



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels November 2015
Agenda ref. no:	Click here to enter text.
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	Click here to enter a date.
Presented by:	Stephen Scorer

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 November 2015 following the submission of the planned and actual hours of both registered nurses (RN) and clinical support workers (CSWs) to UNIFY (appendix 1). 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 will be submitted to Operations Board in December 2015 and Board of Directors in January 2016. 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.

Assessment – analysis and considerations of options and risks

During November 2015 the trust achieved staffing levels of 95% for registered nurses and 92% for clinical support workers on day shifts and 91% and 95% 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. These themes have been quantified from Feb 2015 onwards and analysed as part of the 6 monthly review report submitted to the Board of Directors in July 2015 and in the next six monthly ward staffing review report due to board Jan 2016.

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
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Contributing authors:	Julie Anne Murray
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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 Nov 2015 (Dec 2015 Board Report)

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 (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)		
East	Adelphi	1288	1184.5	1330	1267	738.75	589.25	1136	1069.5	92.0%	95.3%	79.8%	94.1%	Nursing staff working additional unplanned hours and the WM working in the clinical team
	Alderley Unit	952.5	960	1323	1286	598	506	839.5	866.5	100.8%	97.2%	84.6%	103.2%	Nursing staff working additional unplanned hours and altering skill mix, nurses have also cross covered between wards
	Bollin	1227	1214.5	1482.5	1307.5	724.5	667	1449	1391.5	99.0%	88.2%	92.1%	96.0%	Nursing staff working additional unplanned hours and the WM working in the clinical team
	CARS	889	837	1426.5	1345	701.5	661.03	713	676.5	94.2%	94.3%	94.2%	94.9%	Nursing staff working flexibly, nurses have also cross covered between wards
	Croft	1304.25	1304.75	1853	1414	805	781	1871.5	1517.5	100.0%	76.3%	97.0%	81.1%	Nursing staff working additional unplanned hours, the WM working in the clinical team and altering skill mix
	Greenways A&T	1260.5	1169.5	1872	1682	690	598	724.5	774	92.8%	89.9%	86.7%	106.8%	The WM working in the clinical team and altering skill mix
	LimeWalk Rehab	1067.5	1042	1137	1092	664	605	742	693.5	97.6%	96.0%	91.1%	93.5%	Cancelling non direct patient care activity, nurses have also cross covered between wards
Saddlebridge	877	888.5	1297	1280	641.5	607	740.5	768	101.3%	98.7%	94.6%	103.7%	Nursing staff working additional unplanned hours, the WM working in the clinical team and the multidisciplinary team supported the ward team	
Wirral	Brackendale	1056.5	1033.5	1025.5	945	690	690	690	667	97.8%	92.2%	100.0%	96.7%	Nursing staff working additional unplanned hours
	Lakefield	1040	1051	1104	977.5	690	687	690	678.5	101.1%	88.5%	99.6%	98.3%	Nursing staff working additional unplanned hours and altering skill mix, nurses have also cross covered between wards
	Meadowbank	1099.5	1080.5	2248	2064	619.5	510.5	2096	1889	98.3%	91.8%	82.4%	90.1%	Nursing staff working additional unplanned hours and altering skill mix
	Oaktrees	1351	1326.5	1519.5	1369	678.5	678.5	963	858.5	98.2%	90.1%	100.0%	89.1%	Nursing staff working additional unplanned hours and the WM working in the clinical team
	Brooklands	1012.25	1015.4	1477	1477	640.5	604.5	1196	1196	100.3%	100.0%	94.4%	100.0%	Nursing staff working additional unplanned hours and the WM working in the clinical team
West	Beech	1389.5	1225	1138.5	1065	678.5	680.5	701.5	680.5	88.2%	93.5%	100.3%	97.0%	Nursing staff working additional unplanned hours, nurses also cross covered between wards
	Cherry	1255	1169.5	1104	931.5	736	552.04	1058	885.5	93.2%	84.4%	75.0%	83.7%	Intermittently providing support to patients transferred to acute hospital
	Eastway A&T	974	871	1345	1291.5	644	575	805	805	89.4%	96.0%	89.3%	100.0%	The multidisciplinary team supporting the ward staffing
	Juniper	1485	1445.3	1035	1035	747.5	736	839.5	828	97.3%	100.0%	98.5%	98.6%	*
	Maple Ward	1162	932	1368.5	1219	690	655.5	701.5	736	80.2%	89.1%	95.0%	104.9%	Nursing staff working additional unplanned hours and the WM working in the clinical team, nurses have also cross covered between wards
	Pine Lodge (YPC)	1100.5	1001	1012	908.5	690	506	690	713	91.0%	89.8%	73.3%	103.3%	Nursing staff working additional unplanned hours, nurses also cross covered between wards, one patient activity was cancelled
	Rosewood	1284.5	1172.5	1402.5	1266.5	448.5	402.5	701.5	669	91.3%	90.3%	89.7%	95.4%	Cancelling non direct patient care activity
Willow PICU	965	931.75	1035	1046.5	736	736	770.5	747.5	96.6%	101.1%	100.0%	97.0%	*	
Trust wide	24040.5	22855.7	28535.5	26269.5	14252.25	13028.32	20118.5	19110.5	95.1%	92.1%	91.4%	95.0%		