

TRUST BOARD MEETING – PUBLIC

To be held on Wednesday 29 July 2015

Title of Report:	Nurse Staffing 'Safer Staffing' Report	
Sponsoring Director:	Dilly Wilkinson, Director of Nursing(Acting)	
Author(s):	Dilly Wilkinson, Director of Nursing(Acting)	
Background Paper(s):		
Assurance Framework Link(s):	2.2.1; 2.3.1; 5.1.1:	
CQC Link(s):	18;9;10:	
Corporate Objective(s) supported by this paper:- (please tick)	Patient care/Experience ✓	Service Development/ Stakeholders ✓
	Service Delivery ✓	Achieving targets ✓
	Workforce ✓	
Legal Implication(s):	Legal claims reduced as quality and safety improved.	
Resource Implication(s):		
Impact on Health Inequalities including Equality & Human Rights:	Affects all patients equally	
Patient and/or Public Involvement:	MAP and PAF visits and audits are supported and responded to appropriately.	
Purpose of Report:	To provide the board with the monthly safer staffing update.	
Report Summary:	<ul style="list-style-type: none"> • This report reviews the staffing for July 2015 and confirms that the daily escalation remains in place • There has been a significant decrease in vacancy levels across all wards • Fortnightly recruitment events and an Open Day have been held • Monthly national submissions of staffing levels continues to be published on the NHS Choices website 	
Recommendation(s):	<ul style="list-style-type: none"> • The Board is asked to accept the most recent safe staffing report 	
Acronyms and Abbreviations		

Safe Nurse Staffing 29th July 2015

This report to Board of Directors includes the monthly update of the safer nurse staffing levels and the submission of the data to be uploaded nationally and published on the NHS Choices website.

Performance for July (1st - 30th)

WARD	Budgeted (qualified)	Budgeted (unqualified)	Active Vacancy (qualified)	Active Vacancy (unqualified)	RED	AMBER	GREEN
Adam Bede	15.60	10.00	0.06	0.00	0	1	89
Alexandra	17.90	9.30	2.48	0.17	0	5	85
AMU	37.70	21.30	0.2	0.51	0	25	65
Bob Jakin	15.60	10.00	0.70	0.32	0	2	88
CCU	13.90	0.00	0	0.00	0	1	89
Elizabeth	20.10	11.80	2.27	0.20	0	4	86
Felix Holt	14.00	11.80	0.40	+1.04	0	4	86
Melly	18.30	11.30	0.30	0.90	0	7	83
Nason	17.90	11.30	3.25	1.00	0	7	83
Victoria	17.10	11.30	3.19	0.5	0	3	87
Mary Garth	16	10	2.31	2.40	0	0	89
Total vacancies	188.10	108.10	15.16	4.96			
ITU	42.07	1.40	4.0	0.0			
A&E	32.68	8.90	1.37	0.22			
Maternity							
Delivery/ Drayton	76.2	14.12	2.48	0.61			
SCBU	20.56	2.97	0.0	0.3			

Red and Amber shifts

Since the implementation of the staffing escalation process, the Board has received a monthly report which describes the number shifts that are designated as red, amber or green based on their compliance with the planned staffing. The planned staffing numbers are based on the findings of the acuity study which is undertaken on a twice yearly and reported to the Board.

- **Green shifts** are correct against the planned staffing levels both in numbers and skill mix(qualified and unqualified)
- **Amber shifts** are when the total number of staff is correct but the skill mix is less than the planned staffing levels.
- **Red shifts** are when neither the total number nor the skill mix are as planned.

Vacancies

In month all actions remain in place as listed below to address the vacancies in both qualified and unqualified nurses. The Trust has held a successful open day for nursing. Although this attracted only a low number of attenders more than over 80% have gone on to interview. The event included an opportunity to look around the site, see where we have vacancies, to discuss visitors' own issues and desires. This was followed by a recruitment event where 9 candidates attended our recruiting for values day and all were appointed giving us approximately 7.4 WTE. This improves the trust vacancy position at Band 5 to 15.16WTE which is the best position we have been in for many months. This is a vacancy rate of 8.95%. The target is less than 10%.

Table shows current qualified nurse vacancies by month

	Nov	Dec	Jan	Feb	March	April	May	June
Wards	16.55	15.45	25.32	25.66	24.59	34.69	30.33	15.16
Mary Garth	9.43	10.18	6.31	6.31	6.31			

Vacancies are shown by month by whole time equivalent.

Workforce and Nursing Vacancy Data

The workforce and nursing team have been looking at the difference between locally collected data from ward managers which includes all the local information and the ESR data. At this time further work is required to establish a single accurate source for the vacancy data. Currently it would appear that change forms for ESR are not being produced and input quickly and reliably enough to ensure that ESR reflects the local information. Currently the locally information gives a vacancy rate of 8.95% and the ESR data states it is 3.50%. Work needs to be undertaken to ensure that ward managers produce change forms in a timely manner which are then processed in a timely manner to ensure that the Trust has one source for nurse vacancy reporting.

Mitigation

As with previous reports the following actions are ongoing:

- Fortnightly recruitment events
- Recruitment for values
- Advertising for band 5 nurses to continue on NHS jobs with fortnightly closing dates
- Practice Development team ensure that both newly qualified and new to Trust nurses are retained and developed.
- Practice Development visits the university to talk to third year student nurses about working at the Trust
- Clinical Induction in place to ensure nurses feel welcomed and are inducted to the Trust's vision and ethos
- Healthcare Certificate programme for HCAs commenced in April 2015

National Submission of safer Staffing Data

This is the data which is uploaded nationally and published on the NHS Choices website.

Ward name	Day		Night	
	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
Alexandra	100.5%	114.0%	100.0%	130.0%
Victoria	101.4%	98.7%	101.1%	100.0%
Nason	95.7%	126.0%	97.8%	150.0%
ITU	100.7%	-	98.4%	-
Adam Bede	103.7%	107.0%	101.7%	105.0%
Elizabeth	96.2%	104.7%	101.1%	124.5%
Bob Jakin	111.0%	87.4%	101.7%	100.0%
Melly	96.7%	116.7%	96.6%	180.6%
Felix Holt	99.0%	117.7%	101.7%	120.0%
CCU	97.4%	187.5%	100.0%	150.0%
AMU	95.7%	108.8%	105.3%	102.5%
Delivery	98.3%	93.8%	100.9%	96.8%
Drayton	95.3%	98.3%	100.0%	79.3%
SCBU	100.6%	100.0%	100.0%	100.0%

The ward staffing data includes in the numbers where there has been staff used to 'special' patients. This is usually where there is patients who are at risk of falling or who require closer supervision to keep them safe. Melly, Elizabeth, Alexandra and CCU have for example required additional staff to sit with patients. These additional staff are requested and authorised through the ward matron and are reviewed daily depending if the patient need changes. Where possible patients are co-horted so that staff can support more than one patient where it is safe to do so.

Conclusion

This paper has drawn attention to escalation processes and current vacancies and has described to work being undertaken to mitigate the risks associated with this. In month risks continue to be managed and daily escalation remains in place.