



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels May 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	24/06/2015
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 May 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for May 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 May 2015 patient safety on in-patient wards 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. These themes are currently being further explored and the subsequent analysis will be included in the next 6 monthly report; due to be submitted to Operations Board in July 2015.

Active recruitment continues across localities including planned over recruitment. This will enable the trust to move to a more proactive position in relation to nurse recruitment. This has also enabled the recruitment of talented final placement nursing students. Additionally the trust has been represented at the recent Nursing Jobs Fair within Liverpool John Moore's University

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
1	Ward daily staffing

Ward	Day				Night				Fill Rate				Comment	
	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	1398	1124	1698.5	1412.5	756.5	722	1294	1156	80.4%	83.2%	95.4%	89.3%	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. Non-direct care activity and patient activities were cancelled.
	Alderley Unit	956	946	1322.5	1277.5	644	597.5	759	747.5	99.0%	96.6%	92.8%	98.5%	To maintain safe staffing levels nursing staff worked additional hours and the ward provided cross cover to other wards.
	Bollin	1293	1210	1657.5	1455.5	747.5	552	1450.5	1210	93.6%	87.8%	73.8%	83.4%	Nursing staff have worked additional hours and non-direct care activity was cancelled to maintain safe staffing levels. .
	CARS	976.25	934.75	1437.5	1400	690	569	706	729	95.7%	97.4%	82.5%	103.3%	Skill mix was altered to maintain safe staffing levels.
	Croft	1276	1207	2077.5	1682.5	752	708.75	1825	1643	94.6%	81.0%	94.2%	90.0%	Non-direct patient care activities were cancelled and the ward provided cross cover to other wards to maintain safe staffing levels .
	Greenways A&T	1318.5	1257	1348.5	1383.5	713	667	713	690	95.3%	102.6%	93.5%	96.8%	Skill mix was altered and non-direct patient care activity was cancelled to maintain safe staffing levels.
	LimeWalk Rehab	897.25	848.3	1248	1161	617	602	757	734	94.5%	93.0%	97.6%	97.0%	Skill mix was altered and the ward provided cross cover to other wards to maintain safe staffing levels.
Saddlebridge	615	558	1462	1436.5	575	494.5	828	828	90.7%	98.3%	86.0%	100.0%	Nursing staff have worked additional hours and skill mix was altered to maintain safe staffing levels.	
Wirral	Brackendale	1095	1084	1069.5	972	713	713	713	701.5	99.0%	90.9%	100.0%	98.4%	Nursing staff worked additional hours to maintain safe staffing levels.
	Lakefield	1071	1114	1035	908.5	736	736	1000.5	1000.5	104.0%	87.8%	100.0%	100.0%	Nursing staff worked additional hours and the ward provided cross cover to other wards to maintain safe staffing levels.
	Meadowbank	876	743.5	2205.5	2174	713	449	1851.5	1955.5	84.9%	98.6%	63.0%	105.6%	Nursing staff have worked additional hours and skill mix was altered to maintain safe staffing levels.
	Oaktrees	1166	1214	1309	1253	713	713	519.5	516.5	104.1%	95.7%	100.0%	99.4%	*
	Brooklands	1101	1108	1278.5	1238.5	744	743	893.5	902	100.6%	96.9%	99.9%	101.0%	Nursing staff have worked additional hours, the ward manager has worked within the clinical team to support the ward in maintaining safe staffing levels.
West	Beech	1386	1230.5	1115.5	1000.5	713	690	713	713	88.8%	89.7%	96.8%	100.0%	To maintain safe staffing levels nursing staff worked additional hours and the ward provided cross cover to other wards.
	Cherry	1290	1018.75	1196	1035	770.5	598	989	920	79.0%	86.5%	77.6%	93.0%	To maintain safe staffing levels nursing staff worked additional hours and the ward provided cross cover to other wards.
	Eastway A&T	1199.25	1138.5	1433	1410	628	559	836.5	842	94.9%	98.4%	89.0%	100.7%	Nursing staff worked additional hours to maintain safe staffing levels.
	Juniper	1200.5	1051	1046.5	1046.5	609.5	575	839.5	828	87.5%	100.0%	94.3%	98.6%	Nursing staff have worked additional hours and skill mix was altered to maintain safe staffing levels.
	Maple Ward	1226.5	996.5	1161	1137	609.5	644	759	793.5	81.2%	97.9%	105.7%	104.5%	Nursing staff have worked additional hours, the ward manager has worked within the clinical team to support the ward in maintaining safe staffing levels. Non-direct care activities were cancelled.
	Pine Lodge (YPC)	1264.5	1119.4	1000.5	847	598	563.5	724.5	759	88.5%	84.7%	94.2%	104.8%	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. The ward provided cross cover to other wards.
	Rosewood	1122	1129.5	1468.5	1468.5	494.5	483	770.5	770.5	100.7%	100.0%	97.7%	100.0%	*
Willow PICU	917.5	878	1115.5	1000.5	644	563.5	782	782	95.7%	89.7%	87.5%	100.0%	Nursing staff worked additional hours to maintain safe staffing levels.	
Trust wide	23645.25	21910.7	28686	26700	14181	12942.75	19724.5	19221.5	92.7%	93.1%	91.3%	97.4%		