



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels September 2016
Agenda ref. no:	
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	26/10/2016
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
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 September 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. CWP undertook a comprehensive review of ward staffing levels between Oct and Dec 2013 with 6 monthly follow up reviews, the most recent of which has been submitted to Operations Board in July 2016 and to Board of Directors in July 2016. 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 September 2016 the trust achieved staffing levels of 96% for registered nurses and 95.1% for clinical support workers on day shifts and 94.9% and 98% 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	12/10/2016

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 September 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	1338	1261	1054.5	1036.5	701.5	701.5	1058	977.5	94.2%	98.3%	100.0%	92.4%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Alderley Unit	893.5	941	1425.5	1322	678.5	637	769	748	105.3%	92.7%	93.9%	97.3%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Bollin	1217	1204	1312	1296	805	701.5	1154.5	947.5	98.9%	98.8%	87.1%	82.1%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	CARS	873	814.5	1168	1103.5	678.5	632.5	644	563	93.3%	94.5%	93.2%	87.4%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Croft	959.5	919.45	1446.5	1295.7	690	637.25	1460.5	1327	95.8%	89.6%	92.4%	90.9%	Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Greenways A&T	1267.5	1209.5	2188	1966.5	690	552	1357	1460.5	95.4%	89.9%	80.0%	107.6%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1203.25	1099.75	966	949	690	678.5	701.5	683	91.4%	98.2%	98.3%	97.4%	*
	Saddlebridge	817.5	806	1270.5	1269.5	667	678.5	713	713	98.6%	99.9%	101.7%	100.0%	*
Wirral	Brackendale	1028	1024.5	783	731	724.5	678.5	655.5	667	99.7%	93.4%	93.7%	101.8%	Staff cross covered other wards.
	Lakefield	1141	953	1329	1335	698	666	1013	1016	83.5%	100.5%	95.4%	100.3%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Meadowbank	930.5	919	1038	980.5	678.5	540.5	690	736	98.8%	94.5%	79.7%	106.7%	Nursing staff working additional unplanned hours.
	Oaktrees	900.5	881.5	1659	1613	644	644	1081	1069.5	97.9%	97.2%	100.0%	98.9%	*
	Willow PICU	1064.5	972.5	1291.5	1061	690	644	345	345	91.4%	82.2%	93.3%	100.0%	Altering skill mix. Staff cross covered other wards.
	Brooklands	1128	1056.25	1081	1000.5	739.5	731	782.5	829	93.6%	92.6%	98.9%	105.9%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
West	Beech	1322	1290	1069.5	996	678.5	621	793.5	770.5	97.6%	93.1%	91.5%	97.1%	Staff cross covered other wards. Ward Manager working in the clinical team. Altering skill mix. Nursing staff working additional unplanned hours.
	Cherry	1096	1038.5	1011	1015	736	732.5	851	862.5	94.8%	100.4%	99.5%	101.4%	*
	Eastway A&T	1155.5	1132.5	954	911.5	567.5	567.5	996.5	996.5	98.0%	95.5%	100.0%	100.0%	*
	Juniper	1269.5	1235	962.5	924	709.5	707.5	747.5	747.5	97.3%	96.0%	99.7%	100.0%	*
	Indigo/Maple Ward	1035	1042.5	1587	1541	448.5	448.5	1253.5	1253.5	100.7%	97.1%	100.0%	100.0%	*
	Coral/Pine Lodge (YPC)	1042	1042	1403	1380	609.5	609.5	1092.5	1092.5	100.0%	98.4%	100.0%	100.0%	*
	Rosewood	1060.5	994.5	1220	1194.5	483.5	483.5	925.5	900	93.8%	97.9%	100.0%	97.2%	Staff cross covered other wards.
Trustwide	22742.25	21836.95	26219.5	24921.7	14008	13292.75	19084.5	18705	96.0%	95.1%	94.9%	98.0%		