


The Royal Wolverhampton NHS Trust		
<b>Trust Board Report</b>		
<b>Meeting Date:</b>	30 <sup>th</sup> March 2015	
<b>Title:</b>	Safe Staffing; Planned Versus Actual Staffing by Ward –February 2015 data	
<b>Executive Summary:</b>	<p>This paper details the <b>average</b> fill rate by Registered Nurse / Health Care Assistant [HCA] / shift and ward for the month February 2015</p> <p>The paper details reasons when staffing hours are <math>\geq 120\%</math> or <math>\leq 80\%</math> by ward.</p> <p>A deterioration is noted in the registered nurse fill rates due to vacancies which are subject to active recruitment</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>	Lynne Fieldhouse, Deputy Chief Nursing Officer	
<b>Resource Implications:</b>	Nil	
<b>Public or Private:</b> (with reasons if private)	Public	
<b>References:</b> (eg from/to other committees)	<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:</b> (How it impacts on any decision-making)	<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 monthly information on nursing and midwifery staffing.
- 1.2 Staffing Information is provided by Senior Sisters / Charge Nurses and collated centrally. Matrons review data with their respective wards. Heads of Nursing contribute some analysis to the data.
- 1.3 This staffing data is reported to the Senior Nurse Strategic Group and posted on the Trust intranet site.
- 1.4 The Unify staffing data is published monthly on the Trust internet site.

## 2.0 Planned staffing with actual 'fill rate' per shift with differentiation between Registered Nurses [RN] and Health Care Assistants.

- 2.1 The tables in Appendix 1 provide the average percentage fill rate of rostered (planned) hours against actual hours worked.
- 2.2 Tabulated fill rates of less than 80% or greater than 120% [national thresholds] are shaded amber and exceptions are reported in the comments box. Senior Sisters / Charge Nurses are required to indicate the reasons for their staffing levels being above or below those planned. To note there are examples where below planned staffing is acceptable when mapped to bed occupancy/patient dependency

Number of wards below average 80% fill	Oct	Nov	Dec*	Jan	Feb
Registered nurses day	5	6	9	5	7
Registered nurses night	3	3	5	10	14
HCA day	11	8	9	6	3
HCA night	0	2	2	3	2

\*Includes Cannock Chase Hospital site from this date onwards

## 2.3 Monthly average Trust fill rate :

	Sept	Oct	Nov	Dec*	Jan	Feb
Registered nurses day	87.5%	91%	91%	90%	91%	90%
Registered nurses night	84.1%	89.2%	87.6%	87.9%	89%	86%
HCA day	103.2%	104%	104.5%	100%	102%	104%
HCA night	118.1%	112%	117.2%	116.6%	116.6%	119%

\*Includes Cannock Chase Hospital site from this date onwards

## 2.3 Local Recruitment

A Recruitment day is scheduled for April 2015; this has currently been agreed for specialties for T&O, Surgery and Theatres however we are looking to widen this to include opportunities across Medicine and Community. The event will be advertised through multimedia sources.

## Appendix 1

## The Royal Wolverhampton NHS Trust Inpatient staff planned with actual – February 2015

Ward	Amber = Fill rate $\geq$ 120% or $\leq$ 80%				Rationale		Nurse Sensitive Indicators				Comments
	Average fill rate – RN's / midwives Day	Average fill rate - HCA Day	Average fill rate – RN's / midwives Night	Average fill rate - HCA Night	HCA instead of RN ✓	Bank Unable to fill ✓	Falls with Harm	Late Obs %	Avoidable PU's	Staffing Breaches	
A5	76.6%	104.2%	79.8%	101.8%		✓	0	19	2	4	Vacancy
A6	95.2%	100.0%	69.0%	200.0%	✓	✓	0	17	0	0	Vacancy
A7	90.0%	149.3%	97.6%	128.6%			0	9	0	2	Patients at risk requiring 1:1 nursing hence additional HCA booked
A8	79.3%	101.8%	94.0%	100.0%		✓	1	7	1	3	Current RN vacancy and bank not always able to provide an RN to cover hence the additional HCA numbers
A9	101.8%	132.1%	94.0%	256.5*			0	7	0	1	Additional staff TUPE'd from MSFT
A12	88.1%	100.7%	76.2%	167.9%	✓		0	8	0	6	Sick, DNA Bank
A14	87.3%	93.5%	72.6%	278.6%	✓		0	8	0	2	DNA Bank
A23	85.1%	110.7%	94.6%	100.0%			0	3	0	0	
B7	88.1%	121.4%	79.8%	178.6%	✓	✓	0	4	1	0	Short term sickness in RN and bank unable to fill RN posts so additional HCA numbers
Bey SS	76.9%	58.6%	96.4%	82.1%			0	4	0	0	Vacancy, DNA Bank
C16	102.6%	99.3%	67.9%	96.4%		✓	0	18	0	3	Short term sickness of RN and bank unable to fill, no safety concerns identified on shifts concerned
C17	98.8%	85.7%	91.1%	89.3%			0	17	0	5	
C18	87.9%	112.5%	84.5%	91.1%			0	9	0	4	
C19	98.6%	99.1%	70.2%	110.7%	✓	✓	0	9	0	0	Sickness of RN and bank unable to replace hence additional HCA used
AMU (A21)	84.2%	91.7%	88.9%	98.2%			0	11	1	3	

C22	97.2%	112.9%	100.0%	144.6%	✓		0	8	0	0	Patients at risk requiring 1:1 nursing hence additional HCA booked
C24	104.1%	95.7%	66.7%	98.2%			0	13	0	5	RN vacancies and bank unable to fill no patient safety issues
C25	98.7%	92.1%	71.4%	94.6%			0	8	0	2	RN vacancies and bank unable to fill no patient safety issues
CHU	117.9%	127.7%	115.5%	203.6%		✓	0	6	2	6	8 additional beds opened to support capacity issues hence additional staff required
Deansley - C35	90.3%	98.2%	100.0%	100.0%			0	4	0	0	
Maternity – D10	96.8%	102.1%	75.9%	108.9%			0	N/A	0	0	DNA Agency
Cardiology – B14	86.7%	110.7%	87.1%	200.0%		✓	0	6	0	3	
Cardiothoracic – B8	85.3%	101.8%	87.5%	85.7%			0	6	0	6	
West Park 1	98.6%	101.8%	100.0%	153.6%			0	N/A	1	0	Patients at risk requiring 1:1 nursing hence additional HCA booked
West Park 2	71.4%	111.2%	85.7%	142.9%		✓	0	N/A	2	0	Short term sickness and RN vacancies hence additional HC booked as bank unable to fill RN gaps
West Park 3	70.2%	120.9%	100.0%	98.2%	✓		0	N/A	0	2	Short term sickness and RN vacancies hence additional HC booked as bank unable to fill RN gaps
NRU	80.4%	115.5%	100.0%	103.6%			0	N/A	0	0	
Neonatal Unit	100.3%	78.6%	98.5%	82.1%		✓	0	N/A	0	1	Bank unable to fill HCA vacancies
A21	117.1%	151.8%	67.9%	139.3%			0	N/A	0	0	Theatre Day impact and escalation beds used to support activity
ASU - B12	94.8%	103.6%	91.7%	67.9%		✓	0	7	1	0	
C41	100.9%	100.5%	96.4%	108.9%			0	N/A	0	4	
D7	75.9%	78.6%	75.0%	-			0	7	0	0	DNA Agency (close observation), DNA Bank, Sick

ICCU	89.8%	99.2%	51.3%	78.6%			0	N/A	0	7	Staffing levels amended as per patient need / sickness / no staffing breaches
A10	86.2%	110.7%	96.4%	100.0%			0	N/A	0	0	
Fairoak - Cannock Hospital	84.8%	90.8%	90.3%	88.7%			0	N/A	0	1	
Hilton Main – Cannock	63.7%	111.2%	82.1%	89.3%			0	N/A	0	0	Staff reduced due to PACU being closed
C15	87.5%	181.0%	67.9%	189.3%	✓	✓	1	0	1	2	Vacancy, supernumery