025.5	1150	1091	552	552	862.5	828	99.7%	94.9%	100.0%	96.0%	*
	Rosewood	1045.5	1022.5	1135.5	1135.5	502.5	502.5	874	874	97.8%	100.0%	100.0%	100.0%	*
Trustwide		**23573**	**22439.25**	**24426.79**	**23176.25**	**14024**	**13419.53**	**18706.4**	**17908.9**	**95.2%**	**94.9%**	**95.7%**	**95.7%**	

Ward		Day Registered		Care Staff		Night Registered		Care Staff		Fill Rate Day		Fill Rate Night		Safe Staffing was maintained by:
		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	1264.75	1092.25	1184	1099.5	717.5	717.5	1253	1099.5	86.4%	92.9%	100.0%	87.7%	Altering skill mix. Staff cross covered other wards.
	Alderley Unit	1092	1018	1390.5	1224.5	713	713	713	690	93.2%	88.1%	100.0%	96.8%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Bollin	1262	1262	1473	1484.5	770.5	774.5	1476.5	1495	100.0%	100.8%	100.5%	101.3%	*
	CARS	236.5	227.5	264.5	232.5	161	149.5	115	92	96.2%	87.9%	92.9%	80.0%	Staff cross covered other wards.
	Croft	1054.5	870.5	1717.5	1394.5	747.5	575	1453	1318.5	82.6%	81.2%	76.9%	90.7%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1123.2	1049.45	1835.5	1441.65	713	736	1345.5	1161.5	93.4%	78.5%	103.2%	86.3%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1165.5	833	1075.4	1004.5	690	667	770.5	726	71.5%	93.4%	96.7%	94.2%	Altering skill mix. Staff cross covered other wards.
	Saddlebridge	994.5	930.75	1529.5	1383.5	753.5	615.5	954.5	740.5	93.6%	90.5%	81.7%	77.6%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
Wirral	Brackendale	1080	1084	900.5	860.75	713	701.5	713	713	100.4%	95.6%	98.4%	100.0%	*
	Brooklands	1003.5	947.5	1238	1230	718	689	1129	1118	94.4%	99.4%	96.0%	99.0%	Staff cross covered other wards. Ward Manager working in the clinical team. Altering skill mix.
	Lakefield	975.75	915.75	1017	925	713	575	705.5	717.1	93.9%	91.0%	80.6%	101.6%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Meadowbank	1127.9	1116.4	1482.5	1381	690	678.5	1161.5	1161.5	99.0%	93.2%	98.3%	100.0%	*
	Oaktrees	1082	1070.5	1180	1139	690	598	379.5	414	98.9%	96.5%	86.7%	109.1%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Willow PICU	1196	1220.5	782	740.5	713	724.5	724.5	701.5	102.0%	94.7%	101.6%	96.8%	*
West	Beech	1481.5	1467.5	1009	966	701.5	667	724.5	672	99.1%	95.7%	95.1%	92.8%	Staff cross covered other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Cherry	1292.25	1219.25	975	899	768.5	731	943	862.5	94.4%	92.2%	95.1%	91.5%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Eastway A&T	946	907.5	1091	1048.5	586.5	540.5	1046.5	1046.5	95.9%	96.1%	92.2%	100.0%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Juniper	1418.5	1368	861.5	797.5	621	621	786	769	96.4%	92.6%	100.0%	97.8%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Coral	1062	1043	1368.5	1302.5	589.5	589.5	1218.5	1218.5	98.2%	95.2%	100.0%	100.0%	*
	Indigo	1057	1034	1149	1114.5	667	667	920	920	97.8%	97.0%	100.0%	100.0%	*
	Rosewood	941.5	971.5	1331.5	1293.5	491	491	897	897	103.2%	97.1%	100.0%	100.0%	*
	Trustwide	**22856.85**	**21648.85**	**24855.4**	**22962.9**	**13928**	**13221.5**	**19429.5**	**18533.6**	**94.7%**	**92.4%**	**94.9%**	**95.4%**	