



**Board of Directors Meeting
April 2016**

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

1 March 2016 - 31 March 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
- 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	1052	1065	669.5	694.5	713	713	690	690	101.2%	103.7%	100.0%	100.0%
KW	713	713	682.5	682.5	713	713	365.5	365.5	100.0%	100.0%	100.0%	100.0%
6A	1069.5	1171	1387.5	1441	701.5	724.5	566	589	109.5%	103.9%	103.3%	104.1%
6B	2117	2130	2269	2274.5	713	706.5	713	713	100.6%	100.2%	99.1%	100.0%
7A	1287.5	1305	955	961.5	713	713	690	690	101.4%	100.7%	100.0%	100.0%
EAU	1414	1427	1051	1039	1058	1081	713	713	100.9%	98.9%	102.2%	100.0%
8A	2133.5	2152	2003	2003	713	713	713	713	100.9%	100.0%	100.0%	100.0%
8B	2364.5	2358	1959.5	1959.5	713	724.5	713	724.5	99.7%	100.0%	101.6%	101.6%
9A	1414	1426	861	885	701.5	701.5	713	724.5	100.8%	102.8%	100.0%	101.6%
9B	2139	2153	2255	2302	713	724.5	713	724.5	100.7%	102.1%	101.6%	101.6%
10	1050	1038	320.5	327	1058	1058	0	0	98.9%	102.0%	100.0%	-
ICU	2079.5	2079.5	130	148.5	2151	2151	0	0	100.0%	114.2%	100.0%	-
CCU	1388.5	1406	0	12	860.5	860.5	0	0	101.3%	-	100.0%	-
Freya	2671.5	2521	868	785.5	1858.5	1858.5	325.5	283.5	94.4%	90.5%	100.0%	87.1%
SCBU	930	923.5	465	387	465	465	294.5	283	99.3%	83.2%	100.0%	96.1%
7B	1408.5	1391	1530.5	1575	1058	1058	701.5	690	98.8%	102.9%	100.0%	98.4%

Recruitment

Migration Advisory Committee: The Migration Advisory Committee (MAC) has reluctantly recommended that nursing should remain on the Shortage Occupation List (SOL). It also said nurses will be exempt from an increase in the salary threshold for Tier 2 visas until July 2019. Nursing was temporarily placed on the SOL in the Autumn of 2015. The MAC recommends limiting the number of places available to non EEA nurses via the Tier 2 visa route to 5,000 with a gradual reduction in this limit over the next three years.

There are currently national advertisements for ED, ICU and Theatres. To try and manage the current gap within these areas block booking is being obtained from agencies to try and ensure some continuity of care within the units and to promote team working. The advertisement for ED also includes paramedics to hopefully give us a wider choice of recruits to choose from. We are also exploring the possibility of ODPs working both in ICU and ED.

Further Actions in Progress for Theatre Recruitment include advertisement for Return to Practice for ODPs and we are currently planning a Theatre Recruitment Open Day for 11 June 2016 to try and attract staff from other organisations.

India

We continue to remain in regular contact with the successful candidates from India but have yet to be notified of a candidate passing their IELTS. Until they have passed their IELTS at the required standard and completed their CBT we are unable to request a visa for them.

Philippines

Sister Perlas is currently on leave in the Philippines and is undertaking some networking on our behalf. She has an agreement in principle from the Director of Alumni Association De La Salle University which would need to be followed up with Gemma on her return. It is anticipated that we will only interview nurses in the Philippines who have achieved their IELTS in order to have a more readily available source of recruits to compliment the long term programme with India.

Non EU UK Recruitment

A recent advertisement was placed for the above with 106 candidates applying, 25 were shortlisted and a selection day is taking place on 25 April 2016. 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.

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 4 April 2016; ('+' indicates an over recruitment position). There is an increase in the vacancy due to new rota costings and CQC recommendations. We are working towards the new rota costing, but will continue to use the old one until we are up to establishment.

The key areas with vacancies are ICU, ED (CQC recommendations) and Theatres which accounts for 28.05 WTE vacancies. The rota costings for 2016/17 accounts for 11.46 WTE. The remainder of the vacancies include 4 WTE for general wards for old rota costing and turnover in month.

There are 13 WTE commencing May 2016 which start to meet the rota costings for 2016/17.

See table overleaf.

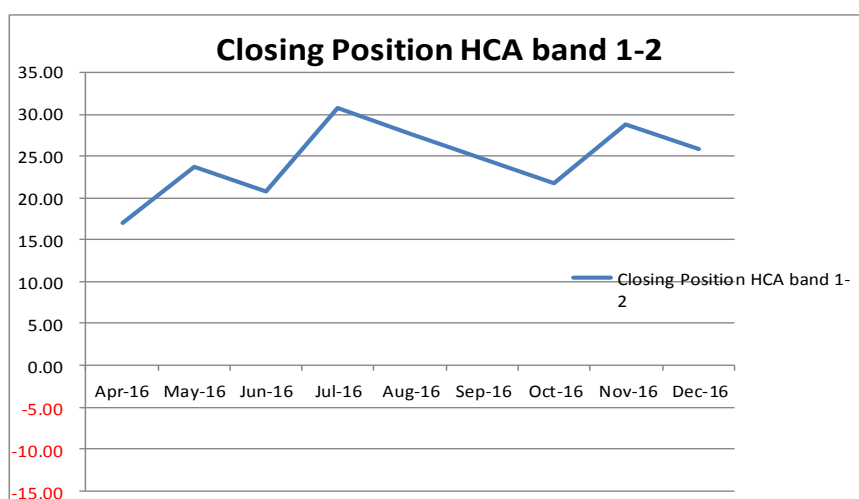
Band 5 Registered Nurse Vacancies - April 2016

Ward	Vacancy Old Rota March 2016	Vacancy New Rota Costing	9 May 2016 Starters
Ward 10	-0.02	-0.02	
Ward 9B	1.13	-0.5	
Ward 9A	1.16	1.32	
Ward 8B	1.25	-4.90	2
ACCU	-0.04	-0.04	
Ward 8A	-2.59	-3.76	2
EAU	-0.18	-0.18	1
Ward 7A	2.77	1.29	
MFFD	-1.51	-1.51	2
Trauma and Orthopaedics	0.57	1.4	
ICU	-6.84	-7.92	
Kingston Wing	0.36	-0.58	1
Elective	-0.06	-2.57	
Jasmine	-4.54	-7.05	4
ED	-10.30	-10.30	
Main Theatre	-5.08	-5.5	
Day Theatre	-4.33	-4.33	1
SCBU	-0.63	-0.63	
TOTAL	30.12	45.24	13

Unregistered Nurses

A cohort of 11 unregistered staff will be commencing on 9 May 2016 which will fill all vacancies. A further 10 are also due to commence on the bank.

The following graph indicates the current unregistered position. It is anticipated that as the registered nurse vacancies fill the unregistered over recruitment position will reduce. There is a turnover of unregistered nurses of three per month currently. This will be reviewed weekly and training programmes are in place for unregistered staff should they be required.



Bank Recruitment

A recruitment drive is currently being planned for both registered and unregistered bank recruitment. This will take place during May 2016.

Bank and Agency Usage

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

Ward	10	9A	9B	8A	8B	7A	7B	6A	6B	ICU	KW	ACCU	EAU	ED	JASMINE	MATERNITY	SCBU	TOTAL
Registered Bank	2		6	20	18		2	3	4	16	1	5	8	31	1	54	18	189
Unregistered Bank	1	29	31	37	29	14	64	18	31	78	13	9	24	114	54	5	1	552
Total Bank	3	29	37	57	47	14	66	21	35	94	14	14	32	145	55	59	19	741
Registered Agency	39	29	31	37	29	14	64	18	31	78	13	9	24	114	54		1	585
Unregistered Agency	3	32	54	35	61	34	87	25	62	1	21	0	31	28	41		1	516
Total Agency	42	61	85	72	90	48	151	43	93	79	0	9	55	142	95	0	2	1067
TOTAL Bank & Agency	45	90	122	129	137	62	217	64	128	173	14	23	87	287	150	59	21	1808

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

	January	February	March	Increase	ED
Registered Bank	166	178	189	11	31
Unregistered Bank	342	264	552	288	114
Registered Agency	345	428	585	157	54
Unregistered Agency	274	432	516	84	41
TOTAL	1127	1212	1808	596	287

There has been an increase in sickness, annual leave and specialising during March and the figures now include ED.

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 supply at above the capped rate.

Unfilled Shifts

		10	9A	9B	8A	8B	7A	7B	EAU	6A	6B	ED	CCU	ICU	KW	JW	Maternity	SCBU	TOTAL
Using Professional Judgement	Registered	6	3	1	3	3	1	6	2	1	2	2	2	105		6			143
	Unregistered	6	6	2	2	8	2	14	4	12	19			2	4	8			89
Nurses Not Available	Registered	2			1			1			1	1		2		1	29	1	39
	Unregistered		1	1				1	2	1	2	2					17	13	40
TOTAL		14	10	4	6	11	3	22	8	14	24	5	2	109	4	15	46	14	311

RECOMMENDATIONS

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