



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels May and June 2016
Agenda ref. no:	16/17/37
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	27/07/2016
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
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 and June 2016 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. CWP undertook a comprehensive review of ward staffing levels between Oct and Dec 2013 with 6 monthly follow up reviews, the most recent of which has been submitted to Operations Board in July 2016 and to Board of Directors in July 2016. A number of recommendations were made within the latest six monthly report including consistency checking, national benchmarking, and widening the consideration of the MDT role within safer staffing. These recommendations are currently being followed through and will be reported on in the next 6 monthly report.

Assessment – analysis and considerations of options and risks

During May 2016 the trust achieved staffing levels of 94.9% for registered nurses and 94% for clinical support workers on day shifts and 95.5% and 95% respectively on nights.

During June 2016 the trust achieved staffing levels of 94.7% for registered nurses and 91.3% for clinical support workers on day shifts and 96.9% and 96.3% respectively on nights.

Where 100% fill rate was not achieved 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. 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?

Avril Devaney, Director of Nursing, Therapies and Patient Partnership

Contributing authors:

Anne Casey, Head of Performance and Information

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 May and June 2016

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	1343	1287	1371.5	1271	713	702	1403.5	1332.5	95.8%	92.7%	98.5%	94.9%	Nursing staff working additional unplanned hours.
	Alderley Unit	874.5	858.5	1328	1316	701.5	639	736	764	98.2%	99.1%	91.1%	103.8%	Altering skill mix. Staff cross covered other wards.
	Bollin	1369	1349	1335	1259.5	865.5	846.5	1235	1154.5	98.5%	94.3%	97.8%	93.5%	Nursing staff working additional unplanned hours. Staff cross covered other wards.
	CARS	937.5	890.5	1177	1090.5	713	685	713	573.5	95.0%	92.7%	96.1%	80.4%	Nursing staff working additional unplanned hours. Staff cross covered other wards.
	Croft	1365.25	1375.05	1577.75	1248	769.5	649	1737	1466.5	100.7%	79.1%	84.3%	84.4%	Altering skill mix. Staff cross covered other wards.
	Greenways A&T	1298	1275	2247.5	2029	713	552	1115.5	1179.5	98.2%	90.3%	77.4%	105.7%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	LimeWalk Rehab	1151	1098.5	1044.5	975.5	726	659.5	667	597	95.4%	93.4%	90.8%	89.5%	Staff cross covered other wards.
	Saddlebridge	813	778.5	1601.5	1608	742	730.5	975.5	945.5	95.8%	100.4%	98.5%	96.9%	Ward Manager working in the clinical team.
Wirral	Brackendale	1087	1049.5	856.5	857.5	712.5	713.5	702	691	96.6%	100.1%	100.1%	98.4%	*
	Lakefield	998.5	964	1091	996	718	703.5	713	724.5	96.5%	91.3%	98.0%	101.6%	Nursing staff working additional unplanned hours
	Meadowbank	892	947.5	1893.5	1870.5	675.5	675.5	1382	1301	106.2%	98.8%	100.0%	94.1%	Nursing staff working additional unplanned hours. Ward Manager working in the clinical team.
	Oaktrees	1267	1185	1549.5	1354	713	702	386.5	375.5	93.5%	87.4%	98.5%	97.2%	Altering skill mix. Staff cross covered other wards.
	Brooklands	1038.5	903	1490.5	1517.5	722	670	1097.5	1161.5	87.0%	101.8%	92.8%	105.8%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing
West	Beech	1472.5	1398	1038.5	999.5	721.5	720.5	874	872	94.9%	96.2%	99.9%	99.8%	Altering skill mix. Staff cross covered other wards.
	Cherry	1265.5	1133.5	1046.5	886	736	701.5	954.5	654	89.6%	84.7%	95.3%	68.5%	Cancelling nondirect care activity. Staff cross covered other wards. Nursing staff working additional unplanned hours
	Eastway A&T	1227	1117	883.5	873.5	593	592.5	720.5	719.5	91.0%	98.9%	99.9%	99.9%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	Juniper	1633.5	1586	1034	965.1	713	713	828	828	97.1%	93.3%	100.0%	100.0%	Altering skill mix. Staff cross covered other wards.
	Maple Ward	1104.5	1046.5	1472	1427	540.5	529	943	920	94.7%	96.9%	97.9%	97.6%	Altering skill mix. Staff cross covered other wards.
	Pine Lodge (YPC)	985.5	869.5	1184.5	1104	529	494.5	1081	1046.5	88.2%	93.2%	93.5%	96.8%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing
	Rosewood	1010	845	1376.5	1293.5	379.5	379.5	805	801	83.7%	94.0%	100.0%	99.5%	Altering skill mix. Staff cross covered other wards.
	Willow PICU	1046.5	982	1050	1061.5	724.5	713	747.5	724.5	93.8%	101.1%	98.4%	96.9%	Altering skill mix. Staff cross covered other wards.
Trustwide	24179.25	22938.55	27649.25	26003.1	14421.5	13771.5	19817	18832	94.9%	94.0%	95.5%	95.0%		

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	1311	1239	1225	1202	767	767	1163	1057	94.5%	98.1%	100.0%	90.9%	Nursing staff working additional unplanned hours.
	Alderley Unit	879	818.5	1378.5	1387	679	686	717	694	93.1%	100.6%	101.0%	96.8%	Altering skill mix. Staff cross covered other wards.
	Bollin	1119	1101	1397	1457	744	771	1261	1264	98.4%	104.3%	103.6%	100.2%	*
	CARS	876	844	1168	1127	702	686	690	551	96.3%	96.5%	97.7%	79.9%	Nursing staff working additional unplanned hours. Staff cross covered other wards.
	Croft	1057	977.35	1736.5	1366.5	750.5	697	1480.5	1216	92.5%	78.7%	92.9%	82.1%	Altering skill mix. Staff cross covered other wards.
	Greenways A&T	1267.5	1205.5	2291	1885	690	560	1380	1441.5	95.1%	82.3%	81.2%	104.5%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	LimeWalk Rehab	958.3	913.3	1168	1083	685	652	690	651	95.3%	92.7%	95.2%	94.3%	Staff cross covered other wards.
	Saddlebridge	937	925	1372	1378	678	678	857	857	98.7%	100.4%	100.0%	100.0%	*
Wirral	Brackendale	1222.4	1117	684	684	714	714	679	679	91.4%	100.0%	100.0%	100.0%	*
	Lakefield	1174.5	1184.5	1105	997	690	679	679	657	100.9%	90.2%	98.4%	96.8%	Nursing staff working additional unplanned hours
	Meadowbank	915.5	840.5	1423.5	1331.5	635	608	975.5	844	91.8%	93.5%	95.7%	86.5%	Nursing staff working additional unplanned hours. Ward Manager working in the clinical team.
	Oaktrees	1261.5	1237.5	2174	1290	690	702	427	393	98.1%	59.3%	101.7%	92.0%	Altering skill mix. Staff cross covered other wards.
	Brooklands	1188.5	967.5	1375	1351	675	608	1029	1102	81.4%	98.3%	90.1%	107.1%	Altering skill mix. Staff cross covered other wards. Ward Manager working in the clinical team. Nursing staff working additional unplanned hours.
West	Beech	1278	1187	1144.5	1180.5	632.5	632.5	713	695	92.9%	103.1%	100.0%	97.5%	*
	Cherry	1187.7	1173.2	950.5	933	655.5	632.5	927.5	893	98.8%	98.2%	96.5%	96.3%	*
	Eastway A&T	1294	1186	906	837	582.5	508	1062	1062	91.7%	92.4%	87.2%	100.0%	Ward Manager working in the clinical team. Altering skill mix. Staff cross covered other wards.
	Juniper	1599.5	1533	931.5	918	713	689	667	666	95.8%	98.6%	96.6%	99.9%	*
	Maple Ward	1085	1029.5	1242	1115.5	425.5	425.5	977.5	989	94.9%	89.8%	100.0%	101.2%	Altering skill mix. Staff cross covered other wards.
	Pine Lodge (YPC)	963	968	1173	1150	529	529	908.5	897	100.5%	98.0%	100.0%	98.7%	*
	Rosewood	995.5	888.5	1372	1223.5	372	372	713	690	89.3%	89.2%	100.0%	96.8%	Altering skill mix. Staff cross covered other wards.
	Willow PICU	1007.5	982.5	966	920.5	667	659.5	724.5	724.5	97.5%	95.3%	98.9%	100.0%	*
Trustwide	23577.4	22318.35	27183	24817	13676.5	13256	18721	18023	94.7%	91.3%	96.9%	96.3%		