

Report to:	Board of Directors				
Date of Meeting:	30 July 2014				
Report Title:	Nursing & Midwifery Staffing Exception Report (June 2014)				
Status:	For information	Discussion	Assurance	Approval	Regulatory requirement
Mark relevant box with X	X		X		
Prepared by:	Debra Fairley, Deputy Director of Nursing				
Executive Sponsor (presenting):	Rob Dearden, Director of Nursing				
Appendices (list if applicable):	UNIFY spreadsheet				

Purpose of the Report
<p>This is the second nursing and midwifery staffing exception report in response to publication of <i>Hard Truths: Putting Patients First</i> (Department of Health, 2014).</p> <p>The aim of the report is to inform the Board about nursing and midwifery staffing capacity and capability (for June 2014) in relation to agreed establishments and to provide assurance that concerns and potentially unsafe staffing levels are escalated and dealt with promptly.</p>

Key points for discussion
<p>Each month, staffing data are collected and analysed in order to establish how the number of actual staff on duty for both registered nurses/midwives and care workers compares to the planned staffing level. The data is uploaded onto UNIFY by the required deadline and is displayed on NHS Choices. Following last month's publication, no national RAG rating has been issued and the Trust has not received any adverse publicity in relation to its staffing levels reported for May 2014.</p> <p>For the purpose of this report, exceptions were identified if the 'fill rates' for both registered staff and health care support workers were below 90 per cent.</p> <p>To note: care staff are referred to as health care support workers (HCSW). The following wards were highlighted for discussion.</p>

Ward 9: the ward still has approximately 3.85 WTE vacancies with, additionally, several WTE on maternity leave, sick leave and secondment (4 WTE in total). This has been offset by an increased fill rate of HCSW. As highlighted last month, the ward has a funded establishment for 25 beds, although it has been open to 30 beds since November 2013. Staffing levels have recently been evaluated using the *Safer Nursing Care Tool*, which has demonstrated a shortfall of around 9 WTE – clinical judgment supports the increase in establishment of around 5.5 WTE. The results of this audit and staffing recommendations were discussed at the Surgical Delivery Assurance Group in June and the paper will be submitted to the Clinical Executive Group on 28.7.14.

Ward 14: the ward experienced some sickness absence during June (two WTE registered nurses and one WTE HCSW). However, no significant concerns were escalated and staff were redeployed to help out on the ward from other areas as necessary.

Ward 16: the shortfall associated with HCSW is mainly due to the low numbers employed on the ward (four staff in total) and the fact that they had annual leave during June, which is not routinely backfilled. This did not cause any significant concerns.

Ward 18: the ward experienced some sickness absence (one RN and one HCSW). In addition, staff were relocated to work in other wards/areas when patient numbers and dependency allowed, thus influencing the actual fill rate against that planned. No significant issues or concerns were reported during June.

Neonatal unit: the shortfall associated with HCSW was mainly due to the fact that there are only two HCSW employed on the Unit, one of which took some annual leave during June.

Recommendations

There were no significant staffing issues or associated concerns reported for June. Some of the wards although experiencing a shortfall in staffing due to the recent reconfiguration on 26.6.14, namely Ward 4, it is evident from discussions with matrons and ward sisters/charge nurses that staffing continues to be proactively managed in the interests of maintaining quality and safety .

An active recruitment campaign continues within the Medical Group.

Action required by the Board of Directors

The Board is asked to note the key points set out in this paper and the actions in place to mitigate any risks to the quality of patient care.

Org: RCF Airedale NHS Foundation Trust
Period: June_2014-15

<http://www.airedale-trust.nhs.uk/nursing-and-midwifery-staffing/>

Only complete sites your organisation is accountable for					Day				Night				Day		Night	
Hospital Site Details		Ward name	Main 2 Specialties on each ward		Registered midwives/nurses		Care Staff		Registered midwives/nurses		Care Staff		Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name		Specialty 1	Specialty 2	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours				
RCF22	Airedale General Hospital - RCF22	ALS	501 - OBSTETRICS	501 - OBSTETRICS	2086.50	2013.00	408.00	402.00	2148.00	2112.00	360.00	360.00	96.5%	98.5%	98.3%	100.0%
RCF22	Airedale General Hospital - RCF22	ANU	420 - PAEDIATRICS	420 - PAEDIATRICS	1219.50	1189.50	162.00	126.00	960.00	960.00	120.00	120.00	97.5%	77.8%	100.0%	100.0%
RCF22	Airedale General Hospital - RCF22	Ward 01	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1125.00	1094.50	762.50	836.50	750.00	762.50	375.00	737.50	97.3%	109.7%	101.7%	196.7%
RCF22	Airedale General Hospital - RCF22	Ward 02 - AMU	326 - ACUTE INTERNAL MEDICINE	326 - ACUTE INTERNAL MEDICINE	1875.00	1816.50	1125.00	1116.50	1500.00	1512.50	750.00	775.00	96.9%	99.2%	100.8%	103.3%
RCF22	Airedale General Hospital - RCF22	Ward 04	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1284.00	1262.00	1592.00	1549.50	731.25	731.25	1080.00	1057.50	98.3%	97.3%	100.0%	97.9%
RCF22	Airedale General Hospital - RCF22	Ward 05	300 - GENERAL MEDICINE	314 - REHABILITATION	1624.00	1513.50	1444.00	1446.50	1006.25	983.75	987.00	958.50	93.2%	100.2%	97.8%	97.1%
RCF22	Airedale General Hospital - RCF22	Ward 06	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1433.50	1434.50	1535.00	1484.50	675.25	675.25	1068.75	1035.00	100.1%	96.7%	100.0%	96.8%
RCF22	Airedale General Hospital - RCF22	Ward 07	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1538.50	1484.90	732.00	777.00	900.00	855.00	461.85	506.25	96.5%	106.1%	95.0%	109.6%
RCF22	Airedale General Hospital - RCF22	Ward 09	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	1676.50	1253.75	1374.50	1183.00	675.00	675.00	1023.75	971.50	74.8%	86.1%	100.0%	94.9%
RCF22	Airedale General Hospital - RCF22	Ward 13	100 - GENERAL SURGERY	502 - GYNAECOLOGY	1402.50	1354.00	785.50	764.50	675.00	675.00	675.00	675.00	96.5%	97.3%	100.0%	100.0%
RCF22	Airedale General Hospital - RCF22	Ward 14	100 - GENERAL SURGERY	101 - UROLOGY	1540.50	1379.50	1071.00	873.50	675.00	675.00	675.00	651.25	89.5%	81.6%	100.0%	96.5%
RCF22	Airedale General Hospital - RCF22	Ward 15	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1174.15	1138.15	916.00	866.50	585.00	585.00	585.00	585.00	96.9%	94.6%	100.0%	100.0%
RCF22	Airedale General Hospital - RCF22	Ward 16	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	2415.00	2235.50	690.00	489.50	2415.00	2300.00	0.00	11.50	92.6%	70.9%	95.2%	#DIV/0!
RCF22	Airedale General Hospital - RCF22	Ward 17	420 - PAEDIATRICS	420 - PAEDIATRICS	1580.00	1568.00	684.00	660.00	1080.00	1080.00	84.00	84.00	99.2%	96.5%	100.0%	100.0%
RCF22	Airedale General Hospital - RCF22	Ward 18	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	900.00	716.00	633.00	458.00	607.50	573.75	157.50	118.50	79.6%	72.4%	94.4%	75.2%
RCF22	Airedale General Hospital - RCF22	Ward 19	303 - CLINICAL HAEMATOLOGY	110 - TRAUMA & ORTHOPAEDICS	972.00	891.50	574.50	522.50	675.00	675.00	0.00	0.00	91.7%	90.9%	100.0%	#DIV/0!
RCF22	Airedale General Hospital - RCF22	Ward 21	501 - OBSTETRICS	420 - PAEDIATRICS	735.00	735.00	360.00	353.00	720.00	720.00	360.00	360.00	100.0%	98.1%	100.0%	100.0%
RCF30	Castleberg Hospital - RCF30	CCR	300 - GENERAL MEDICINE	314 - REHABILITATION	418.50	428.00	806.25	807.75	360.00	360.00	360.00	360.00	102.3%	100.2%	100.0%	100.0%
		Total			25000.15	23507.80	15655.25	14716.75	17138.25	16911.00	9122.85	9366.50				