



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels July and August 2015
<b>Agenda ref. no:</b>	15/16/68
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	30/09/2015
<b>Presented by:</b>	Stephen Scorer, 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
35T	
<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
35T	

**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 July and August 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for July and August 2015 have been submitted to UNIFY using the template supplied by NHS England (appendix 2 and 3). 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. The work of the ward staffing project group has been transferred to the newly formed People Planning Group to take forward the recommendations from the initial review relating to staffing levels and continuous improvement measures. The Director of Nursing is taking forward planning on how to meet the additional requirement of reporting on Contact Time twice yearly.

**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, December 2014 and May 2015. The Board of Directors, in line with the NQB requirements, will continue to receive monthly reports on Ward Daily Staffing Levels and also reports on the six monthly ward staffing reviews that the trust are required to undertake.

NB. The June UNIFY figures reported in the July 2015 report were incorrect however the accompanying analysis was correct. The correct data had been sent to UNIFY and an amended version has now been posted on the external website (Appendix 1)

**Assessment – analysis and considerations of options and risks**

During July 2015 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. These themes have been quantified from Feb-May 2015 and analysed as part of the 6 monthly review report submitted to the Board of Directors in July 2015.

**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?**

Stephen Scorer, Director of Nursing, Therapies and Patient Partnership

**Contributing authors:**

Maria Nelligan, Deputy Director of Nursing

**Distribution to other people/ groups/ meetings:**

Version	Name/ group/ meeting	Date issued
35T	35T	35T

**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 Board Report (June data)
2	Ward Daily Staffing Board Report (July data)
3	Ward Daily Staffing Board Report (Aug data)

Appendix 2 Sep 2015 Ward Daily Staffing Board Report (July data)

Ward	Day				Night				Fill Rate				To maintain safe staffing levels the following actions were taken:	
	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	1666.5	1557.5	1010.5	713	759	701.5	1242	1095.5	93.5%	70.6%	92.4%	88.2%	Nursing staff worked additional unplanned hours
	Alderley Unit	874.5	894.5	1420.5	1269.5	690	609.5	713	713	102.3%	89.4%	88.3%	100.0%	Skill mix was altered, nursing staff cross covered wards and non direct patient care activities were cancelled
	Bollin	1138.5	1111.5	1587	1497	736	609.5	1322.5	1161.5	97.6%	94.3%	82.8%	87.8%	Nursing staff worked additional unplanned hours
	CARS	1081	1028	1253.5	1201.5	713	614	724.5	700.5	95.1%	95.9%	86.1%	96.7%	Nursing staff worked additional unplanned hours and nursing staff cross covered wards
	Croft	1147.75	940.15	1974	1738.75	793.5	744	1759	1632	81.9%	88.1%	93.8%	92.8%	Nursing staff worked additional hours, nursing staff cross covered wards and non direct patient care activities were cancelled
	Greenways A&T	1278.5	1140.5	1467.5	1527	713	655.5	425.5	471.5	89.2%	104.1%	91.9%	110.8%	Skill mix was altered
	LimeWalk Rehab	1090.5	1061	1258	1185	702	657.5	738	730.5	97.3%	94.2%	93.7%	99.0%	Skill mix was altered, nursing staff worked additional unplanned hours and cross covered wards
Saddlebridge	893	689	1426	1524.5	713	494.5	713	943	77.2%	106.9%	69.4%	132.3%	Nursing staff worked additional unplanned hours, the WM worked within the clinical team, the MDT supported the nursing team and skill mix was altered	
Wirral	Brackendale	914	914	1121.5	1087.023	713	701.5	724.5	736	100.0%	96.9%	98.4%	101.6%	*
	Lakefield	1169.5	1001	1081	1012	713	678.5	720	766	85.6%	93.6%	95.2%	106.4%	Nursing staff worked additional unplanned hours
	Meadowbank	1245	1189	2102	2052.5	713	650	1610	1621.5	95.5%	97.6%	91.2%	100.7%	Nursing staff worked additional unplanned hours and skill mix was altered
	Oaktrees	1222.5	1209.75	1312	1289	713	701.5	534.5	551.5	99.0%	98.2%	98.4%	103.2%	*
	Brooklands	1051	1042	1271.5	1264	724.5	713	922	841.5	99.1%	99.4%	98.4%	91.3%	Nursing staff worked additional unplanned hours and skill mix was altered
West	Beech	1274.5	1181.5	972.5	946.5	608	585	608	608	92.7%	97.3%	96.2%	100.0%	Nursing staff worked additional unplanned hours, skill mix was altered and non direct patient care activities were cancelled
	Cherry	1334	1212	1161.5	911.5	770.5	678.5	1115.5	1000.5	90.9%	78.5%	88.1%	89.7%	The WM worked within the clinical team, skill mix was altered and non direct patient care activities were cancelled
	Eastway A&T	1223.5	1173.5	1273.5	1270.5	667	638	1121	1128	95.9%	99.8%	95.7%	100.6%	*
	Juniper	1502	1444.5	1012	828	690	621	747.5	736	96.2%	81.8%	90.0%	98.5%	Nursing staff worked additional unplanned hours and skill mix was altered
	Maple Ward	1205.5	965	1360.5	1251.5	642	676.5	726	787	80.0%	92.0%	105.4%	108.4%	The WM worked within the clinical team and 2 patient activities were cancelled
	Pine Lodge (YPC)	1160.7	942.9	966	1053	667	552	747.5	793.5	81.2%	109.0%	82.8%	106.2%	Nursing staff worked additional unplanned hours, the WM worked within the clinical team, the MDT supported the nursing team and nursing staff cross covered wards
	Rosewood	1292	1177	1565.5	1450.5	621	586.5	790.5	744.5	91.1%	92.7%	94.4%	94.2%	Nursing staff worked additional unplanned hours and cross covered wards
Willow PICU	997	993	1111	959	724.5	667	805	782	99.6%	86.3%	92.1%	97.1%	Nursing staff worked additional unplanned hours	
<b>Trustwide</b>	<b>24761.45</b>	<b>22867</b>	<b>27708</b>	<b>26031</b>	<b>14786</b>	<b>13535</b>	<b>18810</b>	<b>18544</b>	<b>92.4%</b>	<b>94.0%</b>	<b>91.5%</b>	<b>98.6%</b>	<b>* all categories above 95%</b>	