



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels September 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	Click here to enter a date.
Presented by:	Stephen Scorer

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?	
<i>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</i>	No
Click here to enter text.	
Does this report indicate any new strategic risks? If so, describe and indicate risk score:	
<i>See current integrated governance strategy. CWP policies – policy code FR1</i>	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 September 2015 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. Further feedback from services on their usage of this safety information was requested by the Director of Nursing at the September Operational Board meeting.

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, December 2014 and May 2015. The Board of Directors, in line with the NQB requirements, will continue to receive monthly reports on Ward Daily Staffing Levels and also reports on the six monthly ward staffing reviews that the trust are required to undertake.

Assessment – analysis and considerations of options and risks

During September 2015 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. These themes have been quantified from Feb 2015 onwards and analysed as part of the 6 monthly review report submitted to the Board of Directors in July 2015. They will be further analysed in the six monthly ward staffing review report that will be reported to Operations Board and Board of Directors in November 2015.

There are currently 18 newly qualified nurses commencing posts within in-patient units and this has resulted in an increase in the alteration of skill mix whilst waiting for NMC registrations to be completed. A preceptorship programme is in place to support these newly qualified staff.

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?	Stephen Scorer
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Contributing authors:	Julie Anne Murray
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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	Oct 2015 Ward Daily Staffing Board Report (Sep data)

Ward	Day				Nig		
	Registered		Care Staff		Registered		
	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	
East	Adelphi	1495.5	1495.5	991.5	690	701.5	690
	Alderley Unit	840	583	1403	1514.4	690	506
	Bollin	1370.5	1218.75	1768.5	1410.5	713	644
	CARS	838.5	824	1388	1326.5	690	590
	Croft	1189	1124.5	1981	1843.5	770.5	724.5
	Greenways A&T	1425	1363.5	1293.5	1323.5	690	667
	LimeWalk Rehab	996	958	1139	1069.5	683	672
	768.5	717.5	1397.5	1367.5	690	671.5	
Saddlebridge							
Wirral	Brackendale	1004	1106.5	951.5	868	690	690
	Lakefield	1057.5	895	1067.5	1034.6	644	621
	Meadowbank	1056	1018.5	2139	2035.8	690	655.5
	Oaktrees	1210	1185	1179	1094.6	690	683
	Brooklands	902.5	903	1170.5	1170.5	715	685.5
West	Beech	1488	1346.5	1069.5	1003.5	655.5	632.5
	Cherry	1232.5	1112.5	1161.5	997	713	621
	Eastway A&T	974	931.9	1302	1250.5	621	483
	Juniper	1412.5	1250	1104	1036.5	736	701.5
	Maple Ward	1213.5	1061	1251	1182	701.5	701.5
	Pine Lodge (YPC)	735	665	1265	1069	678.5	644
	Rosewood	1062.5	1029.5	1805.5	1621	494.5	483
	Willow PICU	940.5	946.5	943	904	690	653
Trust wide	23211.5	21735.65	27771	25812.4	14347	13419.5	

Night		Fill Rate			
Care Staff		Day		Night	
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 (%)
1092.5	1069.5	100.0%	69.6%	98.4%	97.9%
690	782	69.4%	107.9%	73.3%	113.3%
1570	1420.5	88.9%	79.8%	90.3%	90.5%
816.5	828	98.3%	95.6%	85.5%	101.4%
1944	1787	94.6%	93.1%	94.0%	91.9%
402.5	391	95.7%	102.3%	96.7%	97.1%
690	618.45	96.2%	93.9%	98.4%	89.6%
1035	910.5	93.4%	97.9%	97.3%	88.0%
690	673	110.2%	91.2%	100.0%	97.5%
678.5	689.5	84.6%	96.9%	96.4%	101.6%
1380	1541	96.4%	95.2%	95.0%	111.7%
759.5	746	97.9%	92.8%	99.0%	98.2%
920	920	100.1%	100.0%	95.9%	100.0%
724.5	678.5	90.5%	93.8%	96.5%	93.7%
1058	1023	90.3%	85.8%	87.1%	96.7%
885.75	971.25	95.7%	96.0%	77.8%	109.7%
782	724.5	88.5%	93.9%	95.3%	92.6%
778	743.5	87.4%	94.5%	100.0%	95.6%
678.5	644	90.5%	84.5%	94.9%	94.9%
805	800.5	96.9%	89.8%	97.7%	99.4%
759	839.5	100.6%	95.9%	94.6%	110.6%
19139.25	18801.2	93.6%	92.9%	93.5%	98.2%

Safe staffing was maintained by:

Altering skill mix

Altering skill mix, nurses also cross covered other wards

Nurses working additional hours

Altering skill mix and cancelling some non-direct care activities

Nurses working additional hours

*

Nurses working additional hours, nurses also cross covered other wards

The ward manager working in the clinical team and the MDT supporting the team, additionally the ward currently has a dedicated CSM

Altering skill mix and nurses working additional hours

Altering skill mix and nurses working additional hours

*

Nurses working additional hours

*

Altering skill mix, nurses also cross covered other wards

Altering skill mix, nurses also cross covered other wards

Altering skill mix and nurses working additional hours

Altering skill mix, nurses also cross covered other wards

Altering skill mix, the ward manager working in the clinical team and nurses working additional hours

Nurses working additional hours, nurses also cross covered other wards

Nurses working additional hours, nurses also cross covered other wards

Altering skill mix, the ward manager working in the clinical team and nurses working additional hours