Liverpool Heart and Chest Hospital **NHS**

NHS Foundation Trust

Board Meeting

Subject: LHCH Monthly Staffing

Date of meeting: 5th August 2014

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Presented by: Sue Pemberton, Director of Nursing and Quality

1.0 Introduction / Background

From June 2014, NHS England has stipulated that all Trusts with inpatient beds are required to publish their staffing levels (planned versus actual) in hours on the NHS Choices website on a monthly basis. In addition, Trusts are required to publish this data on their own website, on a ward by ward basis. This information sits alongside a range of other indicators related to the Trust. Patients and members of the public are able to see clearly how hospitals are performing on staffing in an easy and accessible way. The plan is that these figures will be rag rated.

It is also a requirement of NHS England for Trusts to present this information on a monthly basis to the Board of Directors to ensure they are appraised of staffing within the organisation. Due to national directives, LHCH must also highlight this information on each ward to the public. In addition this information is displayed on boards at the entrance of each ward which is updated each shift.

At LHCH, information relating to staffing establishments, patient safety issues, occupancy etc., has been presented 6-monthly for the last 3 years, undergoing scrutiny by the ADNS, directorate governance committees and workforce committee. The last paper was presented to the Board of Directors on 24th June 2014.

2.0 Staffing Report

The information below demonstrates the staffing information per ward and details planned staffing versus actual stating which shifts have not met their staffing ratio and reasons for this. This report needs to be considered alongside the six monthly staffing paper that is reported to the board.

Appendix 1 is a copy of the spread-sheet that is being submitted to UNIFY for July 2014 data based on the information included in this paper.

Amanda Unit

Staff requirements on each shift: split into RN (Registered nurse), AP (Assistant Practitioner) and HCA (Healthcare Assistant)

	Early shift	Late shift	Night shift
Monday - Friday	3RN 1AP 1HCA	2RN 1AP 1HCA	2RN 1HCA
Saturday /Sunday	2RN 1HCA	2RN 1HCA	2RN 1HCA

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	91.8%	-8.2%	There is an HCA
RN Night shifts	95.2%	-4.8%	vacancy and an AP
HCA / AP Day shifts	53.8%	-46.2%	off sick at present.
HCA / AP Night shifts	96.9%	-3.1%	Activity and acuity has varied shift by shift on this ward and staffing numbers are flexed accordingly. All shifts have been deemed safe by the Ward Manager and ADNS.

Birch Ward

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Friday	9RN 1AP 4HCA	7RN 1AP 3HCA	4RN 2HCA
Saturday /Sunday	7RN 3HCA	6RN 3HCA	4RN 2HCA

	Compliance with planned staffing %	Variance to planned staffing %	Comments/ Actions
RN Day shifts	101.3%	+1.3%	Reduced activity has meant that some staff
RN Night shifts	96%	-4%	have been moved to
HCA / AP Day shifts	82%	-18%	assist other wards.
HCA / AP Night shifts	90%	-10%	All shifts have been reported as being safe.

Maple Suite

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Friday	3RN 1AP 1HCA	2RN 1AP 1HCA	2RN 1HCA
Saturday /Sunday	2RN 1AP 1HCA	2RN 1AP 1HCA	2RN 1HCA

	Compliance with	<u> </u>	Comments/Actions
	planned staffing %	staffing %	
RN Day shifts	108%	+8%	All shifts were
RN Night shifts	100%	0%	reported as safe.
HCA / AP Day shifts	92.7%	-7.3%	
HCA / AP Night	93.8%	-6.2%	
shifts			

Coronary Care Unit

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Sunday	7RN 1AP 1HCA	7RN 1HCA	7RN 1HCA

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	94.3%	-5.7%	Activity and acuity has
RN Night shifts	94.5%	-5.5%	varied shift by shift on
HCA / AP Day shifts	82.4%	-17.6%	this ward and staffing
HCA / AP Night shifts	61.3%	-38.7%	numbers are flexed accordingly. All shifts are reported as being safe.

Cedar Ward

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Friday	6RN and 3HCA	5RN and 2HCA	3RN and 2HCA
Saturday	5RN and 3HCA	4RN and 2HCA	3RN and 2HCA
Sunday	5RN and 3HCA	4RN and 2HCA	3RN and 2HCA

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	94.3	-5.7	The ward has
RN Night shifts	117.2	+17.2	required extra staffing
HCA / AP Day shifts	135.5	+35.5	due to patient acuity
HCA / AP Night shifts	164.5	+64.5	and to support patients at risk of falls. All shifts have been deemed safe by the Ward Manager and ADNS.

Elm Ward

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Sunday	6 RN and 3 HCA	4 RN and 3 HCA	3 RN and 1 HCA

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	90.5	-9.5	The ward have flexed
RN Night shifts	96.8	-3.2	staff according to
HCA / AP Day shifts	101.1	+1.1	increased patient
HCA / AP Night shifts	119.3	+19.3	dependency. All shifts have been deemed safe by the Ward Manager and ADNS.

HDU

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Friday	2	2	2
Saturday - Sunday	2	2	2

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions			
RN Day shifts	100	0	All shifts have been			
RN Night shifts	100	0	deemed safe by the			
HCA / AP Day shifts	0	0	Ward Manager and			
HCA / AP Night shifts	0	0	ADNS.			

Oak Ward

Staff requirements on each shift:

	Early shift	Late shift	Night shift			
Monday - Sunday	5 RN and 2 HCA	4 RN and 2 HCA	2 RN and 2 HCA			

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	93.7	-6.3	Activity has been
RN Night shifts	100	0	slightly lower this
HCA / AP Day shifts	96	-4	month. All shifts have
HCA / AP Night	98.4	-1.6	been deemed safe by
shifts			the Ward Manager
			and ADNS.

Surgical Admissions Unit

Staff requirements on each shift:

	Early shift	Late shift	Night shift
Monday - Thursday	1 RN and 2 HCA	2 RN and 2 HCA	1 RN 1 AP
Friday	1 RN and 2 HCA	CLOSED	CLOSED
Saturday	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	2RN and 2 HCA	1 RN 1 AP

	Compliance with planned staffing %	Variance to planned staffing %	Comments/Actions
RN Day shifts	91.7	-8.3	Activity and patient
RN Night shifts	100	0	dependency
HCA / AP Day shifts	100	0	fluctuates, hence
HCA / AP Night shifts	100	0	staffing flexes appropriately. All shifts have been deemed safe by the Ward Manager and ADNS.

	Compliance % Variance % Comme								
RN Day shifts	105.3	+5.3	Vacancies exist within						
RN Night shifts	104.9	+4.9	this area. Formal						
HCA / AP Day shifts	83.5	-16.5	recruitment has taken						
HCA / AP Night shifts	83.2	-16.8	place and staff commencing each week. Activity has been lower in July. All shifts have been deemed safe by the Matron and ADNS.						

3.0 Summary

In summary, the wards are safe and staff is managed and reviewed on a shift by shift basis. Where dependent patients are identified, extra staff are brought in to support them. The paper has identified several themes, which are currently being actioned:-

- Recruitment for several areas with support of HR Department.
- Further recruitment to the bank has been requested.
- Regular discussion between the ward managers and ADNS to examine staffing and the results of each paper.
- Close inter-directorate team working to enable quick flexible response to unpredictable events such as last minute sickness, increase in patients undergoing Primary PCI, increased acuity/dependency of surgical post-operative patients etc.

4.0 Recommendations

The Board of Directors are requested to:

- Receive assurance related to nurse staffing for in-patient wards, as per national directives, noting actions being taken to ensure patient safety and quality of care is maintained.
- Receive assurance that staffing is appropriate and is flexed according to patient need and patient safety risk assessments, following escalation processes.
- Receive monthly reports of staffing at all planned board meetings.

Appendix 1

					Day		Night				Day		Ni	ght		
Но	spital Site Details		Main 2 Specialt	ies on each ward	_	stered es/nurses	Care	Staff	Regis midwive		Care	Staff	Average fill		Average fill	
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	rate - registered nurses/midwiv es (%)	Average fill rate - care staff (%)	rate - registered nurses/midwiv es (%)	Average fill rate - care staff (%)						
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus	amanda unit	320 - CARDIOLOGY	340 - RESPIRATORY MEDICINE	1005	923	821	442	581	553	290	281	91.8%	53.8%	95.2%	96.9%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus	(BIRCH WARD (WARD A)	320 - CARDIOLOGY	340 - RESPIRATORY MEDICINE	3554	3600	1912	1567	1162	1116	562	506	101.3%	82.0%	96.0%	90.0%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		2497	2355	1162	1575	871	1021	581	956	94.3%	135.5%	117.2%	164.5%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		3255	3068	637	525	2170	2050	310	190	94.3%	82.4%	94.5%	61.3%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		10668.75	11238.75	2325	1942.5	7805.1	8189.22	1653.85	1376.43	105.3%	83.5%	104.9%	83.2%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		2265	2050	1395	1410	871	843	290	346	90.5%	101.1%	96.8%	119.3%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus	OAK WARD (WARD G)	170 - CARDIOTHORACIC SURGERY		2032.5	1905	930	892.5	581.25	581.25	581.25	571.87	93.7%	96.0%	100.0%	98.4%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		540	495	360	360	318.75	318.75	75	75	91.7%	100.0%	100.0%	100.0%
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus		170 - CARDIOTHORACIC SURGERY		652.5	652.5	0	0	384.3	384.3	0	0	100.0%	#DIV/0!	100.0%	#DIV/0!
RBQHQ	Liverpool Heart and Chest Hospital NHS Trus	MAPLE SUITE (AL1)	320 - CARDIOLOGY	170 - CARDIOTHORACIC SURGERY	1005	1087	930	862	581	581	290	272	108.2%	92.7%	100.0%	93.8%