Cheshire and Wirral Partnership NHS

NHS Foundation Trust

STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels October 2016
Agenda ref. no:	
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	30/11/2016
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

REPORT BRIEFING

Situation – *a concise statement of the purpose of this report*
This report details the ward daily staffing levels during the month of October 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 will be reported on in the next 6 monthly report.

Assessment – *analysis and considerations of options and risks*
During October 2016 the trust achieved staffing levels of 94.1% for registered nurses and 95.1% for clinical support workers on day shifts and 94.1% and 98.8% 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	22/11/2016

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 October 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	1287	1162	1017.5	1022.5	713	678.5	1088.5	1077	90.3%	100.5%	95.2%	98.9%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Alderley Unit	1015	923.5	1407	1355	713	655.5	759	797.5	91.0%	96.3%	91.9%	105.1%	Altering skill mix. Nursing staff working additional unplanned hours.
	Bollin	1340	1221	1299.5	1266.5	747.5	747.5	1357	1276.5	91.1%	97.5%	100.0%	94.1%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	CARS	879	821	1130.5	1071.5	713	585.5	448.5	513.5	93.4%	94.8%	82.1%	114.5%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Croft	1100.5	1022.5	1573	1522.5	713	621	1437.5	1446.5	92.9%	96.8%	87.1%	100.6%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1268.5	1045.5	2248.5	2016.5	713	517.5	1414.5	1529.5	82.4%	89.7%	72.6%	108.1%	Staff cross covered other wards. Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1195.5	1146	962.5	839	736	632.5	713	654	95.9%	87.2%	85.9%	91.7%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Saddlebridge	934	911	1442.5	1415.5	644	621	793.5	828	97.5%	98.1%	96.4%	104.3%	*
Wirral	Brackendale	1058.5	1058.5	828	805	724.5	713	713	708	100.0%	97.2%	98.4%	99.3%	*
	Lakefield	1074.5	924.5	1404.5	1241.5	722	650	1090	1018	86.0%	88.4%	90.0%	93.4%	Staff cross covered other wards. Ward Manager working in the clinical team. Altering skill mix.
	Meadowbank	1012.5	960.5	1018	995	727	692.5	720	708.5	94.9%	97.7%	95.3%	98.4%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Oaktrees	1058	1058	1493.5	1436	690	667	1092.5	1081	100.0%	96.1%	96.7%	98.9%	*
	Willow PICU	1075.75	884.25	1288	1207.5	713	701.5	376	284	82.2%	93.8%	98.4%	75.5%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Brooklands PICU	1186.5	1201.5	874	839.5	736	720	770.5	746.5	101.3%	96.1%	97.8%	96.9%	*
West	Beech	1421.5	1420	1069.5	953	690	690	766	742	99.9%	89.1%	100.0%	96.9%	Staff cross covered other wards. Altering skill mix. Nursing staff working additional unplanned hours.
	Cherry	1448	1425	975.5	954.5	724.5	728.5	1023.5	1002.5	98.4%	97.8%	100.6%	97.9%	*
	Eastway A&T	1146.5	1109	973.5	965	586.5	586.5	1150	1150	96.7%	99.1%	100.0%	100.0%	*
	Juniper	1326	1286.5	946	923.5	690	678.5	790	767	97.0%	97.6%	98.3%	97.1%	*
	Coral	1089	1008.5	1375	1363.5	529	506	1150	1138.5	92.6%	99.2%	95.7%	99.0%	*
	Indigo	1231.5	1164.5	1012	931.5	575	575	966	920	94.6%	92.0%	100.0%	95.2%	*
	Rosewood	1098	1055.5	1449	1403	437	425.5	1012	1012	96.1%	96.8%	97.4%	100.0%	*
	Trustwide	**24245.75**	**22808.75**	**25787.5**	**24527.5**	**14237**	**13393**	**19631**	**19400.5**	**94.1%**	**95.1%**	**94.1%**	**98.8%**	

Appendix 1 Oct 2016