

<b>Report to:</b>	Board of Directors				
<b>Date of Meeting:</b>	28.1.15				
<b>Report Title:</b>	Nursing & Midwifery Staffing Exception Report (for November 2014)				
<b>Status:</b>	<b>For information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>	<b>Regulatory requirement</b>
Mark relevant box with X	X		X		
<b>Prepared by:</b>	Debra Fairley, Deputy Director of Nursing				
<b>Executive Sponsor (presenting):</b>	Rob Dearden, Director of Nursing				
<b>Appendices (list if applicable):</b>	UNIFY spreadsheet				

<b>Purpose of the Report</b>
<p>This is the nursing and midwifery staffing exception report for <b>November 2014</b> in response to the 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 in relation to agreed establishments and to provide assurance that concerns and potentially unsafe staffing levels are escalated and dealt with promptly.</p>

<b>Key points for discussion</b>
<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. The Trust has not received any adverse publicity in relation to its staffing levels reported for November 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</p>

highlighted for discussion.

**Ward 1:** the increase in the fill rate for HCSW during the night was due to the increased dependency of patients and extra staff were rostered accordingly to ensure quality of care.

**Ward 5:** the ward continues to experience some short and long term sickness at all grades. A band 6 sister has been supporting the ward due to senior nurse absence, this will continue as required. Staff may still be relocated from Ward 5 to support other wards, workload permitting, which may have adversely affected the RN fill rate. No significant risks were reported during November as a result of nurse staffing.

**Ward 9:** the ward now has 3.8 WTE RN vacancies, and recruitment continues. The Senior Sister remains on long term sickness absence with 'cover' still being provided by the ward sister from Ward 18. The ward continues to use agency staff. The matron reported that staff have been relocated to work in other areas, patient dependency and workload permitting. No significant risks were reported.

**Ward 16:** as per last month, the shortfall associated with HCSW is mainly due to the fact that the unit employs only four HCSW and gaps caused by annual leave or sickness are not routinely filled.

**Ward 17:** as with Ward 16, the shortfall associated with HCSW is mainly due to the fact that there are only two HCW employed within the Children's' Unit and any gaps caused by annual leave or sickness are not routinely filled.

**Ward 18:** the shortfall in staffing for November was likely due to the fact that staff were relocated to work in other areas (workload on ward 18 permitting). The Senior Sister is presently supporting Ward 9 due to a shortfall in senior nurse 'cover'.

### **Recommendations**

Staffing shortfalls did not raise any significant issues during November. Active recruitment measures remain in place. The Trust was represented at the RCN *Job Fair* in Leeds in November, which was deemed to be a success with a number of application forms distributed.

### **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: November\_2014-15

Fill rate indicator return  
 Staffing: Nursing, midwifery and care staff

Please provide the URL to the page on your trust website where your staffing information is available

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Only complete sites your  
 organisation is accountable  
 for

Hospital Site Details		Ward name	Main 2 Specialties on each ward		Day				Night				Day		Night	
					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	2025	1989	414	402	2160	2040	360	360	98.2%	97.1%	94.4%	100.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	ANU	420 - PAEDIATRICS	420 - PAEDIATRICS	972	972	216	216	948	948	132	132	100.0%	100.0%	100.0%	100.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 01	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1075	1103	850	829	775	775	412.5	750	102.6%	97.5%	100.0%	181.8%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 02 - AMU	326 - ACUTE INTERNAL MEDICINE	326 - ACUTE INTERNAL MEDICINE	1900	1848	1137.5	1183	1515	1515	800	862.5	97.3%	104.0%	100.0%	107.8%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 04	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1852.25	1700.25	1401.5	1366	675	675	1012.5	996.25	91.8%	97.5%	100.0%	98.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 05	300 - GENERAL MEDICINE	314 - REHABILITATION	1579.25	1303.75	1787.5	1318.5	956.25	888.75	731.25	697.75	82.6%	73.8%	92.9%	95.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 06	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1408	1379.5	1413	1336	675	675	1068.75	1091.25	98.0%	94.6%	100.0%	102.1%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 07	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1647	1561	991	938	798.25	720	697.5	731.25	94.8%	94.7%	90.2%	104.8%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 09	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	1642.75	1418	1757	1614	675	690.25	1237.25	1277.75	86.3%	91.9%	102.3%	103.3%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 13	100 - GENERAL SURGERY	502 - GYNAECOLOGY	1380.5	1356.5	767.5	767.5	676.5	676.5	687.75	721.5	98.3%	100.0%	100.0%	104.9%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 14	100 - GENERAL SURGERY	101 - UROLOGY	1420.5	1288	1041	1035	675	673	708.75	731.25	90.7%	99.4%	99.7%	103.2%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 16	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	2415	2215.5	690	390	2415	2254	0	11.5	91.7%	56.5%	93.3%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 17	420 - PAEDIATRICS	420 - PAEDIATRICS	1518	1450	654	504	1080	1074	24	36	95.5%	77.1%	99.4%	150.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 18	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	888	680.5	621.5	384.5	573.75	562.5	123.75	135	76.6%	61.9%	98.0%	109.1%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 19	303 - CLINICAL HAEMATOLOGY	110 - TRAUMA & ORTHOPAEDICS	761.5	761.5	608	608	663.75	663.75	0	0	100.0%	100.0%	100.0%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 21	501 - OBSTETRICS	420 - PAEDIATRICS	742.5	742.5	360	330	720	720	360	360	100.0%	91.7%	100.0%	100.0%
RCF30	CASTLEBERG HOSPITAL - RCF30	CCR	300 - GENERAL MEDICINE	314 - REHABILITATION	464.5	463.5	797.5	797.5	360	360	360	360	99.8%	100.0%	100.0%	100.0%

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<b>Key points for discussion</b>
<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.</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 2:** The shortfall is associated with the need to support staffing the opening of the additional beds on the annex. No significant concerns were reported during December although activity was significantly high.

**Ward 5:** The ward continues to experience some short and long term sickness at all grades (5 WTE). A band 6 sister continues to support the ward due to senior nurse absence, this will continue as required. A Band 7 Sister has been appointed on an interim basis. Staff were still relocated from Ward 5 to support other wards, workload permitting, which may have adversely affected the RN fill rate.

**Ward 7:** The ward experienced a shortfall of RN during the night, mainly due to staff being relocated to help out in other wards/departments. This is the first time since reporting that Ward 7 has reported a shortfall in the requisite staffing numbers.

**Ward 9:** Staffing has improved slightly in that HCSWs are no longer supernumerary. The nurse practitioner has also helped to 'cover' some shifts as required. The Senior Sister remains on long term sickness absence with 'cover' still being provided by the ward sister from Ward 18. The ward continues to use agency staff.

**Ward 13:** The ward has two band 5 vacancies as well as the senior sister being on sick leave. (Two Band 6 Sisters leading the Ward with support from the Matron). The RN shortfall on night duty is mainly due to staff being relocated to 'cover' shortfalls in other wards/departments. No significant concerns were reported during December.

**Ward 14:** Two RN are on long term sick, contributing to the shortfall.

**Ward 16:** As per last month, the shortfall associated with HCSW is mainly due to the fact that the unit employs only four HCSW and gaps caused by annual leave or sickness are not routinely filled.

**Ward 17:** As with Ward 16, the shortfall associated with HCSW is mainly due to the fact that there are only two HCW employed within the Children's' Unit. However, the Unit aims to increase its use of HCSW during the winter months in order to respond to increased workload and activity. It was unable to do so, and is the reason for the shortfall this month. The matron reported that activity had increased significantly during December.

**Ward 18:** The shortfall in staffing for December is due to the increase in the bed base (from 16 to 22 beds) without a subsequent increase in the overall nursing establishment. The Senior Sister continues to support Ward 9 due to a shortfall in senior nurse 'cover'.

## **Recommendations**

December saw a significant increase in overall activity, with a subsequent increase in the number of beds on Ward 18 and the annex on Ward 2. In addition, the 'winter ward' (Ward 10 – 30 beds) was opened just before the Christmas break. This undoubtedly had an impact on staffing overall, with some areas (described previously) experiencing a shortfall when staff were relocated. The matrons continue to actively manage nurse staffing, employing bank and agency nurses as required. However, due to increase in activity, this has also proved to be a major challenge to accommodate the increase in the number of inpatient beds.

Active recruitment continues and, at the time of reporting, the Trust has, reassuringly, received 19 applicants for RN with plans to recruit as many as are suitable.

Data collection and analysis on nurse staffing, using *The Safer Nursing Care Tool*, are now complete and the findings will be reported in due course.

**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.

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Hospital Site Details		Ward name	Main 2 Specialties on each ward		Day				Night				Day		Night	
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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	2103	2016	408	396	2232	2136	372	313	95.9%	97.1%	95.7%	84.1%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	ANU	420 - PAEDIATRICS	420 - PAEDIATRICS	1050	1038	138	138	984	984	132	132	98.9%	100.0%	100.0%	100.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 01	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1075.5	982.5	1063	982.5	717	717	717	706.5	91.4%	92.4%	100.0%	98.5%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 02 - AMU	326 - ACUTE INTERNAL MEDICINE	326 - ACUTE INTERNAL MEDICINE	2182.5	2066	1312.5	1270.5	1825	1630	987.5	1025	94.7%	96.8%	89.3%	103.8%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 04	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1741.25	1630.75	1163.75	1057.25	809.75	776	933.75	956.25	93.7%	90.8%	95.8%	102.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 05	300 - GENERAL MEDICINE	314 - REHABILITATION	1872.5	1536	1202	1119.6	933.75	871.25	697.5	664.25	82.0%	93.1%	93.3%	95.2%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 06	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1452.5	1418.5	1361.75	1288.75	697.5	697.5	1058.75	991.25	97.7%	94.6%	100.0%	93.6%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 07	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1648	1511.5	1028	1021.75	843.75	742.5	731.25	731.25	91.7%	99.4%	88.0%	100.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 09	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	1667.5	1474	2004	1989	697.5	697.5	1350	1476.75	88.4%	99.3%	100.0%	109.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 13	100 - GENERAL SURGERY	502 - GYNAECOLOGY	1429.5	1378.5	1095.5	945.5	697.5	697.5	697.5	675	96.4%	86.3%	100.0%	96.8%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 14	100 - GENERAL SURGERY	101 - UROLOGY	1483.5	1307.5	1110.5	959	697.5	697.5	686.25	675	88.1%	86.4%	100.0%	98.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 16	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	2495.5	2271	713	402.5	2495.5	2357.5	0	0	91.0%	56.5%	94.5%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 17	420 - PAEDIATRICS	420 - PAEDIATRICS	1566	1416.5	640	556	1116	1116	108	48	90.5%	86.9%	100.0%	44.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 18	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	780	663	588	388	517.5	495	112.5	146.25	85.0%	66.0%	95.7%	130.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 19	303 - CLINICAL HAEMATOLOGY	110 - TRAUMA & ORTHOPAEDICS	786.5	786.5	620.5	581.5	697.5	697.5	0	0	100.0%	93.7%	100.0%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 21	501 - OBSTETRICS	420 - PAEDIATRICS	759	771	384	348	744	744	372	348	101.6%	90.6%	100.0%	93.5%
RCF30	CASTLEBERG HOSPITAL - RCF30	CCR	300 - GENERAL MEDICINE	314 - REHABILITATION	516	573	833.5	750.75	372	372	372	372	111.0%	90.1%	100.0%	100.0%