

<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> March 2015

## **Safer Staffing Monthly Exception Report**

### **Summary**

This is the safer staffing report for publication of February 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 February data demonstrates a continuing 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 5<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

## February 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%

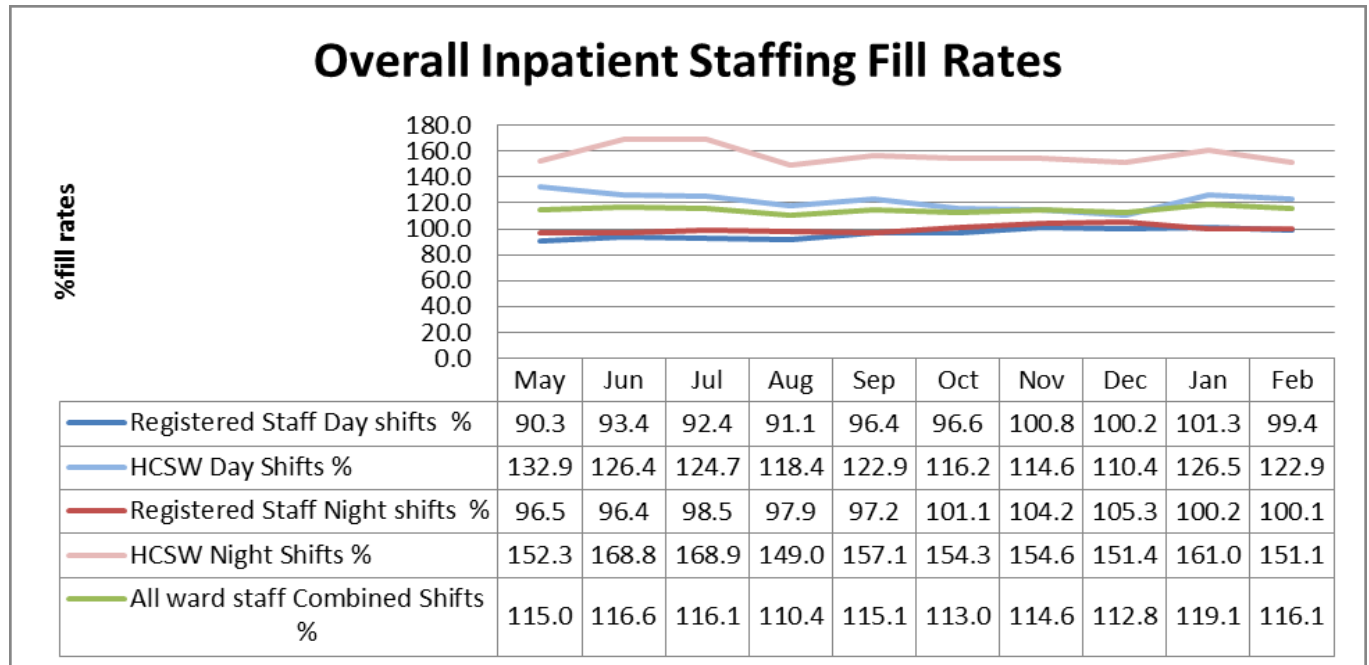
**Table 1 - Nurse Staffing Fill Rates by Ward and by Grade Type: February 2014**

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	88.93	182.37	120.06	151.21	8	99.1
Ashley House	Forensic	97.27	122.81	98.31	118.19	13	85.2
Radford House	Forensic	98.35	158.79	81.21	135.36	16	100
Norton House	Forensic	89.59	91.59	108.14	98.49	12	94.6
Ellesmere House	Forensic	84.22	143.12	75.37	228.68	12	92
IFOR Willow Shrops	Forensic	87.41	125.54	101.99	106.31	20	100
IFOR Yew	Forensic	104.91	101.52	102.43	96.91	12	99
Oak House	LD	117.56	157.66	104.14	104.44	10	48.9
Brockington	M&B	90.33	182.02	108.16	176.05	8	53.6
Kinver (including HD)	ED	85.78	97.51	84.41	300.67	12	74.6
IDEM Holly Redwoods	AMH	111.06	96.07	101.15	122.40	16	100
IDEM Oak Redwoods	AMH	96.49	86.70	100.89	121.92	16	99
IFNCT Laurel Redwoods	AMH	110.01	97.57	103.25	198.13	16	103
IFNCT Pine Redwoods	AMH	98.93	114.73	101.22	223.78	16	100
IRER Birch Redwoods	AMH	92.59	111.55	100.61	116.15	14	63
Baswich	AMH	106.89	113.90	103.84	166.64	12	93
Brocton	AMH	107.16	90.79	101.02	99.67	21	95.5
Bromley	AMH	98.15	118.00	100.76	97.74	14	98
Chebsey House	AMH	101.54	105.95	104.85	130.51	20	91
Norbury	PICU	116.39	228.45	115.81	305.94	13	77
IAMH George Bryan Tamworth	AMH	118.61	106.34	98.07	142.76	20	96
ISFOP George Bryan Tamworth	AMH	111.36	159.73	97.82	97.91	12	95
ISS Inclusion Bham Tier 4	Sub M	103.81	91.55	103.21	100.50	18	90.5

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**

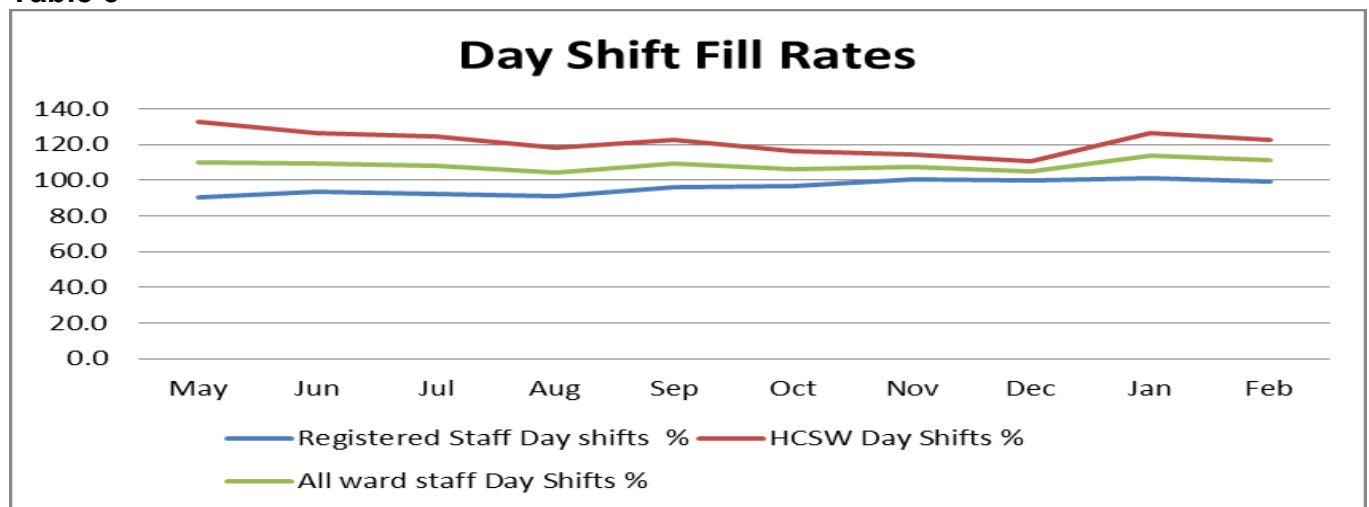


Overall fill rates for inpatient areas remains consistent at around 110%

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 5th 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.

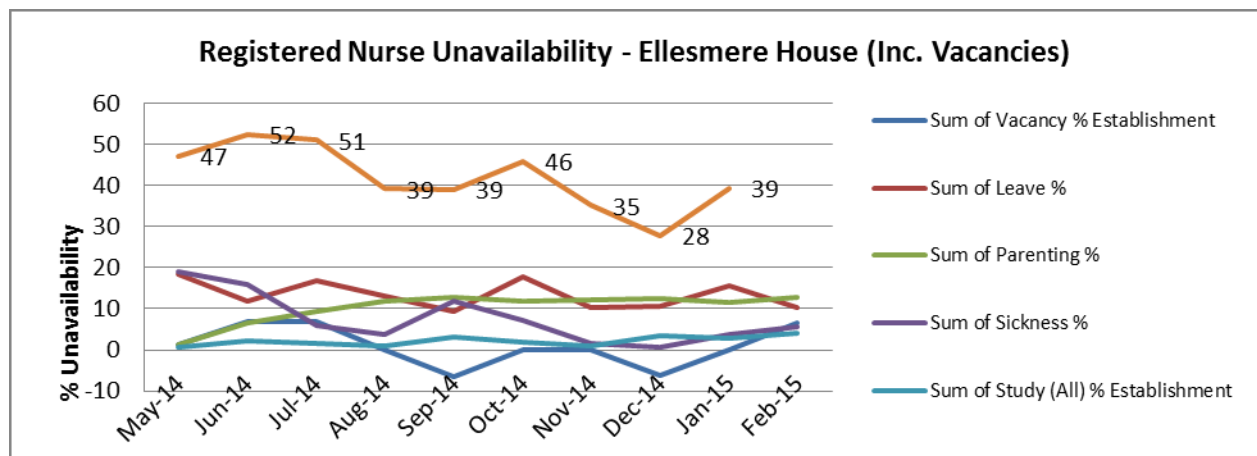
**Forensic Directorate**

Ellesmere are rated red for registered nurse fill at night

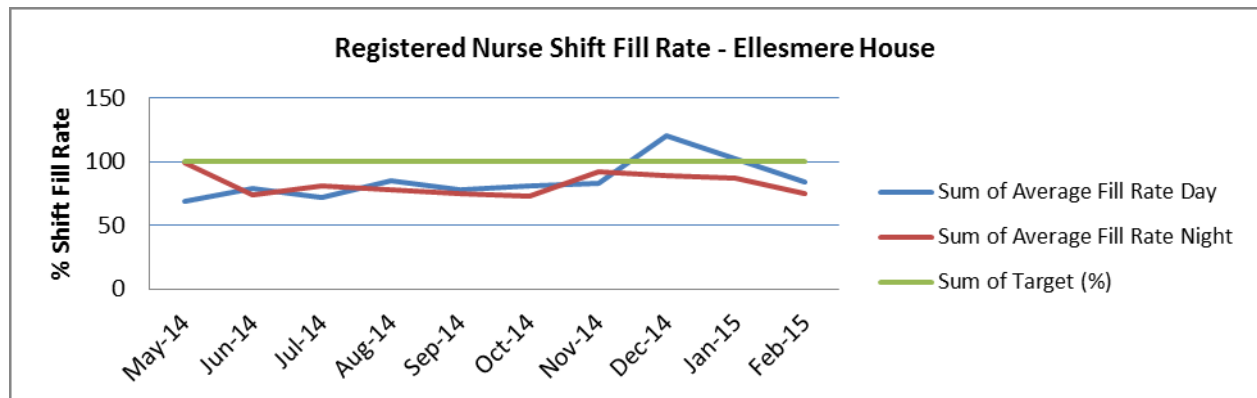
**Cause and Effect**

- Overall unavailability of RN’s increased during February (Table 4)
- 1wte RN vacancy during February
- 2wte RN Maternity leave
- 1wte RN seconded to short term project
- RN shortfall backfilled by unregistered staff who know the ward and the client group

**Table 4**



**Table 5**



## **Planned Actions**

- Vacancy recruited to during February
- RN to return from short term project
- Harmonisation of skill mix should be restored during March