

TRUST BOARD REPORT

Item **255**

25 November 2015

Purpose Monitoring

Title	Safer Staffing Report
Author	Mrs Julie Molyneaux, Deputy Chief Nurse
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Summary:	The paper details the Boards commitment to the publishing of staffing data regarding nursing, midwifery and care staff. It provides details of the staffing fill rates (actual versus planned) in hours published on the NHS Choices Website each month.

Report linkages

Related strategic aim and corporate objective	Put safety and quality at the heart of everything we do Invest in and develop our workforce Work with key stakeholders to develop effective partnerships Become a successful Foundation Trust
Related to key risks identified on assurance framework	The Trust fails to deliver and develop a safe, competent workforce Partnership working fails to support delivery of sustainable safe, personal and effective care The Trust fails to achieve a sustainable financial position The Trust fails to achieve required contractual and national targets and its improvement priorities Corporate functions fail to support delivery of the Trust's objectives

Impact

Legal	No	Financial	Yes
Equality	No	Confidentiality	No

Previously considered by: NA

Purpose of the report

1. This paper will provide an update to the Trust Board in respect of the expectations set out by the National Quality Board (NQB) in November 2013, contained within “Hard Truths” (Department of Health 2013).
2. The report will also provide the Trust Board with an exception report for October 2015 actual and planned staffing figures.

Summary Headlines

3. Nurse staffing in October continued to be challenging caused by similar factors as in previous months. Contributory factors detailed below:
 - a) Vacancies
 - b) Maternity leave
 - c) Sickness and absence levels
 - d) Limited coordinators on daylight shifts
 - e) Ability to match demand for nurse staffing with bank and agency fill rate/availability

Areas for Concern – October (below 80% actual versus planned)

4. 6 wards fell below 80% for actual versus planned for registered nurse hours on daylight shifts. An improvement on previous month
5. 1 wards fell below 80% for actual versus planned for care staff for daylight hours, an improvement on last month
6. 1 ward fell below 80% actual versus planned for registered nurses for night duty. This was an inputting error and the Trust was not able to resubmit UNIFY (the national data collection system) data.
7. 1 ward fell below 80% actual versus planned for care staff for night duty, an improvement on last month.

Table 1: Composite percentage for all wards (Appendix 1 details Unify upload of safe staffing return)

	Day		Night	
	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
Oct-15	90.6%	104.8%	98.5%	111.7%

Issues affecting actual versus planned (Appendix 2 highlights safe staffing return and nurse sensitive indicators)

8. Within Surgical and Anaesthetic Services (SAS) no actual harm/low severity incidents were identified as a consequence of staffing. Themes remain as in previous months, sickness which is being managed within policy, no coordinator in daylight hours, vacancies, maternity leave and third nurse on night duty being moved.
9. Family Care staffing figures do not reflect the level of acuity, bed occupancy or women in labour. Shortages were due to sickness, vacancies and maternity leave. It was necessary on occasion in October to suspend Rossendale Birth centre and home birth services to safely cover other areas. No care issues have been identified as a consequence.
10. Within Integrated Care Group (ICG) the themes remain similar as above, but with a higher proportion of vacancies and less coordinator shifts filled. A number of wards fell below 1:8 registered nurse ratios on occasion. Of those wards below 80% actual there were no harms identified.
 - a) Ribblesdale ward – submitted 3 DATIX (the Trust's incident reporting system), 2 relating to staffing shortages and 1 relating to a patient fall, there were no harms reported as a consequence.
11. All shifts above 100%, particularly for care staff are in relation to them being utilised to compensate for registered nurse deficits or to provide 1:1 care

Staffing Related DATIX

12. There were 95 staffing related incidents reported in October, 5 of them relating to ward red flag incidents. Of the red flag incidents, 3 relate to missed meal breaks, 1 relates to less than 2 registered nurses on a shift, pertaining to Rakehead, however the bed occupancy was low due to patients on home leave and the night sister supported the unit.
13. Further work is required to encourage staff to record staffing incidents within the correct section of DATIX

October 2015 Recruitment Update

14. Following the Trust visit to the Philippines in August this year to recruit Nurses, 97 offers of employment have been accepted and these candidates are now undertaking the required tests prior to applying for their visas to enable them to come over and work for the Trust in 2016. Nationally, Nurses have been added to the Shortage Occupation List as a temporary measure which will support our application for

certificates of sponsorship which is required for these candidates to work for the Trust.

Table 2: Percentage of shifts filled by bank and agency staff October 2015

Division	No of Shifts Requested		% of shifts filled by Bank or Agency				% of shifts unfilled	
	RN*	HCA**	RN Bank	RN Agency	HCA Bank	HCA Agency	RN	HCA
ICG	1638	2260	46.40%	21.06%	71.81%	7.39%	32.54%	20.80%
SAS	685	911	30.80%	22.04%	68.39%	12.84%	47.15%	18.77%
F/Care	446	309	46.19%	34.98%	82.52%	0%	18.83%	17.48%
Total	2769	3480	42.98%	23.55%	72.53%	8.16%	33.48%	19.31%

*RN – Registered Nurse

**HCA – Health care Assistant

15. With regards to general nurse recruitment, the following pieces of work are on-going:
 - a) Further nurse recruitment event being planned for early 2016
 - b) Session being held in December for our own September 2016 University of Central Lancashire (UCLAN) Placement Students to prepare them for the future recruitment process
 - c) Developing communications for local colleges about Trust vacancies
 - d) Continuing promotion of flexible retirement
 - e) Continuing promotion of Return to Practice
16. Safe care project is on-going, shift harmonisation meetings are taking place with the four early adopter wards and are looking to trial 12 hour shift system. Working closely with staff side. Training dates for Safe care are scheduled to take place early January.

Summary

17. Staffing continues to be challenging and active recruitment is on-going alongside robust sickness and absence management
18. A professional judgment review of safe staffing numbers is due to be completed in November. To date SAS and ICG have been completed, with very little change recommended to registered nurse numbers. Health care support worker numbers are

also being reviewed and initially findings would suggest that in some areas health care support worker hours may need to be increased.

Recommendation

The Trust Board is asked to receive the report and agree its content