



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels August 2016
<b>Agenda ref. no:</b>	16/17/66
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	28/09/2016
<b>Presented by:</b>	Avril Devaney, Director of Nursing, Therapies and Patient Partnership

<b>Which strategic objectives this report provides information about:</b>	
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
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	No
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
Click here to enter text.	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy: CWP policies – policy code FR1	No
Click here to enter text.	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
This report details the ward daily staffing levels during the month of August 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 August 2016 the trust achieved staffing levels of 96.8% for registered nurses and 96% for clinical support workers on day shifts and 94.7% 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	16/09/2016

**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 August 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	1413	1329	1025	1046.25	713	724.5	1081	1035	94.1%	102.1%	101.6%	95.7%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Alderley Unit	906.5	903	1445	1365	713	688.5	713	786	99.6%	94.5%	96.6%	110.2%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Bollin	1360	1310	1366.5	1297.5	777	719.5	1247	1235	96.3%	95.0%	92.6%	99.0%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	CARS	862	904.5	1255.5	1146.5	701.5	683	713	636.45	104.9%	91.3%	97.4%	89.3%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Croft	1103.75	1027.4	1567.023	1369.5	759	729.5	1459	1304	93.1%	87.4%	96.1%	89.4%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1241.5	1230.5	2365	2082.5	713	609.5	1391.5	1441.5	99.1%	88.1%	85.5%	103.6%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1107.5	1068.5	1121	1117	713	683	713	720	96.5%	99.6%	95.8%	101.0%	*
	Saddlebridge	901	866.5	1398.5	1370.5	667	667	759	759	96.2%	98.0%	100.0%	100.0%	*
Wirral	Brackendale	970	949.5	924	924	678.5	632.5	770.5	770.5	97.9%	100.0%	93.2%	100.0%	Nursing staff working additional unplanned hours.
	Lakefield	1879	1646	2772	2681	717	633	954	963	87.6%	96.7%	88.3%	100.9%	Altering skill mix. Staff cross covered other wards. Nursing staff working additional unplanned hours.
	Meadowbank	939.5	939.5	999.5	976.5	713	690	678.5	632.5	100.0%	97.7%	96.8%	93.2%	Nursing staff working additional unplanned hours.
	Oaktrees	1032.5	987.5	1580.5	1551.5	586.5	563.5	1130	1049	95.6%	98.2%	96.1%	92.8%	*
	Willow PICU	1095.5	1079	1330	1299.5	494.5	460	952	946	98.5%	97.7%	93.0%	99.4%	Altering skill mix. Staff cross covered other wards.
	Brooklands	1044	996	1192	1157.5	722.5	619	356.5	356.5	95.4%	97.1%	85.7%	100.0%	Altering skill mix. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
West	Beech	1090.5	1097	1023.5	1012	693.5	626.5	839.5	828	100.6%	98.9%	90.3%	98.6%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Cherry	1225	1186	1081	1062.5	689	664	724.5	676.5	96.8%	98.3%	96.4%	93.4%	Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Eastway A&T	1191.5	1163	1056	1056	736	725.5	977.5	957	97.6%	100.0%	98.6%	97.9%	*
	Juniper	1152.5	1155.5	1142	1126.5	690	667	934.4	922.9	100.3%	98.6%	96.7%	98.8%	*
	Maple Ward	1286	1243	989	962	701.5	701.5	690	671.5	96.7%	97.3%	100.0%	97.3%	*
	Pine Lodge (YPC)	889.5	866.5	1587	1518	471.5	414	954.5	977.5	97.4%	95.7%	87.8%	102.4%	*
	Rosewood	1047	1035.5	1245.5	1199.5	483	483	1000.5	989	98.9%	96.3%	100.0%	98.9%	*
<b>Trustwide</b>	<b>23737.75</b>	<b>22983.4</b>	<b>28465.52</b>	<b>27321.25</b>	<b>14133</b>	<b>13384</b>	<b>19038.9</b>	<b>18656.85</b>	<b>96.8%</b>	<b>96.0%</b>	<b>94.7%</b>	<b>98.0%</b>		