



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels January and February Data 2018
<b>Agenda ref. no:</b>	17.18.118
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	28/03/2018
<b>Presented by:</b>	Avril Devaney, Director of Nursing, Therapies and Patient Partnership

<b>Which strategic objectives this report provides information about:</b>	
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
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	No
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
Click here to enter text.	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy: CWP policies – policy code FR1	No
Click here to enter text.	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
This report details the ward daily staffing levels during the months of January and February 2018 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.

The recommendations made within the latest six monthly report are being followed through and will be monitored via the Inpatient Service Improvement Forum and the People Planning group which oversees the strategic approach to safe staffing. The Trust is engaged in the national Optimum Staffing Project a programme of work commissioned by Health Education England to develop a generic tool (multi-disciplinary) for Safe Staffing that can be used in any service setting for inpatient mental health services.

**Assessment – analysis and considerations of options and risks**

During January 2018 the trust achieved staffing levels of 95.5% for registered nurses and 96.7% for clinical support workers on day shifts and 96.2% and 96.6% respectively on nights. During February 2018 the trust achieved staffing levels of 96.8% for registered nurses and 96.9% for clinical support workers on day shifts and 96% and 99.4% respectively on nights.

In the months of January and February the wards continued to experience pressures in terms of staffing in particular on the wards in Central and East locality due to staff sickness, maternity leave, patients on increased levels of observations and vacancies.

Where 100% fill rate was not achieved patient safety on in-patient wards was maintained by nurses working additional unplanned hours, 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. 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.

<b>Who/ which group has approved this report for receipt at the above meeting?</b>	Gary Flockhart, Associate Director of Nursing [MH and LD] and Avril Devaney, Director of Nursing, Therapies and Patient Partnership
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<b>Contributing authors:</b>	Anne Casey
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**Distribution to other people/ groups/ meetings:**

Version	Name/ group/ meeting	Date issued
1	Gary Flockhart, Associate Director of Nursing [MH and LD]	14/03/2018
	Avril Devaney, Avril Devaney, Director of Nursing, Therapies and Patient Partnership	14/03/2018

**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 January 2018
2	Ward Daily Staffing February 2018

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	1503.5	1289	1266	1156	809.5	775	1453.5	1208	85.7%	91.3%	95.7%	83.1%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Alderley Unit	1080	1112.5	1361	1204.5	713	575	713	801.5	103.0%	88.5%	80.6%	112.4%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Bollin	1297	1270	1421	1366.5	701.5	671	1280.5	1185	97.9%	96.2%	95.7%	92.5%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Croft	1242	1143	1565.5	1487.5	713	607	1426	1388	92.0%	95.0%	85.1%	97.3%	Cross cover arrangements. Staff covered from other wards. MDT supported the team. Nursing staff working additional unplanned hours.
	Greenways A&T	1272	1042.5	2139	1746	713	736	1426	1207.5	82.0%	81.6%	103.2%	84.7%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	LimeWalk Rehab	1154	920.5	1069.5	1047.5	713	621	713	656.5	79.8%	97.9%	87.1%	92.1%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Saddlebridge	993	932.5	1293.5	1305.5	655.5	625	805	828	93.9%	100.9%	95.3%	102.9%	Cross cover arrangements.
Wirral	Brackendale	880	884	1139	1139	729.5	706.5	713	678.5	100.5%	100.0%	96.8%	95.2%	*
	Brooklands	1030	1007	1278.5	1278.5	770.5	713	1006.5	983.5	97.8%	100.0%	92.5%	97.7%	*
	Lakefield	1151	1135.5	874.5	874.5	724.5	724.5	1012	1012	98.7%	100.0%	100.0%	100.0%	*
	Meadowbank	1081	1069.5	1771	1770.5	805	782	1334	1334	98.9%	100.0%	97.1%	100.0%	*
	Oaktrees	1228	1203	1275	1252.5	839.5	851	425.5	391	98.0%	98.2%	101.4%	91.9%	*
	Willow PICU	1028.5	973.5	991	935	724	724	713	701	94.7%	94.3%	100.0%	98.3%	*
West	Beech	1359	1303.5	1113	1113	697.5	697.5	722.5	678.5	95.9%	100.0%	100.0%	93.9%	Cross cover arrangements.
	Cherry	1207.75	1177.75	1454.5	1446.5	670.5	628	1230.5	1223	97.5%	99.4%	93.7%	99.4%	Cross cover arrangements. Staff covered from other wards. MDT supported the team. Ward Manager working in the clinical team.
	Eastway A&T	712.75	689.75	1344.5	1328.5	598	598	855.5	855.5	96.8%	98.8%	100.0%	100.0%	*
	Juniper	1306	1294.5	1186	1151.5	724	724	955	909	99.1%	97.1%	100.0%	95.2%	*
	Coral	1032.3	1020.8	1364.5	1364.5	669	669	874	874	98.9%	100.0%	100.0%	100.0%	*
	Indigo	1063	1051.5	1068	1010.5	648	647	843	796	98.9%	94.6%	99.8%	94.4%	Cross cover arrangements.
	Rosewood	915.25	914.75	1401.5	1390	609.5	609.5	837	837	99.9%	99.2%	100.0%	100.0%	*
<b>Trustwide</b>	<b>22536.05</b>	<b>21435.05</b>	<b>26376.5</b>	<b>25368</b>	<b>14228</b>	<b>13684</b>	<b>19338.5</b>	<b>18547.5</b>	<b>95.5%</b>	<b>96.7%</b>	<b>96.2%</b>	<b>96.6%</b>		

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	1202	1107.5	1222	1084.5	690	690	1046.5	977.5	92.1%	88.7%	100.0%	93.4%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Alderley Unit	920	890	1307.5	1221.5	644	552	655.5	736	96.7%	93.4%	85.7%	112.3%	Nursing staff working additional unplanned hours. Staff covered from other wards.
	Bollin	1127.5	1088	1292.5	1190.5	669	636.5	1056.5	1022	96.5%	92.1%	95.1%	96.7%	Nursing staff working additional unplanned hours. Cross cover arrangements. MDT supported the team.
	Croft	1093.5	980	1414	1411	644	575	1288	1259.5	89.6%	99.8%	89.3%	97.8%	Cross cover arrangements. MDT supported the team.
	Greenways A&T	1057	986	1932	1519.5	644	667	1288	1092.5	93.3%	78.6%	103.6%	84.8%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	LimeWalk Rehab	1024	947.5	963	922	644	540.5	644	694.5	92.5%	95.7%	83.9%	107.8%	Cross cover arrangements.
	Saddlebridge	917.5	850	1196	1140	563.5	540.5	747.5	770.5	92.6%	95.3%	95.9%	103.1%	Cross cover arrangements. Staff covered from other wards.
Wirral	Brackendale	900	896.5	1011	1012	644	644	632.5	632.5	99.6%	100.1%	100.0%	100.0%	*
	Brooklands	788	765.04	1230.5	1219	632.5	563.5	920	920	97.1%	99.1%	89.1%	100.0%	Nursing staff working additional unplanned hours. Cross cover arrangements.
	Lakefield	996	996	897.5	897.5	632.5	632.5	862.5	862.5	100.0%	100.0%	100.0%	100.0%	*
	Meadowbank	780.5	757.5	1403	1403	655.5	575	1311	1244	97.1%	100.0%	87.7%	94.9%	Nursing staff working additional unplanned hours.
	Oaktrees	1160	1150	977	977	690	690	307.5	307.5	99.1%	100.0%	100.0%	100.0%	*
	Willow PICU	931.5	913	901	900	644	644	655	655	98.0%	99.9%	100.0%	100.0%	*
West	Beech	1227	1202.5	1034.9	1007.4	656	644.5	644	639	98.0%	97.3%	98.2%	99.2%	*
	Cherry	903	903	1483.5	1483.5	531.5	531.5	1173	1173	100.0%	100.0%	100.0%	100.0%	*
	Eastway A&T	929.5	923.5	1046.5	1046.5	479.5	479.5	830	830	99.4%	100.0%	100.0%	100.0%	*
	Juniper	1168.5	1136	1242	1230.5	713.5	710.5	906	896	97.2%	99.1%	99.6%	98.9%	*
	Coral	740	739	1321.5	1321.5	598.5	577.5	949	949	99.9%	100.0%	96.5%	100.0%	*
	Indigo	950.5	919	1010	992	492	469	792	784.5	96.7%	98.2%	95.3%	99.1%	*
	Rosewood	868.5	868.5	1372	1372	522.75	522.75	744.5	744.5	100.0%	100.0%	100.0%	100.0%	*
<b>Trustwide</b>	<b>19684.5</b>	<b>19018.54</b>	<b>24257.4</b>	<b>23350.9</b>	<b>12390.75</b>	<b>11885.75</b>	<b>17453</b>	<b>17190</b>	<b>96.8%</b>	<b>96.9%</b>	<b>96.0%</b>	<b>99.4%</b>		