

Report to:	Board of Directors				
Date of Meeting:	27 May 2015				
Report Title:	Nursing and Midwifery Staffing Exception Report (for April 2015)				
Status:	For information	Discussion	Assurance	Approval	Regulatory requirement
Mark relevant box with X	X		X		
Prepared by:	Linda Beckett Senior Matron Surgery/ Lisa Dixon Senior Matron Medicine.				
Executive Sponsor (presenting):	Rob Dearden, Director of Nursing				
Appendices (list if applicable):	Appendix 1: UNIFY spreadsheet				

<p><b>Purpose of the Report</b></p> <p>This is the nursing and midwifery staffing exception report for April 2015 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>
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<p><b>Key points for discussion</b></p> <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> <p><b>Labour Ward:</b> HCSW levels were improved in the second half of April with the previous reported sickness levels reducing. Midwifery staffing issues related to short term sickness but were addressed by utilizing the community midwifery teams who were deployed to help on labour ward as necessary at times of peak activity.</p> <p><b>Ward 1:</b> Data is reflected is the ward functioning at 28 beds for the majority of April. With the closure of the winter ward staff were diverted to support ward 1but the ward still required support from the medical base wards to support activity. Vacancies have impacted on staffing but recruitment is in process and the ward benefitted from having reduced beds towards the latter aspect of April.</p> <p><b>Ward 4:</b> The data is reflective of some new vacancies on the ward. Ward 4 has continued to support both ward 10 and ward 1 when necessary with qualified staff.</p> <p><b>Ward 5:</b> The ward continues deal with short notice sickness issues with which impacts on daily staffing, staff on long term sick and maternity leave are returning which should improve the ward staffing together</p>
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with the recent recruitment.

**Ward 6:** The ward has a number of vacancies, to which some have been recruited to but staff commence in September 2015. The ward has been supported from the other medical wards were needed. Senior sister has not reported any concerns.

**Ward 9:** The ward continued to experience staffing shortfalls throughout April, mainly due to registered nurse vacancies (band 5), these are now in the recruitment phase process. The new HCSWs appointed have now started and being inducted onto the ward and already making a difference to ensuring safe staffing levels. Staff morale is already feeling better. Despite some shortfalls no significant concerns have been reported or raised.

**Ward 13:** Ward 13 continue to have 3 staff on long term sickness all being managed appropriately. Supplementary staff have helped during the periods when shifts have been unable to be filled eg the Matron, Urology CNS or Stoma Nurse.

**Ward 14:** The ward experienced a slight shortfall in the fill rate of Staff Nurses and HCSW during the day, but no significant concerns were reported.

**Ward 16:** As with previous months, the shortfall associated with HCSW was mainly due to the fact that the unit employs only four HCSW and when there is sickness absence or a vacancy, the shift is not routinely filled. Additional Hcsws have been appointed and we are awaiting their start dates which will improve the fill rates on night duty for this grade of staff.

**Ward 18:** (orthopaedics): Again the shortfall in RN and HCSW through the day was due to the fact that when Ward 18 reported a low patient occupancy (sometimes down to 6 patients on the ward), staff were relocated to work in other wards. This then ensured safer staffing numbers in other areas.

**Ward 21:** Both HCSW and Midwifery staffing levels were adequate with no concerns reported.

In summary.

April saw some improvements with regard to the 'Winter Ward' (Ward 10) closing and closing of the additional beds on ward 1 and the annexe for a short period of time.

Some of the wards continue to show shortfalls in both RN and HCSW staffing: notably, Ward 1 Ward 9, Ward 14, Ward 5 and Ward 18. The reasons for this, collectively, have been due to continued prolonged sickness absence and maternity leaves.

The number of patients with a DOLS authorization which required additional nursing supervision has been lower in April However full assessment of these patients needs are continued to be done before requesting additional support.

Finally, with regard to recruitment, this continues as reported previously. The staffing establishments have now been reviewed in line with the recent staffing audit (using the *Safer Nursing Care Tool*) and a full report has been presented to the Director of Nursing which is to presented to May Trust Board. A staff escalation process using red flag methodology will be used for staff to escalate to others and managers any staff shortages in a timely manner.

## Recommendations

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.

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

Org: RCF Airedale NHS Foundation Trust

Period: April\_2015-16

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

(Please can you ensure that the URL you attach to the spreadsheet is correct and links to the correct web page and include 'http://' in your URL)

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

Hospital Site Details		Only complete sites your organisation is accountable for			Day				Night				Day		Night			
					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 (%)
					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				
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name	Ward 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	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Labour Suite	501 - OBSTETRICS	501 - OBSTETRICS	2106	2079.5	360	360	2160	2100	360	216	98.7%	100.0%	97.2%	60.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Neonatal Unit	420 - PAEDIATRICS	420 - PAEDIATRICS	984	984	126	126	924	924	156	156	100.0%	100.0%	100.0%	100.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 01	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1207.95	1122.25	1034.9	951.75	690	805	690	670	92.9%	92.0%	116.7%	97.1%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 02 - AMU	326 - ACUTE INTERNAL MEDICINE	326 - ACUTE INTERNAL MEDICINE	2555	2654.5	1445	1473.2	2187.5	2337	962.5	1044	103.9%	102.0%	106.8%	108.5%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 04	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1428.75	1375.75	1461.5	1446.5	675	675	1035	1057.5	96.3%	99.0%	100.0%	102.2%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 05	300 - GENERAL MEDICINE	314 - REHABILITATION	1630.5	1519	1332.5	1524	754	765.25	731.25	877.5	93.2%	114.4%	101.5%	120.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 06	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1508.5	1402	1371.75	1192.75	674.75	686	1012.5	1001.25	92.9%	87.0%	101.7%	98.9%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 07	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1491	1469.5	1069	1047.5	888.75	866.25	675	663.75	98.6%	98.0%	97.5%	98.3%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 09	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	1844	1777.5	1816.5	1712.5	675	675	1125	1214	96.4%	94.3%	100.0%	107.9%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 13	100 - GENERAL SURGERY	502 - GYNAECOLOGY	1382	1362.5	918	898.5	675	675	675	675	98.6%	97.9%	100.0%	100.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 14	100 - GENERAL SURGERY	101 - UROLOGY	1538	1292.5	1148	1237.5	720	821.25	731.25	821.25	84.0%	107.8%	114.1%	112.3%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 16	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	2415.1	2296.1	690	387	2415	2288	0	0	95.1%	56.1%	94.7%	-		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 17	420 - PAEDIATRICS	420 - PAEDIATRICS	1404	1362	672	617	1080	1080	0	0	97.0%	91.8%	100.0%	-		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 18	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	904.5	871.5	379	253.5	832.5	585	45	67.5	96.4%	66.9%	70.3%	150.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 19	303 - CLINICAL HAEMATOLOGY	110 - TRAUMA & ORTHOPAEDICS	754	749	615.5	571	675	675	22.5	11.25	99.3%	92.8%	100.0%	50.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 21	501 - OBSTETRICS	420 - PAEDIATRICS	742.5	742.5	360	342	720	720	360	360	100.0%	95.0%	100.0%	100.0%		
RCF30	CASTLEBERG HOSPITAL - RCF30	Harden Ward	300 - GENERAL MEDICINE	314 - REHABILITATION	451.5	456	861.25	924	360	360	360	360	101.0%	107.3%	100.0%	100.0%		
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Winter Ward	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	739.5	712.5	535.5	489.5	382.5	495	382.5	270	96.3%	91.4%	129.4%	70.6%		

Validation alerts (see control panel)