



**Board of Directors Meeting
May 2016**

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

1 April 2016 - 30 April 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
- Care Hours Per Patient Day (CHPPD)
- Recruitment
- Current vacancy position - Registered Nurses
- Bank and Recruitment

- Bank and Agency usage
- Unfilled Shifts
- Monitor nursing agency rules

Unify Return

Ward name	Day				Night				Day		Night	
	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 (%)
	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				
JW	1023	1035	690	739	678.5	678.5	690	690	101.2%	107.1%	100.0%	100.0%
KW	678	678	683.5	683.5	690	690	345	345	100.0%	100.0%	100.0%	100.0%
6A	1051.5	1064.5	1350.5	1386.5	678.5	690	690	713	101.2%	102.7%	101.7%	103.3%
6B	1023	1124.5	1436	1550.5	690	701.5	570	570	109.9%	108.0%	101.7%	100.0%
7A	1248	1309	900	917.5	690	690	690	690	104.9%	101.9%	100.0%	100.0%
EAU	1373.5	1397.5	1023	1029.5	1035	1046.5	690	690	101.7%	100.6%	101.1%	100.0%
8A	1035	1065.5	1247	1251.5	690	690	690	690	102.9%	100.4%	100.0%	100.0%
8B	1247	1277.5	1234	1253.5	690	701.5	690	690	102.4%	101.6%	101.7%	100.0%
9A	1017.5	1043.5	1208.5	1238	678.5	678.5	690	713	102.6%	102.4%	100.0%	103.3%
9B	1018.5	1075	1149.5	1184.5	678.5	713	690	701.5	105.5%	103.0%	105.1%	101.7%
10	933.5	921.5	303	304.75	966	966	0	46	98.7%	100.6%	100.0%	-
ICU	2037.5	2037.5	137	142.5	2127.5	2127.5	0	11.5	100.0%	104.0%	100.0%	-
CCU	1350	1375	0	0	843.5	843.5	0	11.5	101.9%	-	100.0%	-
Freya	2767.5	2640	967.5	877.5	1890	1827	630	609	95.4%	90.7%	96.7%	96.7%
SCBU	900	893.5	450	450	285	279.5	285	285	99.3%	100.0%	98.1%	100.0%
7B	1373.5	1380	1529.5	1548	1023.5	1023.5	667	690	100.5%	101.2%	100.0%	103.4%

Briefing Paper Care Hours Per Day (CHPPD)

CHPPD is calculated by adding the hours of registered nurses to the hours of health care support workers and dividing the total by every 24 hours of inpatient admissions (or approximating 24 patient hours by counting of patients at midnight).

CHPPD reports split out registered nurse and health care support workers to ensure skill mix and care needs are met.

From 16 May 2016 CHPPD will become the principle measure of nursing and care support deployment. To make the connection as easy as possible an additional field has been included in the Unify Safe Staffing Return. The new field 'patient count at midnight' is total number of patients on the ward at 23.59. CHPPD will automatically calculate by taking the actual hours worked split into registered nurses / midwives and healthcare support workers divided by the number of patients at midnight. The new field will be included from May 2016 and data must be returned by noon on the 15 June 2016.

The only possible addition to our currently collected data is the Labour Ward. The current CHPPD fact sheet indicates that staffing delivery suite should be included. The Information Department is in the process of clarifying this however if it is to be included they do not anticipate any issues with the data collection.

Recruitment

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

will take place on 11 June for Theatres. A further day is being planned for ED. We are also exploring using ODPs in both ED and ICU.

Non EU UK Recruitment

Following the Selection Day on 25 April 2016 nine candidates were offered positions. These candidates will require IELTS, CBT and OSCE. We are currently exploring additional funding from HEESW to support this within the Academy. Successful candidates will commence in post as a Band 2, rising to Band 4 on completion of their IELTS and CBT. It is anticipated they will commence in post June 2016.

EU 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 May 2016; ('+' indicates an over recruitment position).

Band 5 Registered Nurse Vacancies - 1 May 2016

Ward	Vacancy	May 2016 Starters
Ward 10	-0.59	
Ward 9B	-0.05	
Ward 9A	1.32	
Ward 8B	-2.76	2
ACCU	-0.04	
Ward 8A	-3.9	2
EAU	-1.06	1
Ward 7A	1.21	
MFFD	-1.51	2
Trauma and Orthopaedics	1.4	
ICU	-6.62	1
Kingston Wing	-1.99	1
Elective	-2.57	
Jasmine	-7.05	2
ED	-8.18	
Main Theatre	-7.65	
Day Theatre	-5.72	1
SCBU	-1.11	
TOTAL	46.87	12

Bank Recruitment

A recruitment drive has taken place for both registered and unregistered bank recruitment during May 2016.

Bank and Agency Usage

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

Ward	10	9B	9A	8B	8A	7B	7A	6B	6A	ICU	KW	ACCU	EAU	ED	JASMINE	MATERNITY	SCBU	TOTAL
Registered Bank	13	6	13	11	9	12	3	0	0	13	6	11	6	27	31	34	19	214
Unregistered Bank	2	8	8	7	11	32	11	15	5	0	7	0	0	10	61	7	5	189
Total Bank	15	14	21	18	20	44	14	15	5	13	13	11	6	37	92	41	24	403
Registered Agency	17	15	24	33	26	48	7	18	20	71	20	14	35	128	39	0	0	515
Unregistered Agency	5	34	22	24	30	103	30	43	22	1	11	1	20	20	31	0	0	397
Total Agency	22	49	46	57	56	151	37	61	42	72	0	15	55	148	70	0	0	881
TOTAL Bank & Agency	37	63	67	75	76	195	51	76	47	85	13	26	61	185	162	41	24	1284

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

	March	April	Increase	Decrease
Registered Bank	189	214	25	
Unregistered Bank	552	189		363
Registered Agency	585	515		70
Unregistered Agency	516	397		119
TOTAL	1808	1315	25	552

Escalation areas continue to be required and therefore staffed during April 2016 however there has been a reduction in agency usage.

Unfilled Shifts

		10	9A	9B	8A	8B	7A	7B	EAU	6A	6B	ED	CCU	ICU	KW	JW	Maternity	SCBU	TOTAL
Using Professional Judgement	Registered	22	5	4		1	2	2	1	2	6	11	1	89	3	1			150
	Unregistered	8	1	2	2	4	4	6	1		10			3	1	1			43
Nurses Not Available	Registered	3				3	1				3						25	2	37
	Unregistered	1			1	1											14		17
TOTAL		34	6	6	3	9	7	8	2	2	19	11	1	92	4	2	39	2	247

Monitor, Nursing Agency Rules

Following the initial visit by Monitor progress is being made against the actions for the diagnostic agency tool. Enhanced rates of pay for bank staff have been well publicised to increase bank usage and reduce agency. The current challenges are the use of agency due to escalation areas being open and framework agencies supplying at above the capped rate.

RECOMMENDATIONS

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