



**Board of Directors Meeting  
February 2016**

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

**1 January 2016 - 31 January 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
  
- 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				
JW	913	918.5	1131	1125.5	775	775	600	600	100.6%	99.5%	100.0%	100.0%
KW	713	718.5	593	593	713	713	333.5	333.5	100.8%	100.0%	100.0%	100.0%
6A	1351.5	1381	1241	1295.5	1069.5	1069.5	517.5	517.5	102.2%	104.4%	100.0%	100.0%
6B	1063.5	1063.5	1406.5	1393.5	701.5	701.5	554.5	554.5	100.0%	99.1%	100.0%	100.0%
7A	1286.5	1292	907.5	907.5	713	713	713	713	100.4%	100.0%	100.0%	100.0%
EAU	1415	1416	1515.5	1509	1058	1069.5	701.5	713	100.1%	99.6%	101.1%	101.6%
8A	1069.5	1069.5	1259.5	1242	713	713	713	724.5	100.0%	98.6%	100.0%	101.6%
8B	1271.5	1289	1264	1263	713	713	701.5	701.5	101.4%	99.9%	100.0%	100.0%
9A	1419.5	1438	837	873	713	820	713	724.5	101.3%	104.3%	115.0%	101.6%
9B	1045.5	1207.5	1163	1180.5	701.5	713	701.5	736	115.5%	101.5%	101.6%	104.9%
10	1022.5	1016	356.5	379.5	977.5	977.5	0	11.5	99.4%	106.5%	100.0%	-
ICU	1246	1239.5	0	0	1254.5	1254.5	0	11.5	99.5%	-	100.0%	-
CCU	1375.5	1375.5	0	0	872	872	0	11.5	100.0%	-	100.0%	-
Freya	2857.5	2699.5	997.5	885	1953	1848	651	544.5	94.5%	88.7%	94.6%	83.6%
SCBU	930	956	465	432.5	294.5	283	294.5	271.5	102.8%	93.0%	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 effect of EU nurses now being required to achieve their English IELTS has seen an immediate effect on recruitment within the January cohort being seven nurses reducing from cohorts of 20 previously.

**Adaptation:** We have recently received applications for adaptation nurses who have secured placement at University West of England. Contracts for these staff on completion of their course will be for a minimum of two years to ensure return on our investment.

**India:** A recruitment team visited two hospitals in India at the end of January and interviewed 140 candidates with 122 being offered employment. A key requirement of them taking up employment at Yeovil is achieving their English language test with a score of 7. There are currently 23 candidates who are 0.5 away from this and will receive targeted support. The recruitment of 122 registered nurses must be seen as a continuous pipeline for the forthcoming year to help the nursing position going forward. This will still need to be supplemented with EU and UK recruitment to fill vacancies. Currently nursing remains on

the shortage occupation list with the Migration Advisory Committee recommendation due during February 2016.

The following table indicates our current recruitment position and going forward as of 7 January 2016; ('+' indicates an over recruitment position).

**Ward Band 5 Registered Nurses - February 2016**

Ward 10		-0.62
Ward 9A		1.16
Ward 9B		0.12
Ward 8A		-1.59
Ward 8B		-0.25
ACCU		0.36
Ward 7A		0.69
MFFD		-0.51
Ward 6A		1.56
Ward 6B		2.57
ICU		-7.81
Kingston Wing		-2.36
EAU		1.82
Jasmine		-4.54
SCBU		0.65
ED		0.82
Theatres	Main	-3.59
	Day	-4.00
		<b>-15.52</b>

**NB:** It should be noted this is only accurate on the day it is calculated due to the fluidity of recruitment and will differ to Human Resources figures due to time data is collected.

**e-Rostering**

An internal audit has been completed by BDO with key recommendations to be implemented both at ward level and with the e-Rostering Team. The reports from e-Rostering still require validation and processes need to be put in place to ensure the information is correct when populating the e-roster.

## Bank and Agency Usage

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

Ward	WARD 10	9A	9B	8A	8B	ACCU	7A	EAU	6A	6B	ICU	KW	MFFD / GYNAE	MATERNITY	SCBU	TOTAL
Registered Bank	13	11	5	2	13	6	7	11	2	10	21	1	13	39	12	166
Unregistered Bank	19	30	29	16	39	12	16	39	13	35	67	7	20	0	0	342
<b>Total Bank</b>	<b>32</b>	<b>41</b>	<b>34</b>	<b>18</b>	<b>52</b>	<b>18</b>	<b>23</b>	<b>50</b>	<b>15</b>	<b>45</b>	<b>88</b>	<b>8</b>	<b>33</b>	<b>39</b>	<b>12</b>	<b>508</b>
Registered Agency	19	30	29	39	19	12	16	39	13	35	67	7	20	0	0	345
Unregistered Agency	2	23	34	22	36	1	10	28	37	66	0	4	11	0	0	274
<b>Total Agency</b>	<b>21</b>	<b>53</b>	<b>63</b>	<b>61</b>	<b>55</b>	<b>13</b>	<b>26</b>	<b>67</b>	<b>50</b>	<b>101</b>	<b>67</b>	<b>11</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>619</b>
<b>TOTAL Bank &amp; Agency</b>	<b>53</b>	<b>94</b>	<b>97</b>	<b>79</b>	<b>107</b>	<b>31</b>	<b>49</b>	<b>117</b>	<b>65</b>	<b>146</b>	<b>155</b>	<b>19</b>	<b>64</b>	<b>39</b>	<b>12</b>	<b>1127</b>

The following table indicates the changes in booking from November to January 2016 (excluding escalation and those areas currently excluded from the Safer Staffing report).

	November	December	January	Increase
Registered Bank	234	154	166	12
Unregistered Bank	423	197	342	145
Registered Agency	172	328	345	17
Unregistered Agency	167	211	274	63
<b>TOTAL</b>	<b>996</b>	<b>890</b>	<b>1127</b>	

A verbal update will be provided for the rationale behind the increase for January 2016.

## Monitor Nursing Agency Rules

There has been an increase in booking for both registered and unregistered nurses but the breaches numbers for unregistered nurses remains low and registered nurses is decreasing. Negotiations are continuing with agencies to reduce their rates to meet the caps set by monitor.

Agency registered nursing as a percentage of the total registered nursing in month was 11.5% against the target of 8%.

## Unfilled Shifts

		10	9A	9B	8A	8B	7A	EAU	6A	6B	CCU	ICU	KW	JW	Maternity	SCBU	Total
Using Professional Judgement	Registered	7	3	3	1	1		2	3	3	2	135	3	2			165
	Unregistered			4	4	3	4	8	8	5		2	7	6			51
Nurses Not Available	Registered	1	1					1		1		1		1	31	2	39
	Unregistered				3				1	2				1	30	7	44
<b>TOTAL</b>		<b>8</b>	<b>4</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>2</b>	<b>138</b>	<b>10</b>	<b>10</b>	<b>61</b>	<b>9</b>	<b>299</b>

## **RECOMMENDATIONS**

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