

<b>Document Title:</b>	Trust Assurance Report Section 5: Director of Nursing/Chief Operating Officer
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<b>Date of Meeting:</b>	26 <sup>th</sup> February 2015

## **Safer Staffing Monthly Exception Report**

### **Summary**

This is the safer staffing report for publication of January 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 January data demonstrates an overall improvement in fill rates with 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 4<sup>th</sup> 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

## January 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: December 2014**

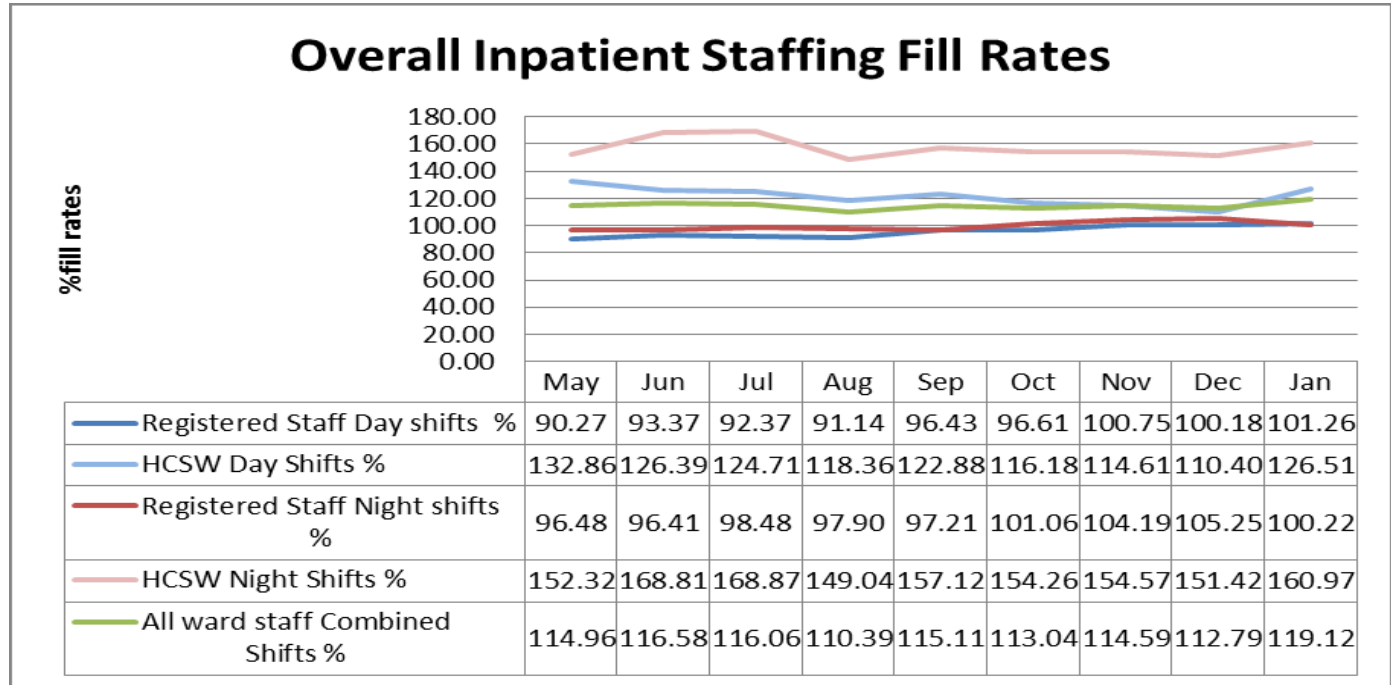
Ward	Speciality	Day		Night		Number of Beds per Ward	% Bed Occupancy (Excluding leave)
		Average Fill Rate - Registered Nurses (%)	Average Fill Rate - Care Staff (%)	Average Fill Rate - Registered Nurses (%)	Average Fill Rate - Care Staff (%)		
Newport House	Forensic	101.88	166.89	96.02	161.58	8	97
Ashley House	Forensic	89.15	122.68	105.94	102.06	13	97
Radford House	Forensic	103.19	190.94	100.19	152.22	16	98
Norton House	Forensic	86.72	114.01	106.51	133.37	12	95
Ellesmere House	Forensic	102.38	127.26	87.25	158.71	12	96
IFOR Willow Shrops	Forensic	80.23	129.63	103.23	149.06	20	98
IFOR Yew	Forensic	109.28	108.91	103.38	108.83	12	98
Oak House	LD	128.26	146.79	106.26	100.05	10	61
Brockington	M&B	95.37	183.80	129.64	228.56	8	53
Kinver (including HD)	ED	87.06	108.61	85.27	321.33	12	80
IDEM Holly Redwoods	AMH	98.77	113.15	99.93	147.43	16	99
IDEM Oak Redwoods	AMH	112.90	88.66	101.80	118.55	16	98
IFNCT Laurel Redwoods	AMH	88.04	80.86	100.33	178.01	16	95
IFNCT Pine Redwoods	AMH	100.95	137.87	108.14	237.61	16	94
IRER Birch Redwoods	AMH	109.86	128.58	112.57	132.84	14	*
Baswich	AMH	96.56	136.14	109.58	166.38	12	96
Brocton	AMH	96.45	111.49	64.64	184.60	21	91
Bromley	AMH	102.42	111.48	97.73	100.26	14	98
Chebsey House	AMH	109.54	111.54	106.87	142.43	20	92
Norbury	PICU	126.70	180.98	105.71	265.00	13	82
IAMH George Bryan Tamworth	AMH	121.90	91.43	100.15	174.08	20	95
ISFOP George Bryan Tamworth	AMH	114.68	197.18	99.42	123.99	12	97
ISS Inclusion Bham Tier 4	Sub M	102.96	84.84	103.60	100.68	18	90.5

Bed numbers and occupancy validated by Information Services

\* Data not available due to service reconfiguration.

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**

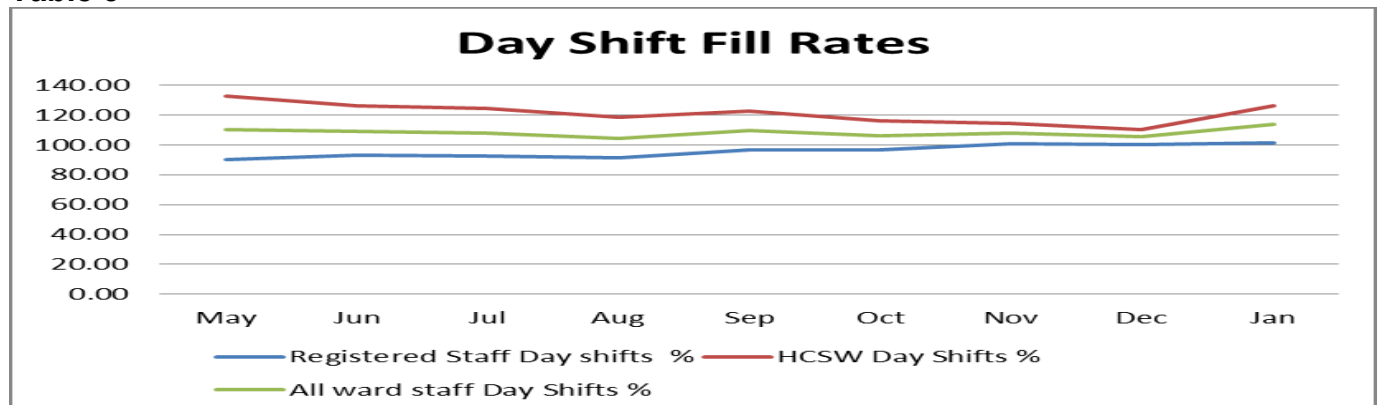


Overall fill rates for inpatient areas remains consistent at over 110%

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 and remain at this level for the 4th consecutive month

**Table 3**



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.

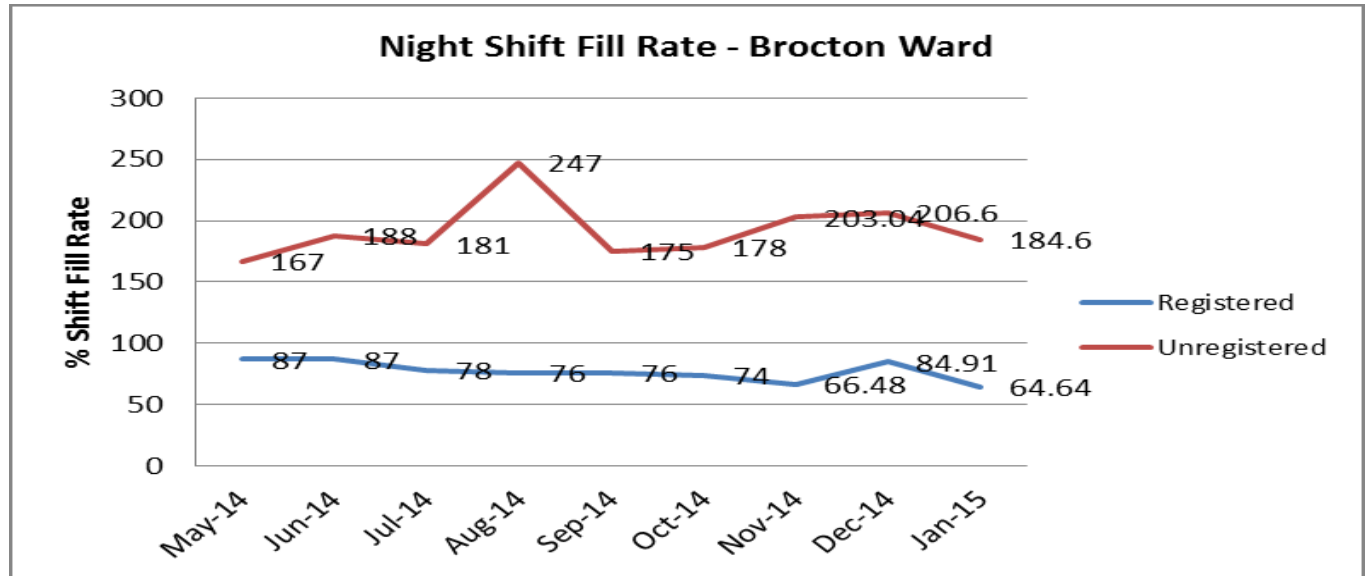
## Mental Health Staffordshire

Brocton are rated red for registered nurse fill at night

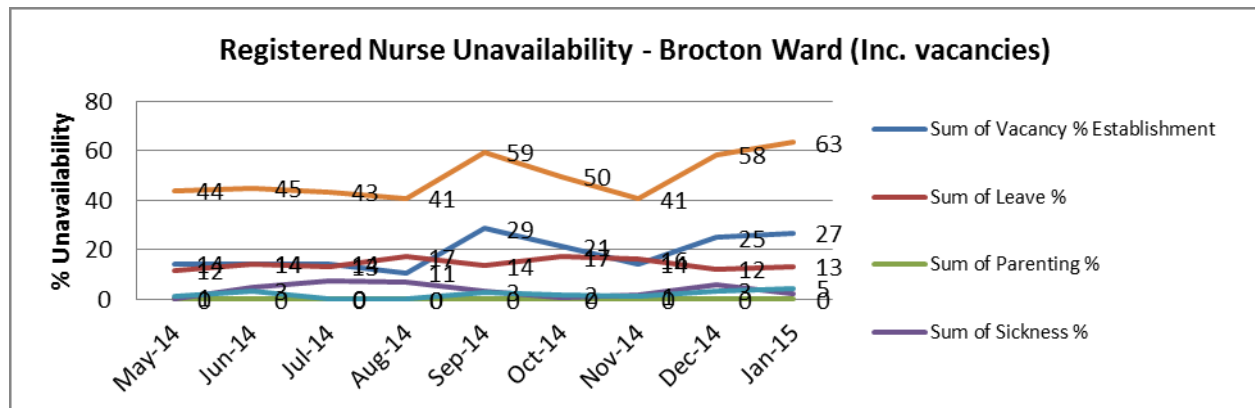
### Cause and Effect

- 4wte RN vacancies during January equal to 27% of establishment
- Overall unavailability of RN's (including vacancies, study leave and management days) increased to 63% of establishment

**Table 4**



**Table 5**



### Planned Actions

- Recruitment drive to fill substantive vacancies and requirements for decant ward completed during February. Currently recruited to budgeted establishment plus uplift for decant ward
- As demonstrated in table 4 the RN shortfall is backfilled with HCSW's, this was a professional judgement decision to ensure coverage with staff familiar with the ward and who understand the requirements of the patients

## **Overfill rates**

Whilst we have successfully put actions in place to harmonise staffing levels and provide assurance that fill rates are reaching the 100% target for inpatient areas. There is acknowledgement by the Director of Nursing and the Corporate Nursing Team that the rate of overfill particularly amongst HCSW's at night is a concern and needs further analysis to understand the cause and effect.

Simple comparison of areas with the greatest over fill rates, and temporary staffing shifts booked via NHS professionals indicates that this can be attributed to the need for increased staffing levels for observations. The areas with highest use include: Norbury, Brockington, Kinver and Pine

Whilst observations are conducted during the day as well as at night, the over fill is generally associated with night shifts. This is largely due to their being a greater cohort of staff available during the day and there is also resource from other disciplines available to provide the necessary observations.

The resourcing of staff to cover the demand of observations is being investigated as part of the regular establishment reviews. Analysis of the regularity of requirement and the volume of extra staffing needed to meet this requirement, is being assessed to investigate if there is both a more cost effective and quality enhancing way of resourcing this requirement.

There is certainly potential for some of the requirement to be built into staffing establishments, which, whilst increasing baseline establishment would significantly reduce the temporary staffing requirement. This could have both a positive financial impact as well as a positive impact on quality.