

**BOARD OF DIRECTORS MEETING - PUBLIC**

To be held on 28 MAY 2014

<b>Title of Report:</b>	Nurse Staffing Report " Safer Staffing"	
<b>Sponsoring Director:</b>	Dawn Wardell, Director of Nursing	
<b>Author(s):</b>	Dilly Wilkinson, Deputy Director of Nursing, Dawn Wardell, Director of Nursing	
<b>Background Paper(s):</b>	National Quality Board, "How to ensure the right people, with the right skills are in the right place, at the right time" (2013).	
<b>Assurance Framework Link(s):</b>	Safe High Quality Care	
<b>CQC Link(s):</b>	Safe, Effective, Caring, Responsive, Well led domains.	
<b>Corporate Objective(s) supported by this paper:- (please tick)</b>	Patient care/Experience√	Service Development/ Stakeholders√
	Service Delivery√	Achieving targets√
	Workforce√	
<b>Legal Implication(s):</b>	Potential risk of litigation / exposure to risk of litigation if clinical standards are not met, links to health policy	
<b>Resource Implication(s):</b>	Budget agreed/ number of posts agreed previous board meeting	
<b>Impact on Health Inequalities including Equality &amp; Human Rights:</b>	Aims to support a reduction in health inequalities and improve life expectancy	
<b>Patient and/or Public Involvement:</b>	Supports the agenda by ensuring patients and public are aware of staffing levels.	
<b>Purpose of Report:</b>	inform the Board on recent activity and compliance.	
<b>Report Summary:</b>	<ul style="list-style-type: none"> <li>• This is the monthly Safer Staffing Report</li> <li>• Maternity staffing has been included for the first time</li> <li>• The process for classification and escalation of shift safety is in place in the trust.</li> <li>• There has been one red shift in April and recruitment is actively underway to resolve vacancies</li> <li>• Agency staffing is reducing as a result of new starters and majority of wards achieved the Green standard above 85%</li> <li>• The report includes an exception statement for each ward who is performing below the expected level.</li> </ul>	
<b>Recommendation(s):</b>	The Board is asked to note the monthly reporting process.	
<b>Acronyms and Abbreviations</b>		

### Safer Nurse Staffing May 2014

In April 2014 there were 990 shifts within 11 acute general ward areas. Of those 75 were designated as amber and 1 was designated as red through the internal safer staffing escalation plans. This report includes maternity staffing for the first time. There were 270 shifts in 3 areas in maternity of which 0 were red, 2 were amber and 268 were green.

#### Performance for April 2014 (1<sup>st</sup>-30<sup>th</sup>)

WARD	Budgeted (qualified)	Budgeted (unqualified)	Vacancy (qualified)	Vacancy (unqualified)	RED	AMBER	GREEN	% GREEN
Adam Bede	18	10	0	0	0	4	86	95.5%
Alexandra	19.90	11.30	3.37	0.13	1	12	77	85.5%
AMU	46.30	21.30	9.47	0.51	0	11	79	87.7%
Bob Jakin	18	10	4.30	0	0	1	89	98.8%
CCU	18.10	0	0	0	0	0	90	100%
Elizabeth	22.10	11.80	5.87	0	0	4	86	95.5%
Felix Holt	19.80	11.80	0.20	0.70	0	0	90	100%
Melly	20.30	11.30	4.3	0	0	15	75	83.3%
Nason	19.90	11.30	4.45	0	0	13	77	85.5%
Victoria	19.90	11.30	4.09	0	0	14	76	84.4%
<b>TOTAL</b>	<b>222.3</b>	<b>110.1</b>	<b>36.05</b>	<b>1.52</b>	<b>1</b>	<b>75</b>	<b>914</b>	<b>92.3%</b>
Mary Garth*	18	10	14.45	10.00	0	1	89	98.8%
<b>Maternity</b>								
Drayton	76.2	14.12	5.89	1.01	0	0	90	100%
Labour Suite					0	1	89	98.9%
SCBU	20.56	2.97	1.78	0.57	0	1	89	98.9%
<b>Total</b>	<b>96.76</b>	<b>17.09</b>	<b>7.67</b>	<b>1.58</b>	<b>0</b>	<b>2</b>	<b>268</b>	<b>99.25%</b>

\*Mary Garth is the winter capacity ward which has 3.55WTE substantive qualified staff who will be redeployed into vacancies when the ward closes.

#### Key

**Green shifts** are when the skill mix and the head count are the same as the agreed staffing level.

**Amber shifts** are when there is a reduction in skill mix but the head count remains the same as the agreed staffing levels.

**Red shifts** are when there is a reduction in head count from the agreed staffing levels of either qualified or unqualified nursing staff.

**Skill mix** is the ratio of qualified to unqualified nursing staff.

**Headcount** is the total number of nurses on the shift both qualified and unqualified.

**Standard**

The target is for the minimum of 85% of the total shifts to be green for March to May14 with a trajectory to achieve a minimum of 90% going forward. This will be reviewed by the board in June with the board paper relating to acuity and nurse staffing levels.

**Exceptions**

Melly and Victoria wards have both become red in their performance against green shifts. This is due to their current vacancy level as they have appointed new staff who have as yet not started so the vacancy level does not show the actual position. This will be improved in July with new starters although some staff are awaiting qualification and therefore will not start until September.

Alexandra ward are currently flagging amber on the performance against green shifts. This is a deteriorating position which has been caused by a number of staff choosing to transfer to the AMU. This will improve the position in AMU and does mean that staff will not be lost to the organisation but there is a vacancy issue in Alexandra ward. This is being addressed by active recruitment including a focused recruitment for experienced band 5.