



**Board of Directors Meeting  
October 2015**

**Director of Nursing Report**

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

**1 September - 30 September 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

- Safer Staffing: A Guide to Care Contact Time
- Recruitment
- NMC Language Controls
- Non EU Recruitment
- e-Rostering
- Bank and Agency usage
- Monitor nursing agency rules
- Unfilled Shifts
- Supervisory Status

## 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	690	683.5	1158	1170	750	750	375	375	99.1%	101.0%	100.0%	100.0%
KW	690	702	626	638	690	690	345	356.5	101.7%	101.9%	100.0%	103.3%
6A	977.5	1000.5	1324.5	1336.5	690	690	530	530	102.4%	100.9%	100.0%	100.0%
6B	1017.5	1023	1394.5	1382.5	678.5	678.5	570	570	100.5%	99.1%	100.0%	100.0%
7A	1260	1316.5	928.5	928.5	690	690	690	690	104.5%	100.0%	100.0%	100.0%
EAU	1350.5	1364.5	1545	1567	1035	1046.5	575	598	101.0%	101.4%	101.1%	104.0%
8A	1035	1041.5	1253.5	1252.5	690	690	690	690	100.6%	99.9%	100.0%	100.0%
8B	1260	1321.5	1260	1239.5	690	690	690	690	104.9%	98.4%	100.0%	100.0%
9A	1035	1057	1215	1215	690	701.5	690	713	102.1%	100.0%	101.7%	103.3%
9B	1035	1041.5	1137.5	1154	690	690	678.5	690	100.6%	101.5%	100.0%	101.7%
10	977	1001	345	364.5	945.5	957			102.5%	105.7%	101.2%	
ICU	2196	2177.5	68.5	86	2277	2277			99.2%	125.5%	100.0%	
CCU	1327	1340	0	-1	809	809			101.0%	-	100.0%	
Freya	2767.5	2557.5	967.5	804	1890	1575	630	598.5	92.4%	83.1%	83.3%	95.0%
SCBU	900	848	450	450	285	235	285	285	94.2%	100.0%	82.5%	100.0%

## Safe Staffing: A Guide to Care Contact Time

The first data collection has taken place and it is currently being considered how to provide the results in a meaningful way.

## Recruitment

Registered Nurses: The rolling fortnightly interviews continue with successful candidates being offered positions on the day; candidates are both UK and EU of origin. Another cohort of 20 nurses commenced on the 14 September 201 and a further 16 preceptorship nurses on 21 September 2015.

## NMC Language Controls

The NMC announced on 12 October 2015 that from 18 January 2016 European registered nurses and midwives wanting to join the registered will need to prove they have the necessary knowledge of English to practice safely in the United Kingdom. It is anticipated this will have an impact on our ongoing recruitment drive, with EU nurses not meeting the English language requirements.

## Non EU Recruitment

As of 15 October 2015 registered nurses are now on the Shortage Occupation List. The recruitment plans for India are now being actively progressed. This will lessen the impact of limited recruitment from within the EU due to the future language requirements.

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

Ward	WARD 10	9A	9B	8A	8B	ACCU	7A	EAU	6A	6B	ICU	KW	MFFD / GYNAE	MATERNITY	SCBU	TOTAL
Registered Bank	11	3	4	13	11	9	19	18	6	13	21	7	28	72	25	260
Unregistered Bank	7	55	29	9	19	1	4	7	7	38	0	7	26	14	4	227
<b>Total Bank</b>	<b>18</b>	<b>58</b>	<b>33</b>	<b>22</b>	<b>30</b>	<b>10</b>	<b>23</b>	<b>25</b>	<b>13</b>	<b>51</b>	<b>21</b>	<b>14</b>	<b>54</b>	<b>86</b>	<b>29</b>	<b>487</b>
Registered Agency	24	19	57	60	28	2	50	52	34	71	91	14	49	0	16	567
Unregistered Agency	2	17	52	15	13	2	7	10	8	40	0	6	3	0	0	175
<b>Total Agency</b>	<b>26</b>	<b>36</b>	<b>109</b>	<b>75</b>	<b>41</b>	<b>4</b>	<b>57</b>	<b>62</b>	<b>42</b>	<b>111</b>	<b>91</b>	<b>20</b>	<b>52</b>	<b>0</b>	<b>16</b>	<b>742</b>
<b>TOTAL Bank &amp; Agency</b>	<b>44</b>	<b>94</b>	<b>142</b>	<b>97</b>	<b>71</b>	<b>14</b>	<b>80</b>	<b>87</b>	<b>55</b>	<b>162</b>	<b>112</b>	<b>34</b>	<b>106</b>	<b>86</b>	<b>45</b>	<b>1229</b>

The tighter controls on managing bank and agency booking continued during September resulting in the following reduction in shifts booked (excluding escalation and those areas currently excluded from the Safer Staffing report).

	August	September	Reduction
Registered Bank	315	260	56
Unregistered Bank	243	227	16
Registered Agency	750	567	183
Unregistered Agency	242	175	67
<b>TOTAL</b>	<b>1551</b>	<b>1229</b>	<b>322</b>

### Monitor, Nursing Agency Rules

As from 19 October 2015 we are only permitted to use agencies on the framework agreed by Monitor. As Monitor does not recognise our current PPSA arrangements, we have submitted applications for our highest usage agencies to be included on the Monitor approved framework. This will be for an initial period of four months. Our current usage of non-framework agency is currently 55%. Use of non-framework agencies will require an exception report to Monitor, indicating the rationale behind the decision to go off framework.

## Unfilled Shifts

		10	9A	9B	8A	8B	7A	EAU	6A	6B	ACCU	ICU	KW	JW	SCBU	TOTAL
Using Professional Judgement	Registered	19	1				1	8	17	3	9	53		12	8	131
	Unregistered	1		5	3	4	1	3	37	8		9	11	5		87
Nurse unavailable	Registered			1						1		1			5	8
	Unregistered		1		1	1		1	2	3				1		10
<b>TOTAL</b>		<b>20</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>12</b>	<b>56</b>	<b>15</b>	<b>9</b>	<b>63</b>	<b>11</b>	<b>18</b>	<b>13</b>	<b>236</b>

The high number of unfilled shifts are due to professional judgement on Wards 10, 6A, ICU and Jasmine are all activity related. There has been a reduction in overall unfilled shifts both professional judgement and those where nurses are not available compared to August 2015.

### SUPERVISORY STATUS REPORT (% calculated on number of days available to work)

Ward	April	May	June	July	August	Sept
10	46%	46%	100%	62%	17%	57%
9A	55%	52%	100%	100%	100%	93%
9B	18%	0	Sister Chell covering Level 9	Sister Chell covering Level 9	Sister Chell covering Level 9	100%
8A	14%	38%	100%	73%	69%	79%
CCU	5%	0	23%	12%	20%	10%
8B	0	29%	95%	77%	50%	87%
7A	0	5%	32%	67%	67%	75%
EAU	95%	67%	100%	95%	94%	90%
T&O	118%	64%	86%	69%	53%	84%
Elective	0	10%	52%	95%	82%	91%
MFFD	0	10%	68%	77%	20%	72%
ICU	23%	38%	33%	50%	17%	38%

## RECOMMENDATIONS

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