

Report to:	Board of Directors				
Date of Meeting:	28 th October 2015				
Report Title:	Nursing and Midwifery Staffing Exception Report (for September 2015)				
Status:	For information	Discussion	Assurance	Approval	Regulatory requirement
Mark relevant box with X	X		X		
Prepared by:	Linda Beckett/Lisa Dixon/Mary Armitage Senior Matrons				
Executive Sponsor (presenting):	Rob Dearden, Director of Nursing				
Appendices (list if applicable):	Appendix 1: UNIFY spreadsheet				

<p>Purpose of the Report</p> <p>This is the nursing and midwifery staffing exception report for September 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>

<p>Key points for discussion</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>Ward 1: Qualified day staffing dropped to 89.8% fill rate for this month. This relates to a combination of vacancies, reporting against a higher number of patients in the bed base and a lack of shifts filled by Retinue. The wards, which have usually provided support to ward 1, have had staff diverted to support ward 2 as they continue to have additional escalation beds open.</p> <p>Ward 2: The 97% reported relates to a bed base of 30 patients and it is recognised that AMU have had additional beds open throughout the last month.</p> <p>Ward 5: The ward has fluctuated this month with the number of patients on the ward and has at times taken medical sleep outs. HCSW fill rate dropped to 89.1% during the day which is reflected of the ward being asked to assist in areas where escalation beds are open, such as ward 2.</p> <p>Ward 9: Staffing picture much improved since successful recruitment to the vacant posts. Morale much better as is patient feedback.</p>
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Ward 14; On the day sickness is the cause of the Hcsw % being 83.9% but support from CNSs and Matron was given to assist with patient cares.

Ward 16; 200% Hcsw reflects patient acuity and activity through the unit on 2 particular nights which required additional Hcsw support.

Ward 17; 85% fill rate for care staff is due to short term sickness, a vacancy has recently been filled which should improve the fill rate going forward.

The neonatal unit; has an 87.5% fill rate for HCSW at night, this was due to short term sickness and should improve as the level of sickness rate has now improved.

Ward 18: 125% fill rate on night duty for Hcsw reflects additional support given to the ward at last minute to give 1;1 support to a patient. The ward also continues to assist other wards when they have decreased demand and staff are realigned to other areas to assist.

Finally, with regard to recruitment, a team went to Romania and Croatia and recruited a total of 28 nurses who will be starting in the coming months some are starting Monday 26th October. The staffing escalation process recommended by NICE using red flag methodology continues to 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: September_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/>

Comments

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 (%)
					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		Specialty 1	Specialty 2												
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Labour Suite	501 - OBSTETRICS	501 - OBSTETRICS	2184	2113.7	360	336	2160	2034.5	360	336	96.8%	93.3%	94.2%	93.3%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Neonatal Unit	420 - PAEDIATRICS	420 - PAEDIATRICS	960	960	150	150	888	888	96	84	100.0%	100.0%	100.0%	87.5%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 01	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1035	929.5	701.5	659.5	690	701.5	690	668.5	89.8%	94.0%	101.7%	96.9%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 02 - AMU	326 - ACUTE INTERNAL MEDICINE	326 - ACUTE INTERNAL MEDICINE	1925	1866.5	1112.5	1143.75	1612.5	1500.5	775	825.5	97.0%	102.8%	93.1%	106.5%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 04	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1194	1113	1572	1554	652.2	618.75	1101.7	1090.45	93.2%	98.9%	94.9%	99.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 05	300 - GENERAL MEDICINE	314 - REHABILITATION	1656	1596	1301.3	1159.8	675	678.25	903.75	858.75	96.4%	89.1%	100.5%	95.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 06	430 - GERIATRIC MEDICINE	300 - GENERAL MEDICINE	1320.5	1285.5	1358	1315.5	654.5	654.5	981.75	936.75	97.3%	96.9%	100.0%	95.4%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 07	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	1305.5	1276	1315.25	1274.25	652.5	641.25	776.25	697.5	97.7%	96.9%	98.3%	89.9%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 09	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	1809	1682	1580.2	1445.5	675	675	1034	1101.5	93.0%	91.5%	100.0%	106.5%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 13	100 - GENERAL SURGERY	502 - GYNAECOLOGY	1289	1209	871	830	675	675	675	663.75	93.8%	95.3%	100.0%	98.3%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 14	100 - GENERAL SURGERY	101 - UROLOGY	1488.5	1383.5	1227.5	1028	675	675	686.25	701.5	92.9%	83.7%	100.0%	102.2%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 16	300 - GENERAL MEDICINE	430 - GERIATRIC MEDICINE	2415	2187.5	720.5	677.5	2415	2221.5	11.5	23	90.6%	94.0%	92.0%	200.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 17	420 - PAEDIATRICS	420 - PAEDIATRICS	1440	1416	720	612	1080	1080	0	36	98.3%	85.0%	100.0%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 18	110 - TRAUMA & ORTHOPAEDICS	110 - TRAUMA & ORTHOPAEDICS	768	744	413.5	366.5	585	562.5	90	112.5	96.9%	88.6%	96.2%	125.0%
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 19	303 - CLINICAL HAEMATOLOGY	110 - TRAUMA & ORTHOPAEDICS	817.5	817.5	605	580	675	675	0	0	100.0%	95.9%	100.0%	-
RCF22	AIREDALE GENERAL HOSPITAL - RCF22	Ward 21	501 - OBSTETRICS	420 - PAEDIATRICS	757.5	739	360	348	720	720	360	348	97.6%	96.7%	100.0%	96.7%
RCF30	CASTLEBERG HOSPITAL - RCF30	Harden Ward	300 - GENERAL MEDICINE	314 - REHABILITATION	465	500.5	811	796	360	360	360	360	107.6%	98.2%	100.0%	100.0%

Validation alerts (see control panel)