



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels March and April 2016
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	25/05/2016
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
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 and April 2016 following the submission of the planned and actual hours of both registered nurses (RN) and clinical support workers (CSWs) to UNIFY (appendix 1 and 2). 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 approved by Operations Board in Dec 2015 and to Board of Directors in January 2016. A number of recommendations were made within the latest six monthly report including consistency checking, national benchmarking, contact time and widening the consideration of the MDT role within safer staffing. These recommendations are currently being followed through and will be reported on in the next 6 monthly report which commenced in May 2016.

Assessment – analysis and considerations of options and risks

During March 2016 the trust achieved staffing levels of 92% for registered nurses and 91% for clinical support workers on day shifts and 93% and 95% respectively on nights.

During April 2016 the trust achieved staffing levels of 95.5% for registered nurses and 94% for clinical support workers on day shifts and 93.5% and 97.2% 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
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Contributing authors:	Anne Casey
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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
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1	Ward Daily Staffing March and April 2016
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Appendix 1 April 2016 Staffing Levels

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 (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)	
East	Adelphi	1288.5	1184.2	1403.5	1199	736	736	1166.5	1098.5	91.9%	85.4%	100.0%	94.2%	Nursing staff working additional unplanned hours and the WM working in the clinical team.
	Alderley Unit	829	819.5	1414.5	1449	690	678.5	736	759	98.9%	102.4%	98.3%	103.1%	*
	Bollin	1396.5	1366.5	1273	1238.5	763.5	763.5	1391.5	1394.5	97.9%	97.3%	100.0%	100.2%	*
	CARS	889	872	1337.5	1238.5	690	657.5	724.5	674.5	98.1%	92.6%	95.3%	93.1%	Nursing staff working additional unplanned hours. Staff also cross covered other wards.
	Croft	1302.1	1368.41	1709	1108.3	730	698.5	1748	1539.7	105.1%	64.9%	95.7%	88.1%	Nursing staff working additional unplanned hours, cancelling non-direct care activity and altering skill mix.
	Greenways A&T	1297.5	1282	1807.5	1613.5	713	609.5	736	775	98.8%	89.3%	85.5%	105.3%	Nursing staff working additional unplanned hours, the WM working in the clinical team and altering skill mix. Staff also cross covered other wards.
	LimeWalk Rehab	1123.5	1106	1097	981.95	690	601.5	736	699.5	98.4%	89.5%	87.2%	95.0%	Nursing staff working additional unplanned hours and altering skill mix. Staff also cross covered other wards.
Saddlebridge	835	824.75	1393	1393	635	623.5	790	794	98.8%	100.0%	98.2%	100.5%	*	
Wirral	Brackendale	1060.5	988	920	793.5	724.5	719	713	690	93.2%	86.3%	99.2%	96.8%	Nursing staff working additional unplanned hours.
	Lakefield	1153.25	1034.5	1076	972.5	713	678.5	713	747.6	89.7%	90.4%	95.2%	104.9%	Nursing staff working additional unplanned hours and altering skill mix. Staff also cross covered other wards.
	Meadowbank	1041	1028.5	2279.5	2193.5	724.5	644	1478	1398.53	98.8%	96.2%	88.9%	94.6%	Nursing staff working additional unplanned hours.
	Oaktrees	1335	1185.5	1419.5	1256.5	713	713	356.5	345	88.8%	88.5%	100.0%	96.8%	Nursing staff working additional unplanned hours and the WM working in the clinical team.
	Brooklands	1232.5	941.5	1416	1326.5	717	625.5	1426	1380.5	76.4%	93.7%	87.2%	96.8%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix.
West	Beech	1477.5	1180.5	1238.5	1102	699.5	676.5	874	791.5	79.9%	89.0%	96.7%	90.6%	Nursing staff working additional unplanned hours, the WM working in the clinical team, cancelling non-direct care activity and altering skill mix. Staff also cross covered other wards.
	Cherry	1224.5	1167.5	937.5	893.5	747.5	637	1035	922.3	95.3%	95.3%	85.2%	89.1%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity. Staff also cross covered other wards.
	Eastway A&T	861	831.5	1252.5	1149	633	621.5	754	702.5	96.6%	91.7%	98.2%	93.2%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity. Staff also cross covered other wards.
	Juniper	1578.5	1392.6	1150	885.5	782	770.5	793.5	655.5	88.2%	77.0%	98.5%	82.6%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity. Staff also cross covered other wards.
	Maple Ward	1144	880	1403	1230.5	724.5	552	954.5	839.5	76.9%	87.7%	76.2%	88.0%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity. One patient activity was cancelled. Staff also cross covered other wards.
	Pine Lodge (YPC)	1166	887.1	1069.5	1142.5	713	632.5	966	943	76.1%	106.8%	88.7%	97.6%	Nursing staff working additional unplanned hours, the WM working in the clinical team and altering skill mix. Staff also cross covered other wards.
	Rosewood	1030.5	962.5	1284.5	1223	488.5	442.5	793.5	770.5	93.4%	95.2%	90.6%	97.1%	Nursing staff working additional unplanned hours, the WM working in the clinical team and cancelling non-direct care activity. Two patient activities were shortened. Staff also cross covered other wards.
	Willow PICU	972.5	946.5	1184.5	1161.5	747.5	713	966	977.5	97.3%	98.1%	95.4%	101.2%	*
Trust wide		24237.85	22249.56	28066	25551.75	14775	13794	19851.5	18898.63	91.8%	91.0%	93.4%	95.2%	

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	1378.54	1345.5	1294	1204.5	759	747.5	1276.5	1219.5	97.6%	93.1%	98.5%	95.5%	Nursing staff working additional unplanned hours.
	Alderley Unit	891	844.5	1322.5	1283	690	604	690	776.5	94.8%	97.0%	87.5%	112.5%	Altering skill mix. Staff cross covered other wards.
	Bollin	1312.5	1279.75	1210.5	1212	793.5	772	1297.5	1263	97.5%	100.1%	97.3%	97.3%	Nursing staff working additional unplanned hours. Staff cross covered other wards.
	CARS	929	913	1207.5	1150	690	681.5	717	612.25	98.3%	95.2%	98.8%	85.4%	Nursing staff working additional unplanned hours. Staff cross covered other wards.
	Croft	1448.5	1436.5	1421.5	1244.5	770.5	738.5	1656	1481	99.2%	87.5%	95.8%	89.4%	Altering skill mix. Staff cross covered other wards.
	Greenways A&T	1279.5	1259	1720	1444.5	690	667	690	690	98.4%	84.0%	96.7%	100.0%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	LimeWalk Rehab	1096	1041.5	1130.25	986.75	655.5	610.5	752	671.5	95.0%	87.3%	93.1%	89.3%	Staff cross covered other wards.
	Saddlebridge	844	856	1618.5	1618.5	654	642.5	1043.5	1055	101.4%	100.0%	98.2%	101.1%	Ward Manager working in the clinical team.
Wirral	Brackendale	1071.5	1027.5	926	891.5	701.5	690	690	690	95.9%	96.3%	98.4%	100.0%	*
	Lakefield	1099.25	1077.25	1108.5	971	713	724.5	713	655.5	98.0%	87.6%	101.6%	91.9%	Nursing staff working additional unplanned hours
	Meadowbank	1031	970.5	1736.5	1690.3	569	547	1455.5	1387.5	94.1%	97.3%	96.1%	95.3%	Nursing staff working additional unplanned hours. Ward Manager working in the clinical team.
	Oaktrees	1388	1325	1459.5	1315	690	678.5	356.5	345	95.5%	90.1%	98.3%	96.8%	Altering skill mix. Staff cross covered other wards.
	Brooklands	930.5	815	1305.5	1344	713	638.5	808	837.5	87.6%	102.9%	89.6%	103.7%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team.
West	Beech	1401.5	1286	1081	1014	701.5	667	724.5	724.5	91.8%	93.8%	95.1%	100.0%	Altering skill mix. Staff cross covered other wards.
	Cherry	1204.5	1158.5	977.5	943	713	632.5	989	924.5	96.2%	96.5%	88.7%	93.5%	Cancelling nondirect care activity. Staff cross covered other wards. Nursing staff working additional unplanned hours
	Eastway A&T	1126.25	1126.25	868.5	822.5	531	531	809	809	100.0%	94.7%	100.0%	100.0%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	Juniper	1503	1406.5	1031.5	901.5	655.5	655.5	724.5	682	93.6%	87.4%	100.0%	94.1%	Altering skill mix. Staff cross covered other wards.
	Maple Ward	1087.5	911	1403.2	1196	690	506	1046.5	894.5	83.8%	85.2%	73.3%	85.5%	Altering skill mix. Staff cross covered other wards.
	Pine Lodge (YPC)	1112	1001	1035	1127	690	471.5	816.5	1036	90.0%	108.9%	68.3%	126.9%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team.
	Rosewood	943	924.5	1269.5	1200.5	471.5	448.5	759	701.5	98.0%	94.6%	95.1%	92.4%	Altering skill mix. Staff cross covered other wards.
	Willow PICU	999	984	1012	1012	667	632.5	839.5	862.5	98.5%	100.0%	94.8%	102.7%	Altering skill mix. Staff cross covered other wards.
Trustwide	24076.04	22988.75	26138.95	24572.05	14208.5	13286.5	18854	18318.75	95.5%	94.0%	93.5%	97.2%		