

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 vacancy and an AP off sick at present. 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.
RN Night shifts	95.2%	-4.8%	
HCA / AP Day shifts	53.8%	-46.2%	
HCA / AP Night shifts	96.9%	-3.1%	

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 have been moved to assist other wards. All shifts have been reported as being safe.
RN Night shifts	96%	-4%	
HCA / AP Day shifts	82%	-18%	
HCA / AP Night shifts	90%	-10%	

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

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 varied shift by shift on this ward and staffing numbers are flexed accordingly. All shifts are reported as being safe.
RN Night shifts	94.5%	-5.5%	
HCA / AP Day shifts	82.4%	-17.6%	
HCA / AP Night shifts	61.3%	-38.7%	

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 required extra staffing due to patient acuity and to support patients at risk of falls. All shifts have been deemed safe by the Ward Manager and ADNS.
RN Night shifts	117.2	+17.2	
HCA / AP Day shifts	135.5	+35.5	
HCA / AP Night shifts	164.5	+64.5	

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 staff according to increased patient dependency. All shifts have been deemed safe by the Ward Manager and ADNS.
RN Night shifts	96.8	-3.2	
HCA / AP Day shifts	101.1	+1.1	
HCA / AP Night shifts	119.3	+19.3	

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 deemed safe by the Ward Manager and ADNS.
RN Night shifts	100	0	
HCA / AP Day shifts	0	0	
HCA / AP Night shifts	0	0	

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 slightly lower this month. All shifts have been deemed safe by the Ward Manager and ADNS.
RN Night shifts	100	0	
HCA / AP Day shifts	96	-4	
HCA / AP Night shifts	98.4	-1.6	

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 dependency fluctuates, hence staffing flexes appropriately. All shifts have been deemed safe by the Ward Manager and ADNS.
RN Night shifts	100	0	
HCA / AP Day shifts	100	0	
HCA / AP Night shifts	100	0	

SICU

Staff requirements on each shift:

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

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

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