

Date of Meeting:	24 July 2019			
Report Title:	Nursing Staffing Exception Report			
Purpose of Report:	Provide assurance to the Board that staffing establishments are being met month by month			
	Decision: <input type="checkbox"/>	Discussion: <input type="checkbox"/>	Assurance: <input checked="" type="checkbox"/>	Information: <input type="checkbox"/>
Trust Goals that the report relates to: (Including reference to any specific risk)	<p>Goal 2 All the services we deliver will be good or outstanding when assessed against being safe, effective, caring, responsive, and well-led.</p> <p>Goal 3 In all locations and settings of delivery, our patients will experience excellent, timely and seamless care that meets their individual needs.</p> <p>Goal 5 All our services will be effective: we will reduce unwarranted variation, ensure our practice is consistent with recognised best practice 7 days a week, and improve outcomes for patients.</p>			
Recommendations: (Action required by Board of Directors)	The Board are asked to receive the report for assurance			
Financial Implications:	Costs associated with nurse bank to provide cover for maternity and sickness			
Risk Management Implications:	Areas of potential risk have been mitigated against through the implementation of robust staffing plans and ongoing monitoring of staffing levels across the organisation			
Human Resource Implications:	Nurse recruitment continues to be a challenge; however the Trust is being proactive and innovative in terms of recruitment solutions			
Diversity and Inclusion Implications:	<p>Objective 3 Leaders within the Trust are informed and knowledgeable about the impact of business decisions on a diverse workforce and the differing needs of the communities we serve</p>			
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Presented by:	Hilary Lloyd, Direct of Nursing, Midwifery & Quality			

Gateshead Health NHS Foundation Trust

Nursing and Midwifery Staffing Exception Report

June 2019

1. Introduction

This report is to provide assurance to the Board that staffing establishments are being met on a shift-to-shift basis. The Board will receive monthly updates on workforce information, including the number of actual staff on duty during the previous month, compared to the planned staffing level, the reasons for any gaps and the actions being taken to address these. This report provides information for June 2019.

2. Staffing

The actual ward staffing against the budgeted establishments for June are presented in Table 1: Whole Trust wards staffing and Table 2: Ward by ward staffing in this report. In addition the Trust has published this information on our website for the public, and provided a link from NHS Choices to this information.

Table 1: Whole Trust wards staffing June 2019

Day	Day	Night	Night
Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
84.2%	119.3%	100.3%	125.0%

The Trust is required to present information on funded establishments (planned) against actual nurses on duty.

Appendix 1

Illustrates the Trusts staffing fill rates over the past 12 months by Qualified days, Nursing Assistant days, Qualified nights and Nursing Assistant nights.

Table 2: Ward by Ward staffing June 2019

Ward	Day		Night		Care Hours Per Patient Per Day (CHPPD)			
	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Cumulative patient count over the month	Registered midwives / nurses	Care Staff	Overall
Cragside Court	65.3%	148.3%	135.4%	177.5%	408	4.3	6.9	11.1
Critical Care	81.6%	89.2%	90.9%	70.2%	274	28.3	3.8	32.1
EAU	109.6%	181.4%	89.3%	149.9%	1205	5.3	3.6	8.9
Maternity	88.6%	99.6%	109.3%	88.8%	358	17.7	6.2	23.9
Paediatrics	80.9%	100.2%	143.1%	-	66	45.2	10.6	55.8
SCBU	70.1%	95.7%	106.9%	80.3%	103	14.3	4.7	19.0
St Bedes	93.8%	104.2%	96.7%	103.3%	237	6.3	5.4	11.7
Sunniside	117.3%	117.5%	126.0%	77.8%	372	5.1	3.9	9.0
Ward 1	82.6%	108.6%	100.0%	103.5%	666	2.6	3.2	5.9
Ward 11	70.7%	125.3%	98.4%	121.7%	814	2.3	3.4	5.6
Ward 12	74.8%	90.7%	104.8%	104.9%	683	2.9	2.6	5.5
Ward 14	88.0%	135.0%	103.4%	128.9%	798	2.7	4.4	7.2

Ward	Day		Night		Care Hours Per Patient Per Day (CHPPD)			
	Average fill rate - nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - nurses/midwives (%)	Average fill rate - care staff (%)	Cumulative patient count over the month	Registered midwives / nurses	Care Staff	Overall
Ward 21	94.8%	93.5%	101.7%	101.4%	455	3.8	2.7	6.5
Ward 22	74.8%	118.8%	98.3%	147.0%	810	2.4	3.4	5.8
Ward 23	71.3%	152.0%	102.7%	202.6%	672	2.4	5.9	8.2
Ward 24	71.7%	109.1%	102.8%	131.5%	813	2.3	3.1	5.5
Ward 25	69.4%	121.0%	103.6%	141.8%	845	2.2	3.2	5.4
Ward 26	86.8%	96.3%	101.7%	103.7%	705	3.0	3.3	6.3
Ward 27	75.1%	101.9%	102.1%	100.7%	823	2.4	2.8	5.2
Ward 4	72.4%	143.3%	103.0%	181.3%	863	2.6	3.7	6.3
Ward 6	124.1%	138.6%	98.4%	75.0%	532	2.9	4.8	7.8
Ward 8	101.1%	77.8%	68.7%	195.2%	595	4.7	2.3	7.0
Ward 9	75.1%	131.5%	105.3%	105.8%	1016	2.8	3.2	6.1

3. Exceptions:

The Board will be advised of those wards where staffing capacity and capability frequently falls short of what is planned, the reasons why, any impact on quality and the actions taken to address gaps in staffing. In terms of exception reporting, we will report to the Board if the safe planned staffing drops below 75% or above 125%.

The exceptions to report are as below:

June 2019	
Qualified Nurse Days	%
Cragside Court	65.3%
SCBU	70.1%
Ward 11	70.7%
Ward 12	74.8%
Ward 22	74.8%
Ward 23	71.3%
Ward 24	71.7%
Ward 25	69.4%
Ward 4	72.4%
Nursing Assistant Days	%
Cragside Court	148.3%
EAU	181.4%
Ward 11	125.3%
Ward 14	135.0%
Ward 23	152.0%
Ward 4	143.3%
Ward 6	138.6%
Ward 9	131.5%
Qualified Nurse Nights	%
Cragside Court	135.4%
Paediatrics	143.1%
Sunniside	126.0%
Ward 8	68.7%
Nursing Assistant Nights	%
Cragside	177.5%
Critical Care	70.2%
EAU	149.9%
Ward 14	128.9%
Ward 22	147.0%
Ward 23	202.6%
Ward 24	131.5%
Ward 25	141.8%
Ward 4	181.3%
Ward 8	195.2%

Qualified Nurses

The following areas had lower fill rates on day shifts in June due to vacancies, sickness/absence and maternity leave; Cragside Court, SCBU, Wards 4, 11, 12, 22, 23, 24 and 25.

Ward 8 fill rates for June remains lower on night shift due to rostering practices on the unit, with the third qualified nurse often backfilled by Nursing Assistants.

Paediatrics qualified fill rate for night shift is high due to the newly recruited advanced practitioners who work on the medical rota but are still part of the nursing establishment. Work is being undertaken to ensure that these shifts will be linked to the appropriate rota for the next report.

There is a temporary arrangement between Cragside Court and Sunnyside for a change in rostering practice on night shift in line with the mental health acuity tool which is being used to enable risk assessment in order to maintain patient safety on a daily basis across the service.

All areas which have shown shortfalls are monitored on a shift by shift basis by the Ward Manager and Matron responsible for the ward, to ensure safe staffing numbers are maintained.

Nursing Assistants

Fill rates for Nursing Assistants days and nights in June are high on the following areas due to enhanced care and backfilling for qualified gaps: Cragside Court, EAU, Wards 4, 6, 8, 9, 11, 14, 22, 23, 24 and 25.

Critical Care have lower fill rates for Nursing Assistant nights due to a change of rostering practices following bed reduction in the month of June.

4. Care Hours Per Patient Day (CHPPD)

Following the Lord Carter Cole report, report on care hours per patient per day (CHPPD) to provide a single consistent way of recording and reporting deployment of staff working on inpatient wards/units. It is calculated by adding the hours of registered nurses to the hours of support workers and dividing the total by every 24 hours of inpatient admissions. CHPPD is relatively stable month on month but they can show variation due to a number of factors including:

- Patient acuity and dependency
- Patients required enhanced care and support
- Bed occupancy (activity)

Work is ongoing to use the CHPPD metric to monitor and provide assurance in relation to the safe staffing of our ward areas. In line with this review more information will be provided in future board papers.

5. Monitoring Nurse Staffing via Datix

The Trust has in place a process for reporting and monitoring any concerns regarding nurse staffing levels. This is via the Datix incident reporting system. A report is generated on a monthly basis and discussed at the Nursing and Midwifery Professional Forum. This report helps identify areas where nurse staffing may have fallen below planned levels and what actions were taken to manage the situation. It is also helpful in identifying trends and organisational learning.

6. Governance

Actual staff on duty on a shift to shift basis compared to planned staffing is clearly displayed on the ward 'time to care' boards alongside key quality and outcome metrics i.e. safety thermometer; infection measures. These 'time to care' boards are all located in an area clearly visible to the public.

7. Conclusion

This paper provides an exception report for nursing and midwifery staffing in June 2019.

8. Recommendations

The Board is asked to receive this report for assurance.

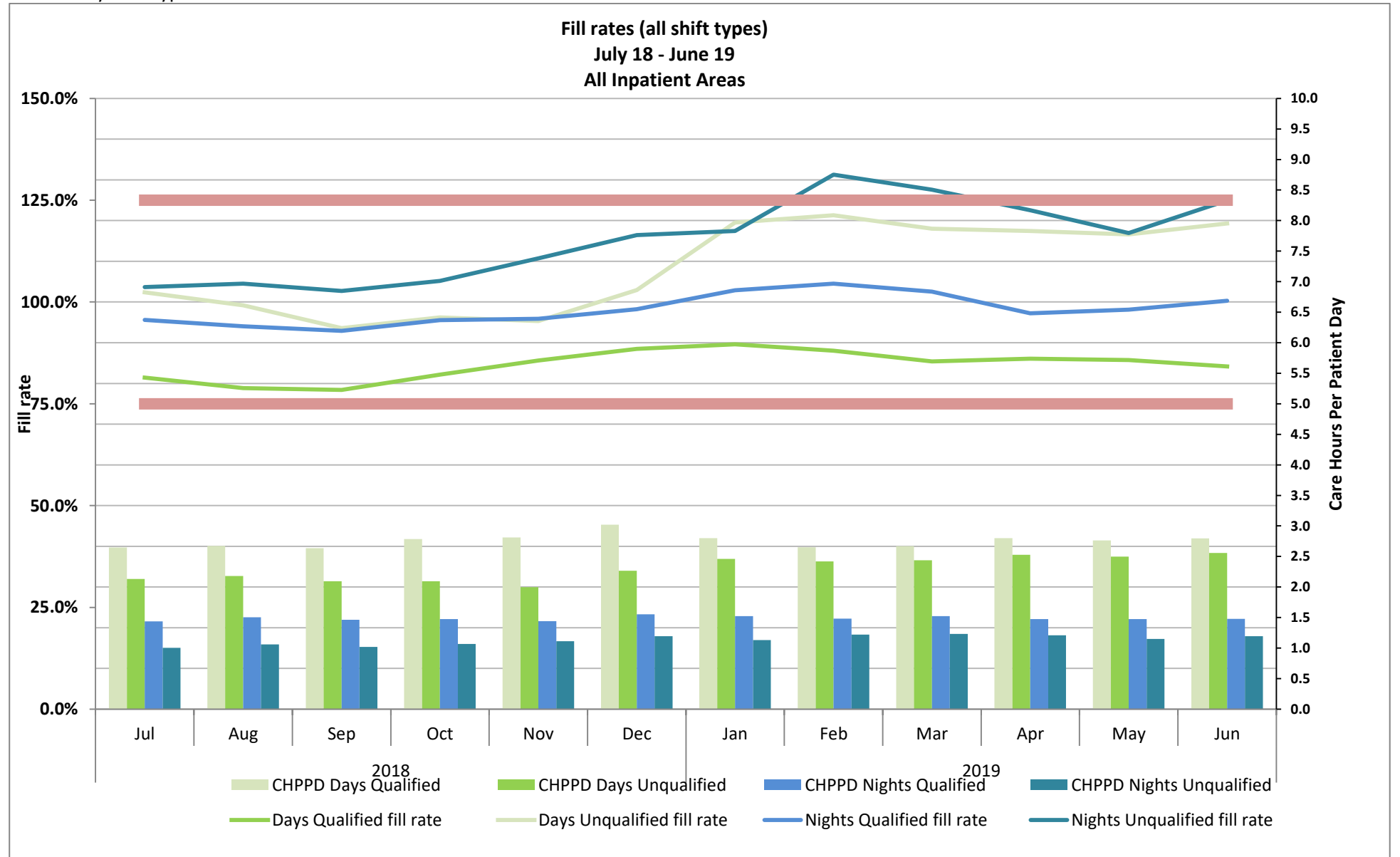
Yvonne Evans

Deputy Director of Nursing, Midwifery and Quality

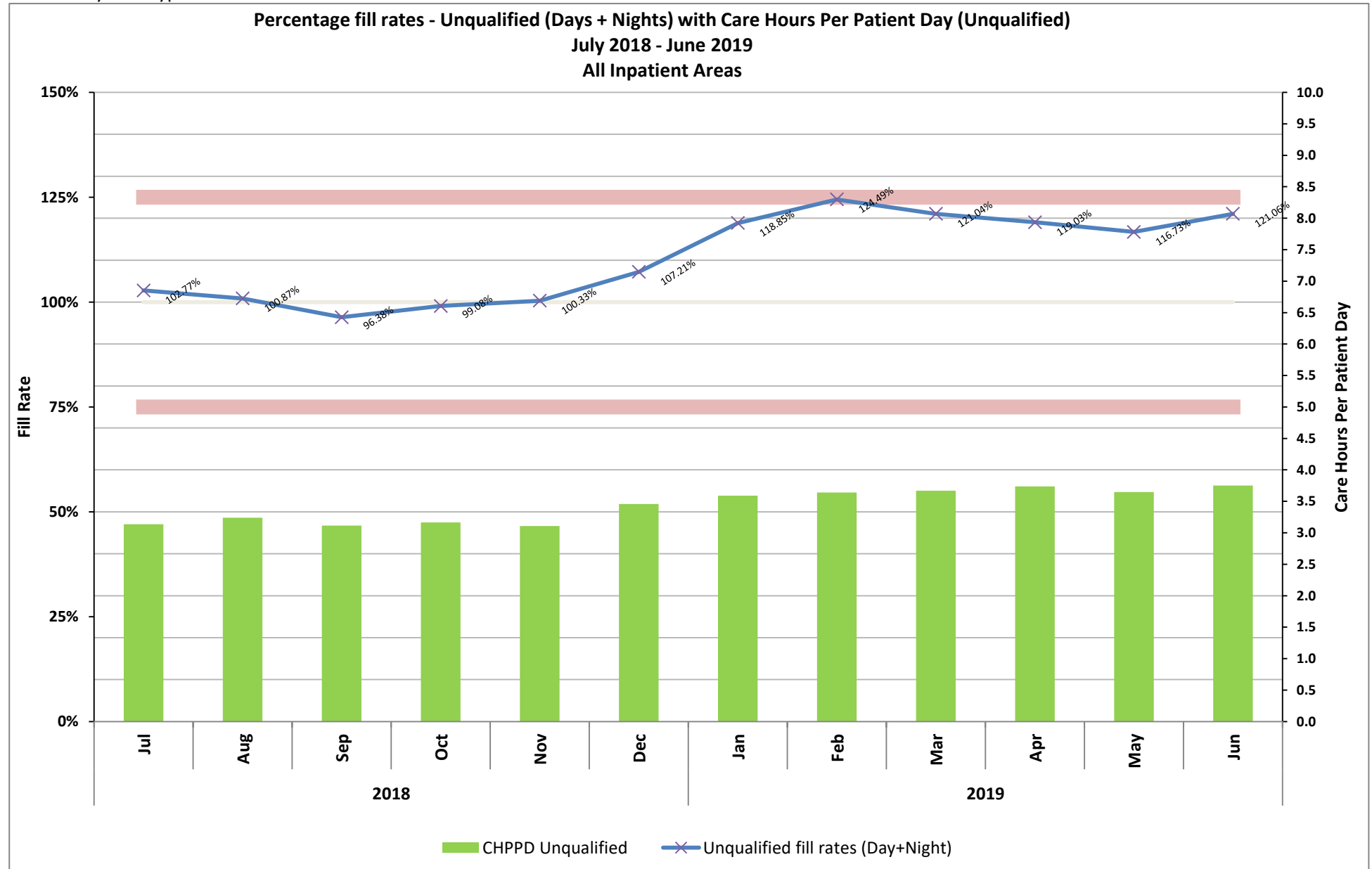
Gareth Armstrong, Chief Matron Surgery

Appendix 1

Fill rates by shift type



Fill rates by shift type



Appendix 1

Fill rates by shift type

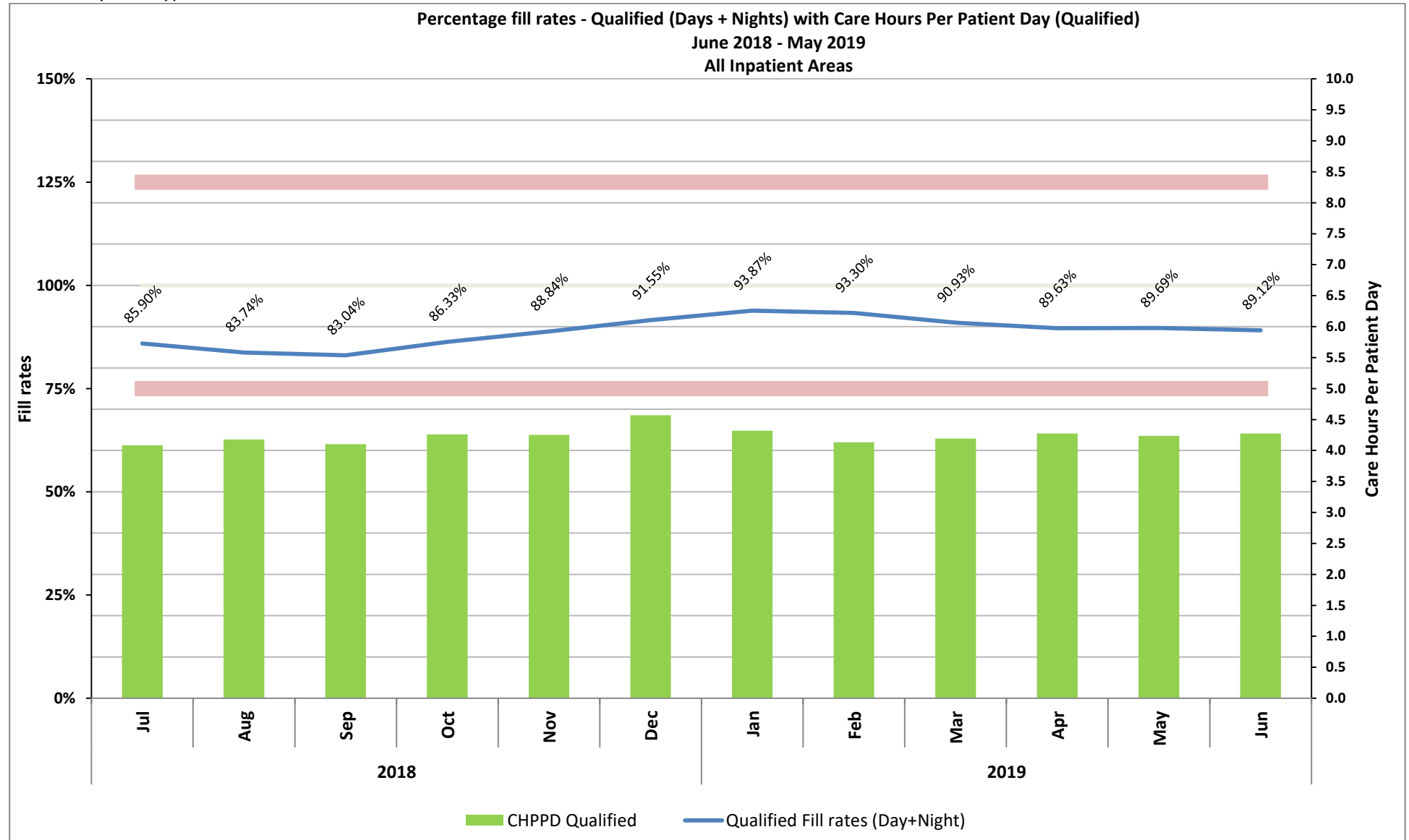






Table 3:

**Fill rates (all shift types)
June 2019
All inpatient areas**

								
	Days Qualified fill rate	Days Unqualified fill rate	Nights Qualified fill rate	Nights Unqualified fill rate	CHPPD Days Qualified	CHPPD Days Unqualified	CHPPD Nights Qualified	CHPPD Nights Unqualified
Jul 2018	81.4%	102.4%	95.60%	103.6%	2.65	2.13	1.44	1.00
Aug 2018	78.9%	99.2%	94.06%	104.5%	2.67	2.18	1.50	1.06
Sep 2018	78.4%	93.6%	92.94%	102.7%	2.64	2.10	1.46	1.02
Oct 2018	82.1%	96.2%	95.54%	105.2%	2.79	2.10	1.47	1.07
Nov 2018	85.6%	95.3%	95.90%	110.7%	2.81	2.00	1.44	1.11
Dec 2018	88.5%	102.9%	98.20%	116.4%	3.02	2.19	1.55	1.16
Jan 2019	89.6%	119.5%	102.90%	117.5%	2.80	2.46	1.52	1.13
Feb 2019	88.0%	121.3%	104.50%	131.3%	2.65	2.42	1.48	1.22
Mar 2019	85.4%	118.0%	102.57%	127.6%	2.67	2.44	1.52	1.23
Apr 2019	86.1%	117.4%	97.23%	122.5%	2.80	2.53	1.48	1.21
May 2019	85.8%	116.6%	98.12%	117.0%	2.76	2.50	1.48	1.15
Jun 2019	84.2%	119.3%	100.33%	125.0%	2.80	2.56	1.48	1.19