



**Board of Directors Meeting
March 2016**

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

1 February 2016 - 29 February 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				
Jasmine	988.5	1001.5	1127	1139	655.5	655.5	632.5	621	101.3%	101.1%	100.0%	98.2%
KW	667	673.5	634.5	634.5	667	667	322	322	101.0%	100.0%	100.0%	100.0%
6A	1028	1074	1342	1371.5	667	667	505	505	104.5%	102.2%	100.0%	100.0%
6B	1334	1345	1298.5	1284.5	994	994	667	678.5	100.8%	98.9%	100.0%	101.7%
7A	1207	1225.5	885	885	667	667	655.5	667	101.5%	100.0%	100.0%	101.8%
EAU	1334	1359	993.5	987	1000.5	1005.5	655.5	667	101.9%	99.3%	100.5%	101.8%
8A	993.5	1016.5	1187.5	1186.5	667	655.5	667	678.5	102.3%	99.9%	98.3%	101.7%
8B	1218	1230	1183	1183	667	667	667	667	101.0%	100.0%	100.0%	100.0%
9A	1317.5	1349	805.5	834	632.5	632.5	644	655.5	102.4%	103.5%	100.0%	101.8%
9B	1000.5	1089.5	982.5	982.5	644	667	632.5	655.5	108.9%	100.0%	103.6%	103.6%
10	966	960.5	316	331.5	1000.5	1017	0	11.5	99.4%	104.9%	101.6%	-
ICU	2334.5	2334.5	138.5	144	2334.5	2034	0	0	100.0%	104.0%	87.1%	-
CCU	1305	1330	0	0	826.5	826.5	0	0	101.9%	-	100.0%	-
Freya	2680	2567.5	932	270	1827	1764	609	535.5	95.8%	29.0%	96.6%	87.9%
SCBU	870	811.5	435	428.5	275.5	275.5	275.5	262.5	93.3%	98.5%	100.0%	95.3%

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. An advertisement is currently on NHS Jobs for overseas registered nurses who are resident in the UK but require their IELTS. This has created a large amount of interest with 28 candidates applying in five days. A selection day will take place the end of April with a planned start date beginning of July. These candidates will commence employment as an HCA and will require support with IELTS. Discussions are currently underway with the Academy how this will be achieved and the investment required.

India: Currently nursing remains on the shortage occupation list with the Migration Advisory Committee recommendation due during February 2016 but has yet to be published. The construction of a web page is currently underway which will allow the Indian nurses to access material to support their preparation for IELTS.

Unregistered Nurses: A cohort of 18 unregistered nurses is due to commence employment on 21 March 2016. A further training programme for both bank and substantive staff is planned for May 2016.

The following table indicates our current recruitment position and going forward as of 4 March 2016; ('+' indicates an over recruitment position).

Ward Band 5 Registered Nurses - March 2016

Ward 10		-0.02
Ward 9A		1.16
Ward 9B		0.12
Ward 8A		-1.59
Ward 8B		-0.25
ACCU		1.36
Ward 7A		2.77
MFFD		-1.51
Ward 6A		1.56
Ward 6B		0.57
ICU		-7.92
Kingston Wing		-2.36
EAU		0.82
Jasmine		-4.54
SCBU		0.45
ED		-5.1
Theatres	Main	-3.07
	Day	-4.72
		-22.27

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

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. Continued work is being undertaken with e-rostering to ensure that reports pulled from the system are accurate and meaningful.

Bank and Agency Usage

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

Ward	WARD 10	9A	9B	8A	8B	ACCU	7A	7B	EAU	6A	6B	ICU	KW	JASMINE	MATERNITY	SCBU	TOTAL
Registered Bank	7	8	5	10	13	1	6	14	7	2	6	18	3	26	34	18	178
Unregistered Bank	13	29	6	16	5	28	18	38	10	13	25	0	15	27	13	8	264
Total Bank	20	37	11	26	18	29	24	52	17	15	31	18	18	53	47	26	442
Registered Agency	24	27	30	33	21	8	9	50	41	18	40	73	10	44	0	0	428
Unregistered Agency	2	17	42	24	95	0	24	58	40	17	51	4	12	46	0	0	432
Total Agency	26	44	72	57	116	8	33	108	81	35	91	77	22	0	0	0	770
TOTAL Bank & Agency	46	81	83	83	134	37	57	160	98	50	122	95	40	53	47	26	1212

The following table indicates the changes in booking from December 2015 to February 2016 (excluding escalation and those areas currently excluded from the Safer Staffing report):

	December	January	February	Increase	Decrease
Registered Bank	154	166	178	12	
Unregistered Bank	197	342	264		78
Registered Agency	328	345	428	83	
Unregistered Agency	211	274	432	158	
TOTAL	890	1127	1212	253	78

The increases are due to the following reasons:

- Increased sickness of both registered and unregistered nurses
- Specialising over 24 hours for a patient with mental health needs
- Escalation backfill - substantive staff are moved to cover escalation areas and backfilled by temporary staff
- New starters' annual leave

Monitor, Nursing Agency Rules

Weekly submissions continue to be sent to Monitor in relation to both cap and framework breaches. We will be working closely with them over the next eight weeks at improving on our processes. We are currently working through the Agency Diagnostic Tool with support from Monitor.

Unfilled Shifts

		10	9A	9B	8A	8B	7A	7B	EAU	6A	6B	CCU	ICU	KW	JW	Maternity	SCBU	Total
Using Professional Judgement	Registered	8	4		2	2		4		3	3		91		3			120
	Unregistered	3	1	2	7	6	3	8	3	10	8		6	6	14			77
Nurses Not Available	Registered	1	1				1	1	1	1	1				3			10
	Unregistered	1			1		1	1			4				1			9
TOTAL		13	6	2	10	8	5	14	4	14	16		97	6	21			216

The number of unfilled shifts for both 'professional judgement' and 'nurse not available' is decreasing from 299 in January 2016 to 216 in February 2016.

RECOMMENDATIONS

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