



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels June 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	29/07/2015
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 June 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for June 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, December 2014 and May 2015. The ward staffing project group, chaired by the Director of Nursing, Therapies and Patient Partnership, continues to take forward the recommendations from the initial review relating to staffing levels and continuous improvement measures. 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 reviews that the trust are required to undertake.

Assessment – analysis and considerations of options and risks

During June 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; 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?		Ward Staffing Project Team
Contributing authors:		Maria Nelligan
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
1	Ward daily staffing

Appendix 1 June 2015 UNIFY submission with additional comments

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	1326.5	1257.5	1480	1451	724.5	678.5	1175.5	1141	94.80%	98.00%	93.70%	97.10%	The WM has worked within the clinical team and non-direct care activities were cancelled to maintain safe staffing levels
	Alderley Unit	868.5	857	1366	1308.5	598	598	782	770.5	98.70%	95.80%	100.00%	98.50%	*
	Bollin	1302.5	1268	1344.5	1344.5	701.5	655.5	1280	1299.5	97.40%	100.00%	93.40%	101.50%	Nursing staff worked additional hours to maintain safe staffing levels
	CARS	961.75	938.75	1345.5	1348	644	605	713	706	97.60%	100.20%	93.90%	99.00%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
	Croft	1374	1296	1717.25	1535.25	820.5	751.5	1580	1430.5	94.30%	89.40%	91.60%	90.50%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
	Greenways A&T	1279	1179.04	1420	1412.5	690	655.5	346.3	391	92.20%	99.50%	95.00%	112.90%	Non direct care activity was cancelled to maintain safe staffing levels
	LimeWalk Rehab	909	902	1174.5	1145	663	608	714	685	99.20%	97.50%	91.70%	95.90%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
Saddlebridge	727	700.5	1401.5	1501.5	690	448.5	931.5	920	96.40%	107.10%	65.00%	98.80%	Nursing staff worked additional hours and skill mix was altered to maintain safe staffing levels	
Wirral	Brackendale	954.5	977	1035	1012	690	713	690	650	102.40%	97.80%	103.30%	94.20%	Nursing staff worked additional hours and skill mix was altered to maintain safe staffing levels
	Lakefield	1108	976.5	1035	1000.5	690	678.5	701.5	724.5	88.10%	96.70%	98.30%	103.30%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
	Meadowbank	1149.5	1087.5	1797.5	1672	690	621	1391.5	1391.5	94.60%	93.00%	90.00%	100.00%	Nursing staff worked additional hours and skill mix was altered to maintain safe staffing levels
	Oaktrees	1117	1155.5	1322.5	1219	690	736	585	689	103.40%	92.20%	106.70%	117.80%	Nursing staff worked additional hours to maintain safe staffing levels
	Brooklands	1099.5	1085.5	1203.5	1203.5	705.5	696	944	1061	98.70%	100.00%	98.70%	112.40%	*
West	Beech	1345.5	1276.5	1069.5	1046.5	667	621	701.5	701.5	94.90%	97.80%	93.10%	100.00%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
	Cherry	1423.5	1240.25	1062.5	997	724.5	644	1046.5	943	87.10%	93.80%	88.90%	90.10%	Nursing staff worked additional hours to maintain safe staffing levels and staff cross covered other wards
	Eastway A&T	1028.5	1009	1641.35	1635	598	598	661	661	98.10%	99.60%	100.00%	100.00%	*
	Juniper	1515.5	1423.5	1023	965.5	529	494.5	874	874	93.90%	94.40%	93.50%	100.00%	Non direct care activity was cancelled and skill mix was altered to maintain safe staffing levels
	Maple Ward	1253.5	1053.5	1212.5	1123	504	584.5	816.5	920	84.00%	92.60%	116.00%	112.70%	The WM has worked within the clinical team, nurses worked additional hours and some patient activities were cancelled to maintain safe staffing levels. Staff cross covered other wards.
	Pine Lodge (YPC)	1215.5	1148.1	805	770.5	598	609.5	644	667	94.50%	95.70%	101.90%	103.60%	The WM has worked within the clinical team, nurses worked additional hours and some patient activities were cancelled to maintain safe staffing levels. Staff cross covered other wards.
	Rosewood	1089.5	1066.5	1648.85	1649	563.5	563.5	737	737	97.90%	100.00%	100.00%	100.00%	*
	Willow PICU	898.5	863.5	996.5	1000.5	655.4	598	770.5	782	96.10%	100.40%	91.20%	101.50%	The WM has worked within the clinical team and nurses have worked additional hours to maintain safe staffing levels
Trust wide	23946.75	22761.64	27101.95	26340.25	13836.4	13158	18085.3	18145	95.10%	97.20%	95.10%	100.30%		