

MEETING OF THE PUBLIC TRUST BOARD – 2 FEBRUARY 2017			
SAFE NURSE AND MIDWIFERY STAFFING REPORT (DECEMBER 2016 DATA)			AGENDA ITEM 2.1
Paper Author & Job Title:	Dawn Parkes, Deputy Director of Nursing		Responsible Director: David Melia, Director of Nursing and Quality
Purpose (Highlight)	Approval	Decision	Assurance and Information
			To receive and discuss
Action Required	Review the current staffing position for areas included within the report.		
Does this paper mitigate risk included in the Trust Risk Registers? <i>please outline</i>	<p>Maintaining safe nurse and midwifery staffing levels are fundamental to providing high quality safe care to patients.</p> <p>The position in the Division of Emergency and Elective Services; Medicine, and Surgery, Family services; Women’s and Children’s Inpatient Units, Community Nursing and the Intermediate Care Units requires monitoring; although the net staffing position will improve following successful recruitment programmes, the time delay in start dates is of concern.</p> <p>When shortfalls occur - staffing numbers across adult in-patient areas are appropriately reported and risk assessed. These processes occur twice daily and are documented.</p>		
Resource implications	The vacancy gap directly impacts the requirement to utilise agency nurse resources and potentially quality of patient care and experience.		
Legal and Equality and Diversity implications	None		
Striving for Excellence Breakthrough Objectives	Become one of the best in the country		X
	Keep our patients safe		X
	Live and grow within the resources we have		X
	Develop one another to achieve the best for us and our patients		X
	Surpass expectations and build on our reputation		X

Safe Nurse and Midwifery Staffing

EXECUTIVE SUMMARY

This report is the regular monthly report to the Trust Board that presents the staffing data for December 2016 for:

- Medicine Inpatient Units.
- Emergency Departments.
- Surgical Inpatient Units.
- Theatres.
- Intermediate Care Units within Care Closer to Home.
- Community Nursing.
- Women's and Children's Inpatient units within Family Services.

The report details the current vacancy position for December for the wards/units detailed in Appendix 1.

The report also includes:

- Safe staffing and patient quality indicator report

Nurse Staffing December 2016 - Trust Overview Vacancy Position (see Appendix 1 for areas included in this report).

Staff Type	Budgeted WTE	Vacancy WTE
Registered Nurse	1257.77	109.71
Registered Midwife	125.72	3.59
MTO Registered (ODP)	72.65	20.62
Assistant Practitioner (Band 4)	20.96	13.24
HealthCare Assistant	703.12	13.95
Safety Support Worker (Band 1)	67.63	40.6
Total	2247.85	201.71

Dawn Parkes, Deputy Director of Nursing
January 2017

MID YORKSHIRE HOSPITALS NHS TRUST

Safe Nurse and Midwifery Staffing

- 1. Purpose of report**
- 2. Safe staffing analysis**
 - 2.1 Safe staffing report**
 - 2.2 Patient quality indicator report**
- 3. Detail**
 - 3.1 Overall staffing position**
- 4. Trust staffing overview**

1. Purpose of Report

The report adheres to the recommendations set out by the National Quality Board (NQB): Supporting NHS Providers to deliver the right staff, with the right skills, in the right place at the right time (2016):

The expectation is the Board 'take full responsibility for the care provided to patients and, as a key determinant of quality, take full and collective responsibility for nursing and midwifery care, capacity and capability'.

The report provides triangulated information on staff in post, safe staffing incidents, nurse vacancies and includes quality measures which are reported over a three month period.

2. Safe Staffing Analysis

The purpose of the Safe Staffing report is to provide a summary at a glance; a rag rated staffing analysis with associated quality indicators for the previous three months, and an overview of planned and actual hours worked by grade type throughout December 2016 and the subsequent % fill rate (as per the national Unify staffing return). The % fill rate includes all bank and agency hours worked on the units specified and captures staff movement from all other clinical areas as per the data held on eRostering.

In December 2016, 7,894 shifts were requested from NHSP, a mix of RN and HCA, of which 3,504 (42.2%) were filled. Of these shifts were 4,283 RN requests with 1,623 (37.8%) being filled. Of the 3,504 shifts filled, 67% were covered by NHSP and the remaining 33% were filled by agencies.

Overall key concerns are areas where the staffing fill rate has fallen below **80%** (highlighted red on the report) and understanding the impact this has on patient care.

During December the wards of concern for falls with harm are Gate 12 with 9 and Ward 10 at DDH with 6. Outliers in relation to hospital acquired category 2 pressure ulcers include Ward 10 DDH (Please note falls with harm data includes low minimal harm, moderate, short term harm and severe).

2.1. Safe Staffing Report

Information unavailable this month, with be included in future reports

2.2. Patient Quality Indicator Report

December 2016 Patient Quality Indicators																										
Unit	Falls with Harm			c-diff			MRSA			Hospital Acquired Pressure Scores						SI			NE			Datix reported staffing levels	Complaints		FFT	
	Sep	Oct	Dec	Sep	Oct	Dec	Sep	Oct	Dec	Cat 2			Cat 3			Sep	Oct	Dec	Sep	Oct	Dec		Formal	Informal	FFT % Response Rate	Likely to recommend
										Sep	Oct	Dec	Sep	Oct	Dec											
Division of Medicine																										
Gate 11 PGH, Cardiology										1		1												2	11.7%	85.7%
Gate 12 PGH, Acute Assessment	4	7	9	1						3		4					1	1				1	2	4	10.1%	79.4%
Gate 20 EC PGH, Haematology						2																5			37.5%	91.7%
Gate 21 PGH, Haematology		1															1								37.5%	91.7%
Gate 31 PGH, Cardiology		2	2							2	3	2					1					2			17.7%	95.5%
Gate 41 PGH, Elderly Care			1	1						2	2	1										3			5.7%	100%
Gate 42 PGH, Elderly Care	3	3	2							3		3										28	1	2	14%	100%
Gate 43 PGH, Elderly Care	2	2	3							5	4	1		1								13	2	5	18.2%	91.7%
Gate 44 PGH, Gastroenterology	2	2	2							2	1	1										4		1	6.9%	83.3%
Gate 45 PGH, Respiratory	4	2	1	1						2	2	2										1	3	2	23.1%	90.7%
Gate 45a PGH, Acute			1							3		1										48			36.1%	95.5%

3. Detail

3.1. Overall Staffing Position

The following information provides the month on month vacancy analysis for the Division of Elective and Emergency services - Medicine, Emergency Departments, Surgical Inpatient areas, Theatres, Intermediate Care bedded units, Community Nursing and Women's and Children's Inpatient Units. Please see the Appendix 1 for a list of areas included in the vacancy reports.

The vacancy analysis is as of the 31 October 2016 and is based on staff in post on eRoosting and ESR data, changes made after this point will not be captured.

Please note that the recruitment data included within this paper is based on the assumptions that all anticipated new recruits commence employment within the anticipated time frames.

Division of Medicine Inpatient Ward Vacancy Information WTE

Division of Medicine Vacancy Analysis														
Grade	Oct-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	88.1	100	97	71	66.8	21	21.1	21	17	21.3	16.8	25	41.5	10.11%
AP						20.96	20.95	20.	18	18.9	17.9	13.9	13.2	63.17%
HCA	20.86	32.29	34.41	28.64	18.47	51.45	46.76	54.84	49.48	35.3	31.59	18.3	+19.44	0
Safety Support Worker						41.92	21.85	13.94	10.28	14.62	17.39	37.1	40.6	60.03%

The Registered Nurse (RN) vacancy position increased from 6.2% to 10.11%, with ongoing recruitment planned. Currently there are 13 WTE RNs for the division in the recruitment process with an estimated end start date of January/February, and 3 WTE RNs with confirmed start dates January and February 2017.

To note two further wards will be added to the divisions establishment substantively, this will require a further 27.28 WTE RNs and 32 WTE Health Care Assistants (HCAs) which will have an impact on the RN vacancy level.

The HCA available vacancy has reduced to 0% with an overstaffing of 19.44 WTE to support extra capacity wards and the vacancy gap in Safety support Workers, ongoing recruitment, with 10 WTE HCA's in the recruitment process with an estimated start date of January 2017 following proactive recruitment for the extra pending wards.

The Safety Support Worker vacancy position has increased to 60.03% from 54.9%, with 4 WTE safety support workers progressing through the recruitment process, 1 WTE to commence by January 2017.

Emergency Department Vacancy Information WTE

Emergency Department Vacancy Analysis												
Grade	Nov-15	Dec-15	Jan-16	Feb-16	Apr-16	May-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	19.41	12.7	9.4	8.93	9.28	12.38	23.7	29.29	27.8	20.3	23.79	14.2%
HCA	5.77	3.17	4.01	5.01	1.4	1.99	9.6	8.48	7.68	4.18	9.6	23.6%

The Emergency Department (ED) analysis incorporates the three EDs; Emergency and Advance Nurse Practitioner Service and the Ambulatory Emergency Care Service (AEC).

The RN vacancy has increased to 14.2% from 12.1%, currently there are 1 WTE progressing through recruitment with an estimated start date of January 2017.

Division of Surgery Inpatient Ward Vacancy Information WTE

Division of Surgery Vacancy Analysis													
Grade	Oct-15	Dec-15	Jan-16	Feb-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	15.17	21.6	24.5	23.7	26.1	23.2	23.7	22.	24.	19.5	13.3	12.5	4.6%
HCA	10.0	12.3	11.8	12.78	9.63	10.8	8.89	12	13.1	8.87	9.26	7.97	7.7%

The Division of Surgery RN vacancy position has increased to 4.6% from 4.4 %, 3 WTE are currently progressing through recruitment, with 4 WTE with a planned start date of January 2017.

The vacancy position for the HCA's has reduced to 8%, with 2 WTE HCA's progressing through recruitment with a planned start date of January 2017.

Theatre Department Vacancy Information WTE

Theatres Vacancy Analysis												
Grade	Nov-15	Dec-15	Jan-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
Registered	34.5	35.8	35.8	31.5	30.91	32.9	35.2	35.2	34.3	31.9	32.96	-
				RN	10.77	12.4	16.3	14.3	14.0	14.9	12.34	11.6%
				ODP	20.14	2	5	5	5	5	20.62	28.4%
Unregistered	12.5	10.52	9.52	8.15	8.79	6.79	5.27	9.27	5.61	7.61	6.79	17.14%

The Theatre registered staff vacancy which includes RN and Operating Department Practitioners (ODP) has remained relatively static at 32.9 WTE (17.8%). Currently there is 0.8 ODP's progressing through recruitment with an estimated start date in January 2017, with several recruitment initiatives in progress.

Intermediate Care Inpatient Ward Vacancy Information WTE

Intermediate Care Inpatient Units Vacancy Analysis														
Grade	Oct-16	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	4.71	0.88	0.38	0.12	0.88	6.81	6.39	6.39	2.67	3.59	3.59	3.55	2.77	7.25%
HCA	8.36	5.16	2.96	0.04	2.07	7.54	5.16	6.16	4.24	-2.13	-2.03	-2.08	0	0%

The RN vacancy has reduced to 7.25% from 13.5%, with 1 WTE progressing through recruitment with an estimated start date of January 2017. The HCA vacancy level is 0%.

Community Nursing (District) Vacancy Information WTE

Community Nursing (District) Vacancy Analysis												
Grade	Nov-15	Dec-15	Jan-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	17.76	19.3	20.9	26.3	19.04	20.3	17.6	15.2	5.33	-7.6	26.37	10.65%
HCA	5.14	4.45	4.95	6.48	7.09	8.76	9.04	9.92	12.1	9	9.9	8.6%

The vacancy position for the Community Nursing Team reflects the newly reconfigured 6 Community Networks and the Integrated Nursing Team, with ongoing RN recruitment each two weeks.

Women's Inpatient Ward Vacancy Information WTE

Womens Services Inpatient Vacancy Analysis												
Grade	Sep-15	Jan-16	Feb-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	2.36	3.28	3.97	1.89	1.89	0.48	2.48	0.48	-3.27	-2.19	-0.48	-7.13%
RM	-9.82	13.95	-8.98	-6.79	-7.42	-4.35	7.37	-1.45	5.71	-2.12	3.59	2.9%
HCA	2.07	1.77	-0.56	0.09	-0.3	-0.3	-1	-0.29	5.68	9.28	0.3	0.6%

The vacancy position for Women's Inpatient services demonstrates a Registered Midwives vacancy of 3.59 WTE. The RN position demonstrates an overstaffing of 0.48 WTE; following a reduction in requirement following the reconfiguration of services in September 2016. This will resolve by January 2017 due to retirements and reduction in hours of this group of staff.

Children's Inpatient Ward Vacancy Information WTE

Children's Inpatient Vacancy Analysis													
Grade	Nov-15	Dec-15	Jan-16	Feb-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Dec-16	Vacancy %
RN	9.08	6.72	7.72	5.8	5.96	5.44	7.4	8.3 5	6.62	2.48	4.38	-9.04	0%
HCA	-0.39	0.39	0.09	0.15	1.8	0.8	0.8	0.1 9	0.19	0.8	1.11	-0.8	0%

4. Trust wide staffing overview

The data below provides the vacancy position for the following areas: DOM and DOS Inpatient areas, Emergency Departments; Critical Care and Theatres, Intermediate Care Inpatient areas and Women's and Children's Inpatient Units, and Community Nursing at the end of October 2016 for all registered and non-registered staff.

Nurse Staffing Data for October 2016

Trust Overview Vacancy Position

Staff Type	Budgeted WTE	Vacancy WTE
Registered Nurse	1257.77	109.71
Registered Midwife	125.72	3.59
MTO Registered (ODP)	72.65	20.62
Assistant Practitioner (Band 4)	20.96	13.24
HealthCare Assistant	703.12	13.95
Safety Support Worker (Band 1)	67.63	40.6
Total	2247.85	201.71

Division of Medicine Inpatient Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	410.31	368.81	41.5
Assistant Practitioner (Band 4)	20.96	7.72	13.24
Health Care Assistant	313.6	333.04	0 +19.44 WTE
Safety Support Workers (Band 1)	67.63	27.03	40.6

TOTAL	812.5	736.6	75.9
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Division of Medicine Emergency Department Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	167.69	143.9	23.79
Health Care Assistant	40.74	31.14	9.6
TOTAL	208.43	175.04	33.39

Division of Surgery Inpatient Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	272.46	259.96	12.5
Health Care Assistant	103.64	95.67	7.97
TOTAL	376.1	355.63	20.47

Division of Surgery Theatres Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	106.77	94.43	12.34
ODP	72.65	52.03	20.62
Health Care Assistant	52.44	45.65	6.79
TOTAL	231.86	192.11	39.75

Inpatient Care Closer to Home Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	26.2	23.43	2.77

Health Care Assistant	31.67	31.79	0
TOTAL	57.87	45.32	2.77

Community Nursing Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	246.58	220.31	26.33
Health Care Assistant	116	106.1	9.9
TOTAL	362.58	326.41	36.23

Women's Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	6.73	7.21	-0.48
Registered Midwife	125.72	122.13	3.59
Health Care Assistant	52.41	52.11	0.3
TOTAL	184.86	181.45	3.41

Children's Vacancy Overview

Staff Type	Budgeted WTE	Contracted WTE	Vacancy WTE
Registered Nurse	109.17	118.21	-9.04
Health Care Assistant	29.69	30.49	-0.8
TOTAL	138.86	148.7	-9.84

Dawn Parkes
Deputy Director of Nursing
January 2017

Appendix 1 – Units included in the vacancy report

Division	Unit
DOM inpatient	Gate 12 PGH, Acute Assessment
	Gate 12 PGH, GPRU
	Gate 20 PGH, Medical Extra Capacity
	Gate 21 PGH, Haematology
	Gate 31 PGH, Cardiology
	Gate 41 PGH, Elderly Care
	Gate 42 PGH, Elderly Care
	Gate 43 PGH, Elderly Care
	Gate 44 PGH, Gastroenterology
	Gate 45 PGH, Respiratory
	Gate 45a PGH, Acute Care
	Gate 46a PGH, Oncology
	Gate A1 PGH, Stroke Rehab
	Gate A2 PGH, Stroke & Neurology
	Gate A4 PGH, Spinal Injuries
	Ward 10 DDH, Short Stay
	Ward 11 DDH, Medical Assessment
	Ward 2 DDH, Elderly Care
	Ward 4 DDH, Stroke & Neurology
Ward 6 DDH, Gastroenterology	
Ward 8 DDH, Respiratory	
DOM A&E	AEC ANP
	ANP PGH
	Emergency Dept DDH
	Emergency Dept PGH
	Emergency Dept PGI
	ENP Trustwide
DOS	Paediatric Emergency Dept Trustwide
	Critical Care DDH, Intensive Care
	Elective Orthopaedic Suite
	Elective Surgical Unit DDH
	Gate 28 PGH, Plastic Surgery
	Gate 29 PGH, Burns
	Gate 30 PGH, Intensive Care
	Gate 32a PGH, Orthopaedics
	Gate 33 PGH, Surgery
	Gate 34 PGH, UroGynae
	Gate 34a PGH, Enhanced Care
	Gate 36 PGH, Surgical Assessment
	Gate 38 PGH, Orthopaedics
	Gate 40 PGH, Day Surgery
Ward 12 DDH, Orthopaedics	
Ward 15 DDH, Surgery	
DOS Theatre	Theatres DDH
	Theatres PGH
	Theatres PGI
Children's Services	Childrens Assessment Unit DDH
	Childrens Assessment Unit PGH
	Gate 46 PGH, Childrens Ward
	Gate 46 PGH, Paediatric Burns
Women's Services	Neo Natal Trustwide
	Bronte Birth Centre, DDH
	Friarwood Birth Centre
	Gate 18 PGH, Antenatal
	Gate 18a PGH, Labour
CCH	Pindersfield Birth Centre, PGH
	Pontefract Intermediate Care Unit
Community Nursing	Wakefield Intermediate Care Unit
	United Health Wakefield Alliance 1
	United Health Wakefield Alliance 2
	Network 3
	Five Towns
	Trinity Health Group
West Wakefield Team 6	