

STANDARDISED SBAR COMMUNICATION

REPORT DETAILS	
Report subject:	Ward Daily Staffing Levels January and February 2020
Agenda ref. number:	19.20.204
Report to (meeting):	Board of Directors
Action required:	Information and noting
Date of meeting:	25/03/2020
Presented by:	Hayley McGowan, Associate Director of Nursing and Therapies (Mental Health and Learning Disabilities)

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 NHSI Single Oversight Framework themes this report reflects:		CWP Quality Framework:		
Quality	Yes	Patient Safety	Safe	Yes
Finance and use of resources	Yes	Clinical Effectiveness	Effective	Yes
Operational performance	Yes		Affordable	Yes
Strategic change	No	Patient Experience	Sustainable	Yes
Leadership and improvement capability	Yes		Acceptable	Yes
			Accessible	Yes
http://www.cwp.nhs.uk/media/4142/quality-improvement-strategy-2018.pdf				

Does this report provide any information to update any current strategic risks? If so, which?	
Contact the corporate affairs teams for the most current strategic risk register.	No

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

REPORT BRIEFING

Situation – a concise statement of the purpose of this report
This report details the ward daily staffing levels during the months of January and February 2020 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 reports are being followed through and will be monitored via the People Planning group which oversees the strategic approach to safe staffing. The Trust is engaged in the Mental Health 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 the options and risks

During January 2020 the trust achieved staffing levels of 98.1% for registered nurses and 97.9% for clinical support workers on day shifts and 98.1% and 99.4% respectively on nights. During February 2020 the trust achieved staffing levels of 96.6% for registered nurses and 99% for clinical support workers on day shifts and 98.4 and 99.2% respectively on nights.

Greenways continued to experience staffing pressures on day shifts during January and February due to ongoing vacancies and sickness absence however managed these through members of the wider MDT providing support to the staff including the ward manager and matron working within the numbers.

During January Beech Ward experienced staffing pressures on day shifts due to vacancies and sickness absence however cross cover was provided from across the unit to ensure safe staffing numbers could be maintained during this period.

Note: Only full shifts are covered within the percentage rates, where wards are supported for less than this, this is not captured in the return. For example if the matron spends 2 hours on the ward this is not reflected in the return, nor are the hours the multi-disciplinary team who provide care to support the wards.

Appendix 1 and 2 details the fill rates for all wards and summarises 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 has approved this report for receipt at the above meeting?

Hayley McGowan, Associate Director of Nursing and Therapies (Mental Health and Learning Disabilities)

Contributing authors:

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Distribution to other people/ groups/ meetings:

Version	Name/ group/ meeting	Date issued
1	Hayley McGowan, Associate Director of Nursing and Therapies (Mental Health and Learning Disabilities)	19.03.20

Appendices provided for reference and to give supporting/ contextual information:

Appendix No.	Appendix title
1	Ward Daily Staffing January 2020
2	Ward Daily Staffing February 2020