



**Board of Directors Meeting  
June 2016**

**Director of Nursing Report  
Monthly Report of Nurse/Midwifery Staffing Levels**

**1 May 2016 - 31 May 2016**

**EXECUTIVE SUMMARY**

The NHS National Quality Board published a new guidance in November 2013 to support providers and commissioners to make the right decisions about nursing, midwifery and care staffing capacity and capability "How to ensure the right people with the right skills are in the right place at the right time": A Guide to Nursing, Midwifery and Care Staff Capacity and Capability.

There are nine key expectations that apply to the Trust:

1. Boards take full responsibility for the quality of care provided.
2. Processes are to be in place to enable staffing establishments to be met on a shift by shift basis.
3. Evidence based tools to be used.
4. Clinical and managerial leaders foster a culture of professionalism and responsiveness where staff feel able to raise concerns.
5. Multi-professional approach is taken when setting staffing establishments.
6. Sufficient time to undertake care and duties in practice.
7. Boards receive monthly updates on workforce information and staffing capacity and capability and is discussed at public Board meetings every six months.
8. Clearly display information about the nursing and care staff present on each ward, clinical setting or service on each shift.
9. Provider to take an active role in securing staff in line with their workforce requirements.

**PURPOSE**

The purpose of this report is to provide the Board of Directors with monthly information regarding the nursing and midwifery registered and unregistered staffing levels on a shift by shift basis of the planned and actual nurse staffing levels across the organisation and across inpatient areas of the Trust as per the guidance received from NHS England and the Care Quality Commission.

**METHODOLOGY AND SCOPE FOR REVIEW**

This report focusses on all adult inpatient areas including Critical Care, inpatient maternity wards and inpatient paediatric wards. With the Trust working towards the 1:8 ratio as recommended in the National Safe Staffing Alliance for relevant adult wards. For the purpose of this report non inpatient areas such as the operating theatres, day theatre, endoscopy and emergency department are currently excluded.

**KEY POINTS**

- National Unify Return
- Recruitment
- Current vacancy position - Registered Nurses
- Bank Recruitment
- Bank and Agency usage

- Unfilled Shifts
- Monitor nursing agency rules

### Unify Return (now including care hours per day data)

Ward name	Day				Night				Day		Night		Care Hours Per Patient Day (CHPPD)			
	Registered midwives/nurses		Care Staff		Registered midwives/nurses		Care Staff		Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Cumulative count over the month of patients at 23:59 each day	Registered midwives/ nurses	Care Staff	Overall
	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								
Jas	1052	1057.5	701	730.5	713	713	713	713	100.5%	104.2%	100.0%	100.0%	643	2.8	2.2	5.0
KW	713	713	669.5	663	713	713	365.5	365.5	100.0%	99.0%	100.0%	100.0%	325	4.4	3.2	7.6
6A	1057	1131	1374.5	1453.5	713	713	589	566	107.0%	105.7%	100.0%	96.1%	590	3.1	3.4	6.5
6B	1046.5	1058.5	1496	1520	713	724.5	713	724.5	101.1%	101.6%	101.6%	101.6%	1071	1.7	2.1	3.8
7A	1287.5	1293	991	991	713	713	713	713	100.4%	100.0%	100.0%	100.0%	893	2.2	1.9	4.2
7B	1420.5	1427	1600	1623	1069.5	1081	713	713	100.5%	101.4%	101.1%	100.0%	1113	2.3	2.1	4.4
EAU	1426	1439	1057.5	1052	1069.5	1069.5	713	713	100.9%	99.5%	100.0%	100.0%	626	4.0	2.8	6.8
8A	1041	1041	1295.5	1311	713	713	713	713	100.0%	101.2%	100.0%	100.0%	908	1.9	2.2	4.2
8B	1283.5	1294.5	1283.5	1296.5	713	713	713	713	100.9%	101.0%	100.0%	100.0%	743	2.7	2.7	5.4
9A	1409.5	1416	899	915.5	713	713	713	724.5	100.5%	101.8%	100.0%	101.6%	913	2.3	1.8	4.1
9B	1057.5	1069.5	1187	1211	701.5	713	713	713	101.1%	102.0%	101.6%	100.0%	934	1.9	2.1	4.0
10	1045.5	1045.5	332.5	327	1012	1012	0	34.5	100.0%	98.3%	100.0%	-	272	7.6	1.3	8.9
ICU	2042.5	2042.5	143.5	143.5	2104.5	2104.5	0	0	100.0%	100.0%	100.0%	-	253	16.4	0.6	17.0
CCU	1395	1407	0	0	883.5	883.5	0	0	100.9%	-	100.0%	-	208	11.0	0.0	11.0
Freya	2671.5	2559	868	755.5	1953	1879.5	325.5	252	95.8%	87.0%	96.2%	77.4%	295	15.0	3.4	18.5
SCBU	930	930	465	452	465	465	294.5	294.5	100.0%	97.2%	100.0%	100.0%	114	12.2	6.5	18.8

### Recruitment

The ongoing recruitment drive continues to try and maintain our current vacancy position. Clinical areas with significant vacancies are Theatres, ICU and ED.

### India

There are currently three nurses who have now passed their IELTS and are now studying for their CBT.

### Philippines

We continue to Skype interview those that have passed their IELTS and offer positions if successful at interview. They are then required to pass their CBT.

### Non EU UK Recruitment

There is a cohort of eight nurses planned to start June 2016. These individuals will require IELTS, CBT and OSCE. Prior to achieving their IELTS and CBT they will be employed as Band 2s and receive English tuition through the Academy.

## Recruitment

We continue to review CVs from EU applicants although this has now reduced considerably with the introduction of IELTS. The fortnightly rolling interviews continue and these candidates are added to the schedule.

The following table indicates our current recruitment position with regards to registered nurses and going forward as of 1 June 2016; ('-' indicates the vacancy factor).

### Band 5 Registered Nurse Vacancies - 1 June 2016

Ward	Vacancy	July 2016 Anticipated Starters	
Ward 10	-0.49		
Ward 9B	-0.5		
Ward 9A	-0.32		
Ward 8B	-1.76	2	
ACCU	-1.95		
Ward 8A	-0.9	1	
EAU	-0.98		
Ward 7A	0.21	1	
MFFD	-1.5	2	
Trauma and Orthopaedics	1.6		
ICU	-5.62	5	(3 internal)
Kingston Wing	-1.76	1	
Elective	-2.57	2	
Jasmine	-3.21	2	
ED	-8.38	3	(1 internal)
Main Theatre	-6.6		
Day Theatre	-4.72		
SCBU	-0.3		
<b>TOTAL</b>	<b>42.95</b>	<b>19</b>	

### Bank Recruitment

A cohort of unregistered nurses commences June 2016 with a second cohort planned for September 2016. There is a rolling advertisement for registered nurses with suitable applicants being added to the fortnightly rolling interviews.

## Bank and Agency Usage

The following table indicates the number of bank / agency used during May 2016:

Ward	6A	6B	7A	7B	8A	8B	9A	9B	10	ACCU	EAU	ED	ICU	JASMINE	KW	MATERNITY	SCBU	TOTAL
Registered Bank	6	12	10	22	16	24	11	4	9	1	12	60	5	32	5	34	14	277
Unregistered Bank	12	23	29	41	17	19	11	17	11	0	13	11	0	40	13	3	7	267
<b>Total Bank</b>	<b>18</b>	<b>35</b>	<b>39</b>	<b>63</b>	<b>33</b>	<b>43</b>	<b>22</b>	<b>21</b>	<b>20</b>	<b>1</b>	<b>25</b>	<b>71</b>	<b>5</b>	<b>72</b>	<b>18</b>	<b>37</b>	<b>21</b>	<b>544</b>
Registered Agency	11	29	6	29	11	31	20	11	15	8	29	80	43	21	22	0	0	366
Unregistered Agency	6	32	20	22	19	27	12	22	2	0	20	6	0	5	13	0	0	206
<b>Total Agency</b>	<b>17</b>	<b>61</b>	<b>26</b>	<b>51</b>	<b>30</b>	<b>58</b>	<b>32</b>	<b>33</b>	<b>17</b>	<b>8</b>	<b>0</b>	<b>86</b>	<b>43</b>	<b>26</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>523</b>
<b>TOTAL Bank &amp; Agency</b>	<b>35</b>	<b>96</b>	<b>65</b>	<b>114</b>	<b>63</b>	<b>101</b>	<b>54</b>	<b>54</b>	<b>37</b>	<b>9</b>	<b>25</b>	<b>157</b>	<b>48</b>	<b>98</b>	<b>53</b>	<b>37</b>	<b>21</b>	<b>1067</b>

The following table indicates the changes in booking from April - May 2016:

	April	May	Increase	Decrease
Registered Bank	214	277	63	
Unregistered Bank	189	267	78	
Registered Agency	515	366		149
Unregistered Agency	397	206		191
<b>TOTAL</b>	<b>1315</b>	<b>1116</b>	<b>141</b>	<b>340</b>

Escalation areas continue to be required and therefore staffed during May 2016 however there has been an increase in bank usage and reduction in agency.

## Unfilled Shifts

		10	9A	9B	8A	8B	7A	7B	EAU	6A	6B	ED	CCU	ICU	KW	JW	Maternity	SCBU	Total
Using Professional Judgement	Registered	11	4	2	5	3		2		3	3	6		114		3			156
	Unregistered	6			1	3		2	2	12		3			5	1			35
Nurses Not Available	Registered	1	1			1								1	1				5
	Unregistered	1							1	1				1					4
<b>TOTAL</b>		<b>19</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>7</b>		<b>4</b>	<b>3</b>	<b>16</b>	<b>3</b>	<b>9</b>		<b>116</b>	<b>6</b>	<b>4</b>			<b>200</b>

## RECOMMENDATIONS

The Board of Directors is asked to note the information contained in this summary report and the actions currently in place.