



**Board of Directors Meeting
November 2015**

Director of Nursing Report

Monthly Report of Nurse/Midwifery Staffing Levels

1 October 2015 - 31 October 2015

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 Returns

- Recruitment
- e-Rostering
- Bank and Agency usage
- Monitor nursing agency rules
- Unfilled Shifts

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				
Jasmine	959	959	1212	1218.5	775	775	600	600	100.0%	100.5%	100.0%	100.0%
KW	713	741.5	657.5	656.5	713	713	333.5	333.5	104.0%	99.8%	100.0%	100.0%
6A	1421.5	1421.5	1381.5	1381.5	1069.5	780.5	678.5	667	100.0%	100.0%	73.0%	98.3%
6B	1069.5	1137	1466.5	1466.5	713	747.5	566	577.5	106.3%	100.0%	104.8%	102.0%
7A	1286.5	1337.5	944.5	925	713	713	713	713	104.0%	97.9%	100.0%	100.0%
EAU	1426	1456.5	1561.5	1555	1058	1069.5	701.5	723.5	102.1%	99.6%	101.1%	103.1%
8A	1069.5	1070.5	1282.5	1264	713	713	713	713	100.1%	98.6%	100.0%	100.0%
8B	1302	1335	1295.5	1301	713	713	713	724.5	102.5%	100.4%	100.0%	101.6%
9A	1426	1485	866.5	872	713	747.5	713	713	104.1%	100.6%	104.8%	100.0%
9B	1069.5	1128.5	1187	1192.5	713	747.5	701.5	701.5	105.5%	100.5%	104.8%	100.0%
10	1069.5	1097.5	356.5	333.5	1012	1012	0	0	102.6%	93.5%	100.0%	-
ICU	2340	2316	119	119	2242.5	2242.5	0	0	99.0%	100.0%	100.0%	-
CCU	1395	1414.5	0	5.5	883.5	883.5	0	0	101.4%	-	100.0%	-
Freya	2857.5	2542.5	997.5	787.5	1953	1816.5	651	630	89.0%	78.9%	93.0%	96.8%
SCBU	930	930	465	465	294.5	283	294.5	271.5	100.0%	100.0%	96.1%	92.2%

Recruitment

Registered Nurses: The ongoing recruitment drive for registered nurses continues with rolling fortnightly interviews and successful candidates being offered positions on the day; candidates are both UK and EU of origin.

The following graph indicates our current recruitment position and going forward as of 5 November 2015:



The closing position includes the numbers required for the Winter Escalation Ward.

NB: It should be noted this is only accurate on the day it is calculated due to the fluidity of recruitment.

e-Rostering

e-Rostering continues to be modified and updated to ensure meaningful reports are available on the system.

Bank and Agency Usage

The following table indicates the number of bank / agency used during October 2015:

Ward	WARD 10	9A	9B	8A	8B	ACCU	7A	EAU	6A	6B	ICU	KW	MFFD / GYNAE	MATERNITY	SCBU	TOTAL
Registered Bank	11	5	10	20	25	1	8	18	10	9	34	10	32	105	22	320
Unregistered Bank	1	1	2	18	15	2	3	0	3	13	1	12	0	11	3	85
Total Bank	12	6	12	38	40	3	11	18	13	22	35	22	32	116	25	405
Registered Agency	15	20	43	51	38	2	28	47	31	73	0	17	61	0	11	437
Unregistered Agency	1	9	30	19	34	1	12	12	6	26	0	14	11	0	1	176
Total Agency	16	29	73	70	72	3	40	59	37	99	0	31	72	0	12	613
TOTAL Bank & Agency	28	35	85	108	112	6	51	77	50	121	35	53	104	116	37	1018

The tighter controls on managing bank and agency booking continued during October resulting in the following changes as indicated in the table below (excluding escalation and those areas currently excluded from the Safer Staffing report).

	September	October	Reduction	Increase
Registered Bank	260	320		60
Unregistered Bank	227	85	142	
Registered Agency	567	437	130	
Unregistered Agency	175	176		1
TOTAL	1229	1018	272	1

Monitor, Nursing Agency Rules

We have requested the use of seven off framework agencies but have had no response to date from Monitor regarding the applications. We were using 100% framework agencies from the 19 October until Saturday 31 October 2015 when we had to use off framework shifts in order to maintain the safe provision of clinical care.

In order to try and reduce non-framework agency usage the introduction of a bank incentive scheme has been agreed that is within the proposed Monitor price caps and will run until January 2016. There will also be the re-instatement of overtime rates for all nursing staff to entice our workforce to work more shifts on the bank and to work overtime and thus reducing agency spend.

Unfilled Shifts

		10	9A	9B	8A	8B	7A	EAU	6A	6B	CCU	ICU	KW	JW	Freya	SCBU	Total
Using Professional Judgement	Registered	6		1	2	2	1	1	8	1	1	62		2			87
	Unregistered	3	7	1	3	1	9	3	11	5		1	8	7			59
Nurses Not Available	Registered	1		1			1				1	4			56		64
	Unregistered	2			3			1	4			1			28	2	41
TOTAL		12	7	3	8	3	11	5	23	6	2	68	8	9	84	2	251

The high number of unfilled shifts of Ward 6A and ICU using professional judgement are all activity related. Freya constantly has a high number of shifts not covered due to unavailability of staff. They have recently recruited a high number of newly qualified midwives to mitigate this in the future.

RECOMMENDATIONS

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