



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Ward Daily Staffing Levels October 2015
Agenda ref. no:	15/16/93
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	25/11/2015
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
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REPORT BRIEFING

Situation – a concise statement of the purpose of this report
This report details the ward daily staffing levels during the month of October 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, and have been raised at the Operations Board for follow up in services. 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 and Board of Directors in December 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. A verbal update on progress with the 6 month review will be given at Board

Assessment – analysis and considerations of options and risks

During October 2015 the trust achieved staffing levels of 93.5% for registered nurses and 92.7% for clinical support workers on day shifts and 93.6% and 97.4% respectively on nights. These figures will be included in the trend analysis of fill rate in the 6 month report but are broadly comparable with previous months in the review timeframe

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. They will be further analysed in the six monthly ward staffing review report that will be reported to Operations Board and Board of Directors in December 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
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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	Oct 2015 Ward Daily Staffing Board Report (Nov 2015 Board Report)

Ward		Day				Night				Fill Rate				Safe staffing levels were 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	1463.75	1417.75	1166.5	713	724.5	678.5	1150	1081	96.9%	61.1%	93.7%	94.0%	Nursing staff working additional hours and the WM working in the clinical team.
	Alderley Unit	855.5	821.9	1472	1466	678.5	575	759	839.5	96.1%	99.6%	84.7%	110.6%	Altering skill mix , nursing staff working additional hours and cancelling non direct care activity.
	Bollin	1327	1304	1522	1408	747.5	701.5	1426	1334	98.3%	92.5%	93.8%	93.5%	Nursing staff working additional hours.
	CARS	878.5	805.5	1495.5	1406.2	667	636	759	711	91.7%	94.0%	95.4%	93.7%	Altering skill mix , nursing staff working additional hours and cancelling non direct care activity, nurses also cross covered other wards.
	Croft	1258	1227.5	2010	1736.75	724.5	701.5	2107	1761	97.6%	86.4%	96.8%	83.6%	Altering skill mix and nursing staff working additional hours.
	Greenways A&T	1254	1218.5	1529.5	1486.75	713	644	425.5	483	97.2%	97.2%	90.3%	113.5%	The WM working in the clinical team and cancelling non direct care activities.
	LimeWalk Rehab	1097.5	1081	1228.5	1184.5	659.5	623	802	768.5	98.5%	96.4%	94.5%	95.8%	Altering skill mix , nursing staff working additional hours and cancelling non direct care activity.
	Saddlebridge	961	932	1396.5	1397	690	614	908.5	964	97.0%	100.0%	89.0%	106.1%	Altering skill mix, nursing staff working additional hours and the WM working in the clinical team.
Wirral	Brackendale	1142.5	1181	939.5	859.5	713	701.5	713	713	103.4%	91.5%	98.4%	100.0%	Nursing staff working additional hours and the WM working in the clinical team.
	Lakefield	1202	1098	1138	1138	724.5	690	723.5	746.5	91.3%	100.0%	95.2%	103.2%	Altering skill mix and nursing staff working additional hours, nurses also cross covered other wards.
	Meadowbank	1106.5	1057.4	2276.45	1993.3	723	654	1867.5	1649	95.6%	87.6%	90.5%	88.3%	Altering skill mix and nursing staff working additional hours.
	Oaktrees	1323.5	1277.5	1220.5	1197.5	724.5	713	662.5	662.5	96.5%	98.1%	98.4%	100.0%	*
	Brooklands	971.5	932.8	1097.5	1097.5	679.5	661	1034.5	1023	96.0%	100.0%	97.3%	98.9%	*
West	Beech	1446.5	1249	1138.5	1100.5	713	690	713	701.5	86.3%	96.7%	96.8%	98.4%	Altering skill mix and the WM working in the clinical team, nurses also cross covered other wards.
	Cherry	1441	1211.5	1081	1143	690	609.5	1035.04	1115.5	84.1%	105.7%	88.3%	107.8%	Altering skill mix , nursing staff working additional hours and cancelling non direct care activity, nurses also cross covered other wards.
	Eastway A&T	1073.5	880	1382.5	1267.5	575	586.5	901	889.5	82.0%	91.7%	102.0%	98.7%	Nursing staff working additional hours and cancelling non direct care activity.
	Juniper	1607	1474.5	1058	943.5	805	729	701.5	724.5	91.8%	89.2%	90.6%	103.3%	Altering skill mix , nursing staff working additional hours, the WM working in the clinical team and cancelling non direct care activity, nurses also cross covered other wards.
	Maple Ward	1035	920	1426	1259.5	736	667	766.5	720.5	88.9%	88.3%	90.6%	94.0%	The WM working in the clinical team, nurses also cross covered other wards.
	Pine Lodge (YPC)	1159.5	1022.4	1158	1031.5	667	621	782	759	88.2%	89.1%	93.1%	97.1%	Nursing staff working additional hours and the WM working in the clinical team, nurses also cross covered other wards.
	Rosewood	1211.5	1093	1702	1565.5	436.85	402.5	724.5	724.5	90.2%	92.0%	92.1%	100.0%	Nurses cross covering between wards
	Willow PICU	1018	1004	1035	1012	724.5	690	770.5	851	98.6%	97.8%	95.2%	110.4%	*
Trust wide		24833.25	23209.25	28473.45	26407	14516.35	13588.5	19732.04	19222	93.5%	92.7%	93.6%	97.4%	