



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels July and August Data 2017
Agenda ref. no:	17-18-54
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	27/09/2017
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 July and August 2017 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. A number of recommendations are made within the latest six monthly report including consistency checking, national benchmarking, and widening the consideration of the multi-disciplinary team role within safer staffing. These recommendations are currently being followed through and will be monitored via the Safer Staffing group led by the Associate Director of Nursing [Mental Health and Learning Disability] and are reported on in the next 6 monthly report.

Assessment – analysis and considerations of options and risks

During July 2017 the trust achieved staffing levels of 97.5% for registered nurses and 91% for clinical support workers on day shifts and 94.5% and 96.3% respectively on nights. During August 2017 the trust achieved staffing levels of 97.1% for registered nurses and 92% for clinical support workers on day shifts and 94.8% and 99.8% respectively on nights.

Where 100% fill rate was not achieved patient safety on in-patient wards was maintained by nurses working additional unplanned hours, staff 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 and 2 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?	Gary Flockhart, Associate Director of Nursing [MH and LD]	
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]	15/09/2017
	Avril Devaney, Avril Devaney, Director of Nursing, Therapies and Patient Partnership	15/09/2017

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 July 2017
2	Ward Daily Staffing August 2017

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	1214.5	1202	1169.5	1111	713	686.5	1391.5	1334	99.0%	95.0%	96.3%	95.9%	*
	Alderley Unit	984	916.5	1656	1546.5	713	667	713	713	93.1%	93.4%	93.5%	100.0%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Bollin	1417.5	1340	1306.5	1262.5	713	724.5	1246.5	1191	94.5%	96.6%	101.6%	95.5%	*
	Croft	1227	1228.9	1922	1399.4	713	649	1529.5	1510.5	100.2%	72.8%	91.0%	98.8%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team.
	Greenways A&T	1228	1278.75	1925	1499.5	713	736	1334	1160.5	104.1%	77.9%	103.2%	87.0%	Ward Manager working in the clinical team. Nursing staff working additional unplanned hours. Cross cover arrangements.
	LimeWalk Rehab	1234	1129	1038.5	860.5	713	618.5	724.5	707.5	91.5%	82.9%	86.7%	97.7%	Cross cover arrangements. Staff cross covered from other wards. MDT supported the team.
	Saddlebridge	1018	987	1248.5	1206	644	609.5	782	793.5	97.0%	96.6%	94.6%	101.5%	*
Wirral	Brackendale	1020.5	1009.55	1007	892	709.5	686.5	724.5	713	98.9%	88.6%	96.8%	98.4%	Ward Manager working in the clinical team.
	Brooklands	1110.5	1015.5	1229	1217.5	733	637	1084	1060.5	91.4%	99.1%	86.9%	97.8%	Nursing staff working additional unplanned hours.
	Lakefield	1076	996.1	1046.5	1023.5	713	586.5	839.5	885.5	92.6%	97.8%	82.3%	105.5%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Meadowbank	1088.9	986	1661	1649.5	701.5	655.5	1122	1059	90.6%	99.3%	93.4%	94.4%	Staff cross covered from other wards.
	Oaktrees	1295	1242	796	589	713	690	356.5	333.5	95.9%	74.0%	96.8%	93.5%	Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Willow PICU	1147.5	1147.5	920	885.5	754	700.5	839.5	828	100.0%	96.3%	92.9%	98.6%	*
West	Beech	1341	1338.5	1057.5	1040.5	686.5	686.5	747.5	736	99.8%	98.4%	100.0%	98.5%	*
	Cherry	1220	1203	1259	1187.5	724.5	713	1035	933.5	98.6%	94.3%	98.4%	90.2%	Staff cross covered from other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Eastway A&T	1133	1134	865.5	858	495.5	495.5	1063.5	1053.75	100.1%	99.1%	100.0%	99.1%	*
	Juniper	1335.5	1323	966	920	644	644	759	757	99.1%	95.2%	100.0%	99.7%	*
	Coral	1223	1108	1414.5	1334	701.5	598	1058	862.5	90.6%	94.3%	85.2%	81.5%	Staff cross covered from other wards. Cross cover arrangements
	Indigo	964	1120.5	1281.5	1017	690	636.5	713	736	116.2%	79.4%	92.2%	103.2%	Ward Manager working in the clinical team. Nursing staff working additional unplanned hours. Cross cover arrangements. MDT supported the team.
	Rosewood	1020	1020	1542	1542	704.5	704.5	785	785	100.0%	100.0%	100.0%	100.0%	*
Trustwide	23297.9	22725.8	25311.5	23041.4	13892.5	13125	18848	18153.25	97.5%	91.0%	94.5%	96.3%		

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	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	1340.25	1261.75	1152.5	1149.95	713	708	1196	1148	94.1%	99.8%	99.3%	96.0%	*
	Alderley Unit	963.5	937.5	1665.5	1527.5	713	655.5	713	770.5	97.3%	91.7%	91.9%	108.1%	Staff cross covered from other wards. Nursing staff working additional unplanned hours.
	Bollin	1284.5	1219.5	1369.5	1218	723	732	1414.5	1370	94.9%	88.9%	101.2%	96.9%	Cross cover arrangements. Nursing staff working additional unplanned hours. Ward Manager working in the clinical team.
	Croft	1204.5	1215	1922	1487.5	713	667.5	1426	1392.5	100.9%	77.4%	93.6%	97.7%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Greenways A&T	1237.5	1340	1759.5	1210.5	713	609.5	1000.5	1069.5	108.3%	68.8%	85.5%	106.9%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	LimeWalk Rehab	1112.5	922.5	1069.5	1167.5	713	631.5	713	747.5	82.9%	109.2%	88.6%	104.8%	Staff cross covered from other wards. Cross cover arrangements.
	Saddlebridge	905.5	914.55	1331.5	1279	713	575	701.5	832	101.0%	96.1%	80.6%	118.6%	Cross cover arrangements. Ward Manager working in the clinical team.
Wirral	Brackendale	1000	977.5	1016	884	724.5	713	701.5	678.5	97.8%	87.0%	98.4%	96.7%	Cross cover arrangements. Ward Manager working in the clinical team.
	Brooklands	867	771	1148.5	1144.5	704.5	613	931.5	1025	88.9%	99.7%	87.0%	110.0%	Nursing staff working additional unplanned hours.
	Lakefield	1028.5	981.5	1022.5	965	713	644	762	839.5	95.4%	94.4%	90.3%	110.2%	Staff cross covered from other wards. Cross cover arrangements. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
	Meadowbank	1099	1099	1433	1345.5	747.5	701.5	1008.5	744	100.0%	93.9%	93.8%	73.8%	Staff cross covered from other wards.
	Oaktrees	1250.5	1178.5	872.5	515.5	713	678.5	356.5	345	94.2%	59.1%	95.2%	96.8%	Staff cross covered from other wards. Ward Manager working in the clinical team.
	Willow PICU	1024.5	1024.5	888	842	644	621	897	885.5	100.0%	94.8%	96.4%	98.7%	*
West	Beech	1475.5	1474.5	920	920	745.5	745.5	793.5	770.5	99.9%	100.0%	100.0%	97.1%	*
	Cherry	1178.5	1147.25	1150	1117	560	561.5	782	782	97.3%	97.1%	100.3%	100.0%	*
	Eastway A&T	1077.75	1023.75	1080	1080	533	533	893.5	870.5	95.0%	100.0%	100.0%	97.4%	*
	Juniper	1410.5	1399	1012	1012	751.5	740	736	719.5	99.2%	100.0%	98.5%	97.8%	*
	Coral	942.25	953.75	1294	1294	532.75	532.75	1071	1071	101.2%	100.0%	100.0%	100.0%	*
	Indigo	1018.25	993.5	1002.5	1002.5	473.25	473.25	877	877	97.6%	100.0%	100.0%	100.0%	*
	Rosewood	962	904.5	1481	1469.5	678.5	678.5	752	752	94.0%	99.2%	100.0%	100.0%	*
Trustwide	22382.5	21739.05	24590	22631.45	13522	12814.5	17726.5	17690	97.1%	92.0%	94.8%	99.8%		