



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels April 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	27/05/2015
Presented by:	Avril Devaney

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 April 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for April 2015 have been submitted to UNIFY using the template supplied by NHS England (appendix 1). The themes arising within this monthly submission 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 in May 2014 and December 2014. A programme has been established to take forward the recommendations from the review including staffing levels and a programme of continuous improvement. The Director of Operations is the lead executive for the programme supported by the Director of Nursing who has overview of the Ward Staffing work stream and reports directly to the Board of Directors in line with the NQB requirements.

Assessment – analysis and considerations of options and risks

During April 2015 patient safety was maintained by nurses working additional unplanned hours, nursing 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.

Recruitment of both registered and non-registered nursing staff has been continual over the past 18 months and continues to be a significant issue in the East and West localities. Planned over recruitment and refined recruitment practices are anticipated to improve this situation moving forward.

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?	Ward Staffing Project Team
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Contributing authors:	Maria Nelligan
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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
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Ward	Day				Night				Fill Rate				Comment	
	Registered midwives/nurses		Care Staff		Registered midwives/nurses		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	1277	1116	1642.5	1524	713	713	1161.5	1092.5	87.4%	92.8%	100.0%	94.1%	Nursing staff have worked additional hours, the ward manager has worked within the clinical team and the multidisciplinary team have supported the ward in maintaining safe staffing levels. Some non-direct care activity was cancelled.
	Alderley Unit	933.5	910	1325.25	1319.3	609.5	621	793.5	770.5	97.5%	99.6%	101.9%	97.1%	*
	Bollin	1458.5	1332.25	1528	1404.5	828	1000.5	1363	1213.5	91.3%	91.9%	120.8%	89.0%	Non-direct patient care activities cancelled. The ward also provided cross cover to other wards.
	CARS	1132.35	1078.25	1232	1205.5	713	644	690	684	95.2%	97.8%	90.3%	99.1%	Non-direct patient care activities cancelled. The ward also provided cross cover to other wards.
	Croft	1196.5	1165	1928.5	1623	717	682.5	1732	1559.5	97.4%	84.2%	95.2%	90.0%	To maintain safe staffing levels nursing staff worked additional hours and non-direct patient care activities cancelled.
	Greenways A&T	1346	1200.5	1632.1	1693	690	701.5	690	655.5	89.2%	103.7%	101.7%	95.0%	Safe staffing levels were maintained be altering skill mix.
	LimeWalk Rehab	969.75	946.7	1244.5	1175.5	690	690	702.5	648	97.6%	94.5%	100.0%	92.2%	Adhoc support was sought from other wards to maintain safe staffing levels.
	Saddlebridge	813	778.5	1396	1288	632.5	621	770.5	759	95.8%	92.3%	98.2%	98.5%	To maintain safe staffing levels nursing staff worked additional hours.
Wirral	Brackendale	978.5	758.5	1035	1039	690	655.5	690	793.5	77.5%	100.4%	95.0%	115.0%	Nursing staff have worked additional hours and the ward manager has worked in the clinical team to maintain safe staffing levels.
	Lakefield	1104.5	1102.95	1046.5	943	667	667	701.5	1023.5	99.9%	90.1%	100.0%	145.9%	To maintain safe staffing levels nursing staff worked additional hours.
	Meadowbank	1425	1065.5	1725	2228.5	690	558	1380	1503	74.8%	129.2%	80.9%	108.9%	To maintain safe staffing levels nursing staff worked additional hours and non-direct patient care activities cancelled.
	Oaktrees	1097.5	1090	1207.5	1138.5	701.5	655.5	339	350.5	99.3%	94.3%	93.4%	103.4%	Nursing staff have worked additional hours and the ward manager has worked in the clinical team to maintain safe staffing levels.
	Brooklands	1065.4	1001.4	1079	1017	644	655.5	621	771.4	94.0%	94.3%	101.8%	124.2%	Nursing staff have worked additional hours and the ward manager has worked in the clinical team to maintain safe staffing levels.
West	Beech	1404.5	1316.5	1184.5	1058	678.5	609.5	713	690	93.7%	89.3%	89.8%	96.8%	To maintain safe staffing levels nursing staff worked additional hours and non-direct patient care activities cancelled.
	Cherry	1173	1060	1127	1028.5	747.5	632.5	1012	908.5	90.4%	91.3%	84.6%	89.8%	Support was sought form other wards to maintain safe staffing levels.
	Eastway A&T	1052.5	1009.5	1474.5	1556.5	685.5	727	999	904.25	95.9%	105.6%	106.1%	90.5%	To maintain safe staffing levels nursing staff worked additional hours and non-direct patient care activities cancelled.
	Juniper	1217	1079	1046.5	1000.5	575	483	805	782	88.7%	95.6%	84.0%	97.1%	To maintain safe staffing levels nursing staff worked additional hours and non-direct patient care activities cancelled.
	Maple Ward	1158	1108.5	1279	1129.5	552	609.5	839.5	828	95.7%	88.3%	110.4%	98.6%	To maintain safe staffing levels nursing staff worked additional hours. On occasions patient activities have had to be cancelled or shortened.
	Pine Lodge (YPC)	1285.5	1195.5	920	908.5	471.4	483	805	816.5	93.0%	98.8%	102.5%	101.4%	Adhoc support was sought from other wards to maintain safe staffing levels.
	Rosewood	1291.5	1239	1472	1207.5	690	540.5	690	740.5	95.9%	82.0%	78.3%	107.3%	Safe staffing levels were maintained be altering skill mix.
	Willow PICU	912.5	952.25	885.5	816.4	690	483	667	816.5	104.4%	92.2%	70.0%	122.4%	Safe staffing levels were maintained be altering skill mix.
Trust wide	24292	22505.8	27410.85	26304.2	14075.4	13433	18165	18310.65	92.6%	96.0%	95.4%	100.8%		