

Document Title:	Trust Assurance Report Section 5: Director of Nursing/Chief Operating Officer
Sponsoring Directors:	Alison Bussey, Director of Nursing/Chief Operating Officer
Author:	Suzanne Godwin, E-Rostering and Supplementary Staffing Lead
Date of Meeting:	28 th May 2015

Safer Staffing Monthly Exception Report

Summary

This is the safer staffing report for publication of April 2015 data, on both the NHS Choices website and the Trust's website.

The report details monthly planned (our budgeted and expected staffing) against actual nursing staff fill rates for registered and unregistered nurse staffing, by day and night shifts; no other professional group of staff is to be included.

Trust Boards are to receive this published data monthly, advised, by exception, of those wards where staffing levels fall short of planned numbers. The report details cause and effect and the actions planned to address the shortfall.

The April data demonstrates only one red rating for the inpatient units.

Overall fill rates for inpatient areas remains consistent at over 110% (Table 2)

Fill rates for registered nurses in the day have shown continuing improvement and remain consistently stable at around 100%

Fill rates for registered nurses at night reached the 100% target during October and remain at this level for the 7th consecutive month (Table 2)

The overall day fill rates for the Trust remain around the target for registered and unregistered staff (Table 3)

Key Reporting Issues

The ongoing development of this report and limitation of electronic systems necessitates a degree of manual collection and manipulation of data.

The monthly reporting requirements set out by the National Quality Board dictate that there is a very narrow timeline for data to be validated and submitted for publication.

Recommendation

The Trust Board is asked to:

- Endorse the Safe Staffing Exception Report

April Data Reporting

There has been no national requirement to RAG rate this data in respect of any shortfalls, or indeed any oversupply, although further guidance on this and tolerance rates are expected in due course.

Internal RAG rating	
Red	0-80%
Amber	80-90%
Green	> 90%

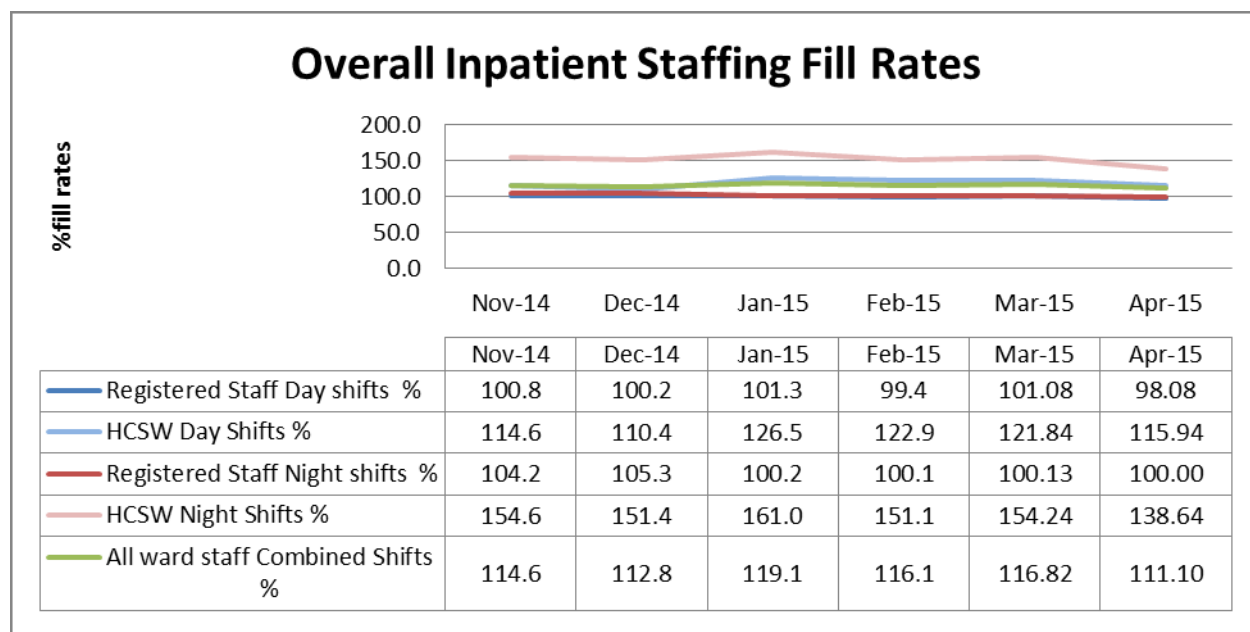
Table 1 - Nurse Staffing Fill Rates by Ward and by Grade Type: April 2015

Ward	Speciality	Day		Night		Number of Beds per Ward	% Bed Occupancy (Excluding leave)
		Average Fill Rate - Registered Nurses (%)	Average Fill Rate - Care Staff (%)	Average Fill Rate - Registered Nurses (%)	Average Fill Rate - Care Staff (%)		
Newport House	Forensic	82.60	165.77	117.69	141.35	8	100
Ashley House	Forensic	95.45	127.83	99.52	127.70	13	84.6
Radford House	Forensic	95.67	105.32	125.17	105.57	16	100
Norton House	Forensic	87.50	102.12	100.45	96.40	12	89.7
Ellesmere House	Forensic	98.05	132.09	91.67	209.38	12	93
IFOR Willow Shrops	Forensic	95.86	114.24	102.24	103.53	20	97
IFOR Yew	Forensic	113.39	100.39	98.82	106.97	12	98
Oak House	LD	86.64	112.52	103.11	102.87	10	44.7
Brockington	M&B	71.67	199.11	86.66	160.46	8	47.5
Kinver (including HD)	ED	97.00	92.45	82.78	302.19	12	54.1
IDEM Holly Redwoods	AMH	106.04	108.23	100.76	174.39	16	99
IDEM Oak Redwoods	AMH	104.30	95.88	96.89	110.00	16	99
IFNCT Laurel Redwoods	AMH	114.87	98.60	108.52	200.45	16	108
IFNCT Pine Redwoods	AMH	116.49	153.13	103.60	248.33	16	99
IRER Birch Redwoods	AMH	108.38	92.99	100.08	116.82	14	77
Baswich	AMH	104.25	97.48	101.18	123.09	12	95
Brocton	AMH	86.51	108.74	101.20	136.92	21	64
Bromley	AMH	89.49	125.32	97.96	97.69	14	99
Chebsey House	AMH	98.84	93.66	104.41	101.10	20	95
Norbury	PICU	96.99	157.70	92.38	159.34	13	82
IAMH George Bryan Tamworth	AMH	110.84	98.83	96.42	152.83	20	97
ISFOP George Bryan Tamworth	AMH	146.52	128.51	103.04	96.38	12	98

Bed numbers and occupancy validated by Information Services

Bed occupancy data has been added to the Nurse Staffing Fill Rate data table to give a more detailed picture of decisions around staffing levels and to determine any correlation between occupancy and staffing fill rates.

Table 2

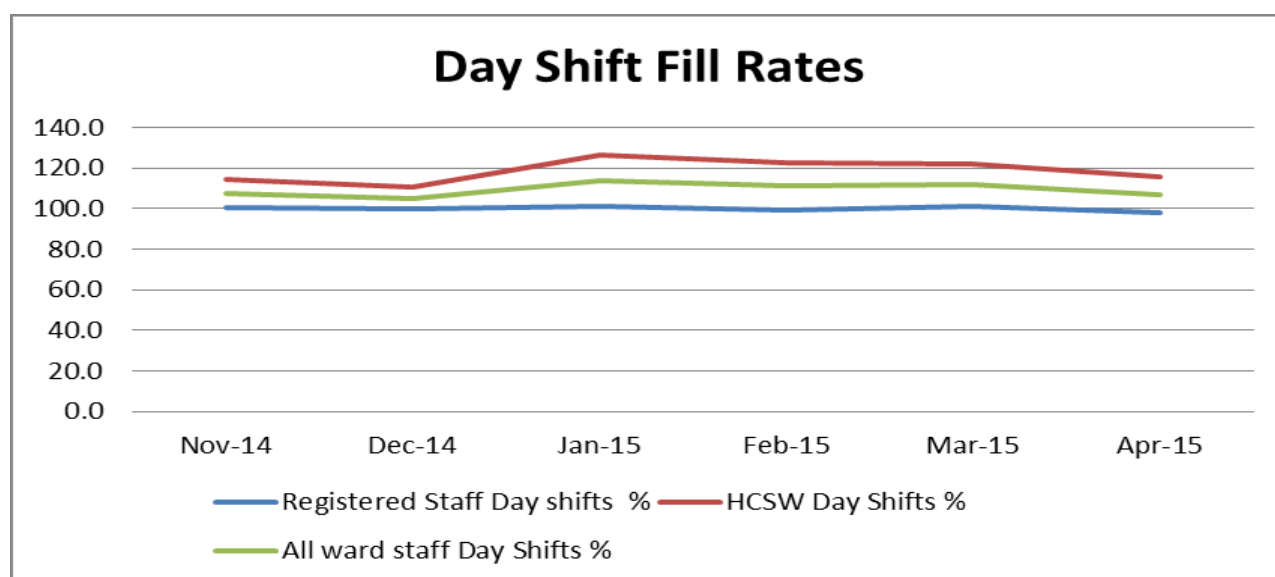


Overall fill rates for inpatient areas remains consistent at around 115%

Fill rates for registered nurses in the day have shown continuing improvement and now remain stable at around 100%

Fill rates for registered nurses at night reached the 100% target during October 2014 and remain at this level for the 7th consecutive month

Table 3



Day shift fill rates remain consistent at around 100% for registered and unregistered combined.

The Trust trend for overfill of Health Care Support Worker (HCSW) shifts particularly at night continues, due to additional staff being used to provide increased levels of observation when fewer staff from other disciplines are available and engagement of patients with high risk needs is required.

Specialist Directorate

Brockington are rated red for registered nurse fill during the day

Cause and Effect

- 1wte maternity leave
- 1wte on secondment
- 5wte vacancies including vacant posts for uplift in establishment

Staff turnover has been unusually high for this area over recent months and recruitment of appropriately skilled staff has been a challenge.

From April 1st there have been an additional 3.8wte posts established to enable two registered nurses to be rostered for night shifts. This has increased the number of vacant posts accordingly.

Action Taken

A number of mitigating actions were put in place prior to posts becoming vacant. Actions included retaining staff on the ward who were due to move elsewhere in the Trust, engaging temporary staff on longer term placements to provide cover and consistency in staffing whilst the substantive vacancies filled, alongside this the decision was taken to reduce admissions to prevent unsafe staffing levels. Planned establishment has remained the same, however professional judgement decisions have been taken on a shift by shift basis to determine the level of staffing required in line with the number and acuity of inpatients. This has resulted in lower than usual RMN cover, when appropriate, however the safe staffing reporting does not allow for this fluctuation in planned staffing on a shift by shift basis and reports against a static planned level, which leads to the red rating listed above. The actual rating by shift, which is documented via the daily safe staffing templates, has on occasions rated staffing levels as amber, however a red rating has not occurred during April.

Staff have been recruited to existing posts (awaiting start dates) however newly established posts are still to be filled.

Recruitment is ongoing and the posts will be part of the Trust wide Value Based Recruitment Assessment Centre