







**Trust Board Report**

<b>Meeting Date:</b>	28 July 2014
<b>Title:</b>	Safe Staffing; Planned Versus Actual Staffing by Ward - June 2014 data
<b>Executive Summary:</b>	<p>NHS England have issued guidance on how every NHS Trust must deliver the commitments detailed in 'Hard Truths' in particular to publishing staffing data regarding nursing, midwifery and care staff.</p> <p>NHS Choices published the first set of data on 24 June in line with TDA and NHSE. There was no anticipated media coverage.</p> <p>This paper details the average fill rate by registered nurse/care staff, shift and ward for the month of June.</p> <p>The additional staffing implemented on 1 July will be reflected in July figures.</p> <p>The paper details reasons when staffing hours are <math>\geq 120\%</math> or <math>\leq 80\%</math> by ward.</p>
<b>Action Requested:</b>	The Board will receive the report for information and to support them in fulfilling their responsibilities to monitor staffing capacity and capability.
<b>Report of:</b>	Cheryl Etches, Chief Nursing Officer
<b>Author: Contact Details:</b>	Charlotte Hall, Deputy Chief Nursing Officer
<b>Resource Implications:</b>	Nil
<b>Public or Private: (with reasons if private)</b>	Public
<b>References: (eg from/to other committees)</b>	<p>The external facing Trust intranet page has a dedicated section on safe staffing</p> <p><a href="http://www.royalwolverhamptonhospitals.nhs.uk/patients_public/safe_staffing_levels.aspx">http://www.royalwolverhamptonhospitals.nhs.uk/patients_public/safe_staffing_levels.aspx</a></p>
<b>Appendices/ References/ Background Reading</b>	<ol style="list-style-type: none"> <li>1. 'Hard Truths' Commitments NHS England <a href="http://www.england.nhs.uk/2014/04/01/hard-truths/">http://www.england.nhs.uk/2014/04/01/hard-truths/</a> April 2014</li> <li>2. How to ensure the right people, with the right skills, are in the right place at the right time. National Quality Board Nov 2013 <a href="http://www.england.nhs.uk/wp-content/uploads/2013/11/nqb-how-to-guid.pdf">http://www.england.nhs.uk/wp-content/uploads/2013/11/nqb-how-to-guid.pdf</a></li> </ol>
<b>NHS Constitution: (How it impacts on any decision-making)</b>	<p>In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:</p> <ul style="list-style-type: none"> <li> Equality of treatment and access to services</li> <li> High standards of excellence and professionalism</li> <li> Service user preferences</li> <li> Cross community working</li> <li> Best Value</li> <li> Accountability through local influence and scrutiny</li> </ul>

## **1.0 Introduction**

**1.1** As part of the implementation of the guidance on the delivery of the 'Hard Truths' commitments (March 2014) associated with publishing staffing data, this report provides the Board with information on June nursing and midwifery staffing.

**1.2** The first set of information on staffing was presented to Board last month and was successfully published on NHS Choices on 24 June.

## **2.0 Planned staffing with actual 'fill rate' on shift**

**2.1** The table in Appendix 1 provides the percentage fill rate of June rostered (planned) hours against actual hours worked. This was submitted on 10 July. The paper provides narrative where fill rates are less than 80% or greater than 120%. The hours worked do NOT take into account the amount of bank or overtime that may have been used to fill the shifts, this can impact on quality of care so the paper only provides a quantitative analysis.

## Appendix 1

### The Royal Wolverhampton NHS Trust Inpatient staff planned with actual - June 2014

A	B	C	D	E	F
Ward	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Comments/actions where fill rate is $\geq 120\%$ or $\leq 80\%$
Division 1	DAY		NIGHT		
A5	92.6%	108.9%	118.3%	106.7%	
A6	78.8%	95.6%	96.7%	96.7%	Inability to fill bank shifts offered out increased fill of HCA to compensate. Support provided by specialist PD role.
A9	95.0%	82.6%	85.5%	9 shifts used (zero planned)	
A12	84.1%	104.7%	74.4%	180.0%	Overfill on night duty to compensate for absence of RNs on nights – 19 shifts special leave.
A14	90.7%	96.1%	88.9%	106.7%	
A23	86.7%	100.0%	97.8%	96.7%	
Cardiology	92.6%	110.0%	90.8%	103.3%	
Cardiothoracic (B8)	102.4%	110.0%	111.3%	103.3%	
Beynon S/Stay	85.1%	74.7%	100.0%	83.3%	
Gynaecology	108.8%	123.3%	82.2%	16 shifts used	Inability to fill via bank, support provided from day case area as required.
Maternity	82.7%	101.3%	79.2%	133.3%	Additional capacity open for medical outliers for 8 days caused overfill on day and night shifts
Division 2	DAY		NIGHT		Comments including exception reports
A21	106.7%	113.3%	86.7%	116.7%	
Neonatal Unit	106.2%	60.0%	104.8%	66.7%	RNs used to compensate for lack of HCAs
Neuro Rehab West Park	106.7%	95.6%	100.0%	146.7%	Special at night and overfill now being managed by

					matron due to changes of fixed shift patterns
Ward 1	97.3%	102.8%	91.7%	126.7%	Fixed night shifts now challenged by Matron
Ward 2	91.7%	115.7%	86.7%	115.0%	
Ward 3	80.6%	119.0%	93.3%	103.3%	
Acute Medical Unit	94.2%	92.5%	90.4%	90.8%	
A7	99.2%	105.3%	100.0%	100.0%	
A8	88.8%	93.3%	100.0%	98.3%	
Acute Stroke Unit	54.8%	149.2%	84.4%	71.7%	Overfill of HCA on day duty as unable to get RN. Night duty shortage of HCA due to short notice sickness and unable to find replacement
C22	85.7%	107.3%	105.0%	108.3%	
CHU	94.2%	115.0%	93.3%	100.0%	
Deansley	91.7%	92.0%	110.0%	86.7%	
B7	92.6%	106.4%	77.8%	146.7%	Overfill on night duty care staff because RNs moved at night (17 occasions) to cover other areas, 24 occasions in total staff moved from B7
C15	102.9%	112.1%	100.0%	98.3%	
C16	90.0%	102.7%	98.3%	103.3%	
C17	79.0%	82.2%	98.3%	100.0%	Shortfall due to vacancy and sickness, unable to fill shifts either through bank or staff movement from other wards. 37 shifts of RN unfilled and 15 HCA

					shifts
C18	89.7%	105.0%	83.3%	76.7%	New establishments of extra staff on nights but not all in post and unable to backfill through bank
C19	87.0%	125.8%	103.3%	103.3%	NIV requires additional staff hence overfill on days
C24	99.2%	82.7%	96.7%	100.0%	
C25	92.5%	96.0%	100.0%	98.3%	