

**MEETING OF THE TRUST BOARD  
EXECUTIVE SUMMARY**

**AGENDA ITEM 2.1**

<b>TITLE &amp; DATE:</b>	Safe Nurse and Midwifery Staffing September 2015 1 October 2015				
<b>This paper is for:</b>	<b>Approval</b>	<b>Decision</b>	<b>Assurance - for Discussion</b>	<b>Assurance - for Information only</b>	
			<b>X</b>		
<b>Paper Author &amp; Job Title:</b>	Dawn Parkes, Deputy Chief Nurse for Practice and Professional Development and Sharon Payne, Matron Safe Staffing		<b>Responsible Director:</b>	Sally Napper, Chief Nurse/Deputy Chief Executive	
<b>Summary of paper: (No more than 300 words)</b>	This report is the regular monthly report to the Trust Board that presents the nurse staffing data for August 2015 for the Trust, individual Wards and nurse staffing position.				
<b>Action Required from Board:</b>	Review the current staffing position & action being taken.				
<b>Does this paper provide evidence of, or identify a gap in, assurance for the Board Assurance Framework? please outline</b>	<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 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 and midwifery are appropriately reported and risk assessed. These processes occur twice daily and are documented.</p>				
<b>Which of the following does this paper support?</b>					
<b>5 Striving for Excellence Breakthrough</b>	<i>Become one of the best in the country</i>	<i>Keep our patients safe</i>	<i>Live and grow within the resources we have</i>	<i>Develop one another to achieve the best for us and our patients</i>	<i>Surpass expectations and build on our reputation</i>

<b>Objectives</b>		<b>X</b>	<b>X</b>			<b>X</b>
<b>6 Change Programmes</b>	<i>Patient safety and Quality</i>	<i>Urgent and Emergency Care</i>	<i>Reducing Waiting Times</i>	<i>Outpatient Improvement</i>	<i>Engagement</i>	<i>Meeting the Challenge</i>
	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	
<b>4 Trust Values</b>	<i>Caring</i>		<i>Respect</i>		<i>High Standards</i>	
	<b>X</b>		<b>X</b>		<b>X</b>	
						<b>X</b>

## **The Mid Yorkshire Hospitals NHS Trust**

### **Safe Nurse and Midwifery Staffing**

- 1. Purpose of report**
- 2. Detail**
  - 2.1 Overall staffing position**
- 3. Safe Staffing Analysis**
- 4. Trust staffing overview**

#### **Document Control**

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## 1. Purpose of Report

The report adheres to the recommendations set out by the National Quality Board (NQB): *How to ensure the right people, with the right skills, are in the right place at the right time*. In providing a monthly detailed retrospective data analysis on a shift by shift basis of the planned and actual nurse staffing levels across our in-patient Wards within The Mid Yorkshire Hospitals NHS Trust, and is inclusive of Registered Nurses (RN) and Health Care Assistants (HCA).

The Mid Yorkshire Hospitals NHS Trust is committed to striving towards its nursing workforce being efficient and sufficiently robust to deliver high quality, safe and effective care in order to meet the acuity and dependency requirements of patients within our care.

The report details our current position for adult in-patient Wards including vacancy levels and recruitment, and an evaluation of the overall position with associated mitigating actions and impact on quality of patient care.

The report also includes a summary of:

- Staffing analysis and exception criteria

## 2. Detail

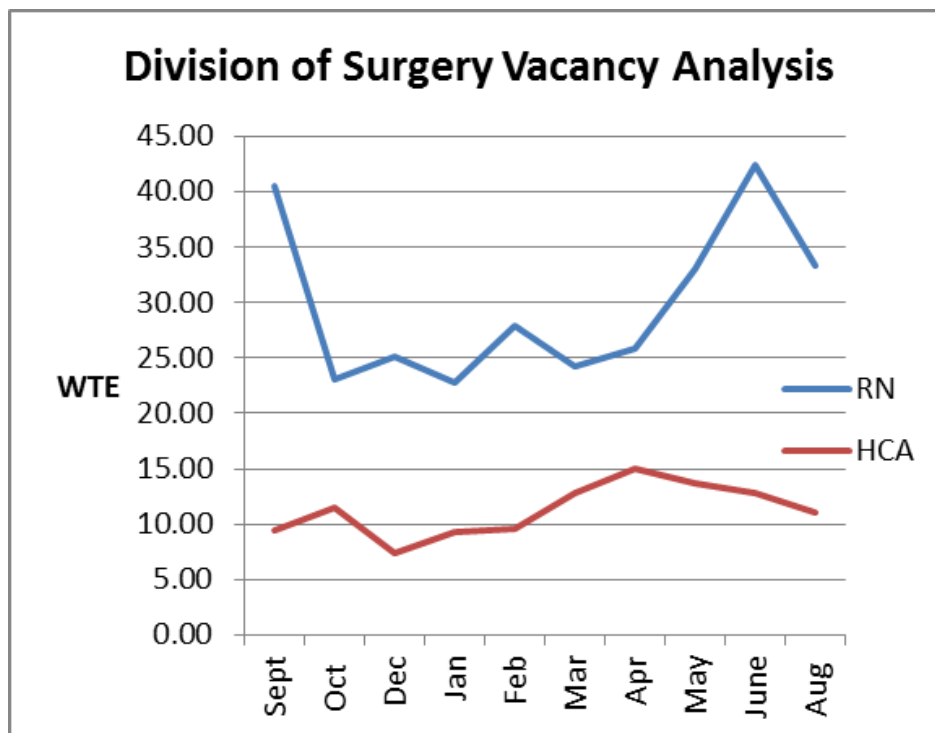
### 2.1 Overall Staffing Position

The following information provides the month on month vacancy analysis for the Division of Elective and Emergency services - Medicine and Surgery and the 2 Intermediate Care bedded units (Monument and Queen Elizabeth House) within Community's Care Closer to Home Service.

#### Division of Surgery Inpatient Ward Vacancy Information WTE

The Division of Surgery, from October 2014 through to April 2015 maintained a vacancy position of approximately 24 WTE Registered Nurses. Since May 2015 the vacancy position gradually increased to 42.45 WTE. This has improved by 9.12 WTE and is now 33.33 WTE (11%) The vacancy position for the Health Care Assistants continues to reduce and is now 10.99 WTE (9%). The overall vacancy is 11%

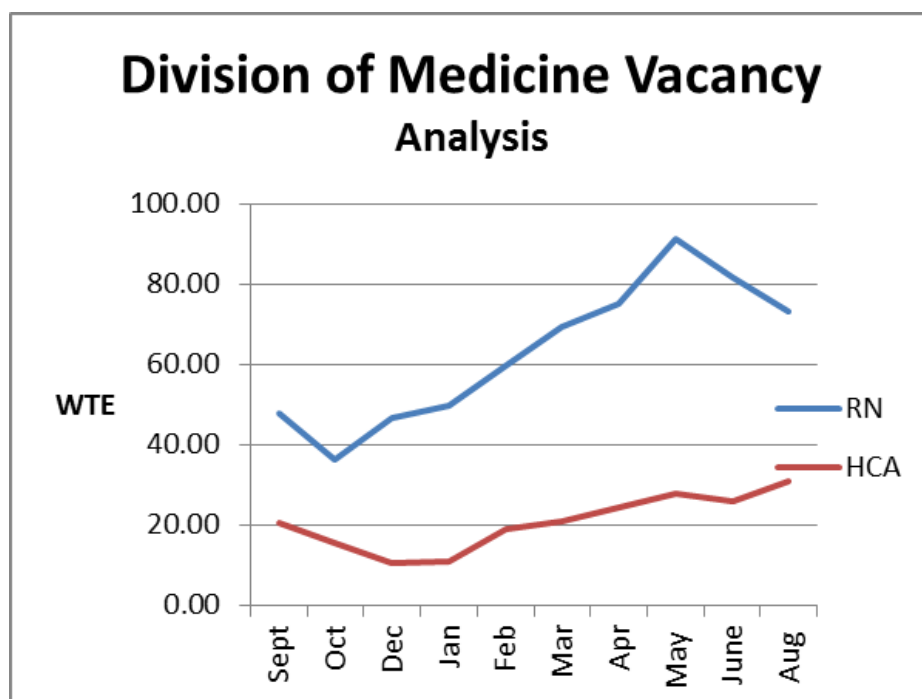
		Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	June	Aug
Total	RN	40.49	23.04	25.12	22.77	27.92	24.18	25.79	33.03	42.45	33.33
Total	HCA	9.49	11.50	7.43	9.28	9.55	12.80	15.07	13.66	12.87	10.99



## Division of Medicine Inpatient Ward Vacancy Information WTE

The Division of Medicine Registered Nurse vacancy position continues to demonstrate an improved position at 73.16 WTE (17%). The Health Care Assistant vacancies levels continue to increase and are now 30.74 WTE (12%) The overall vacancy is 15%.

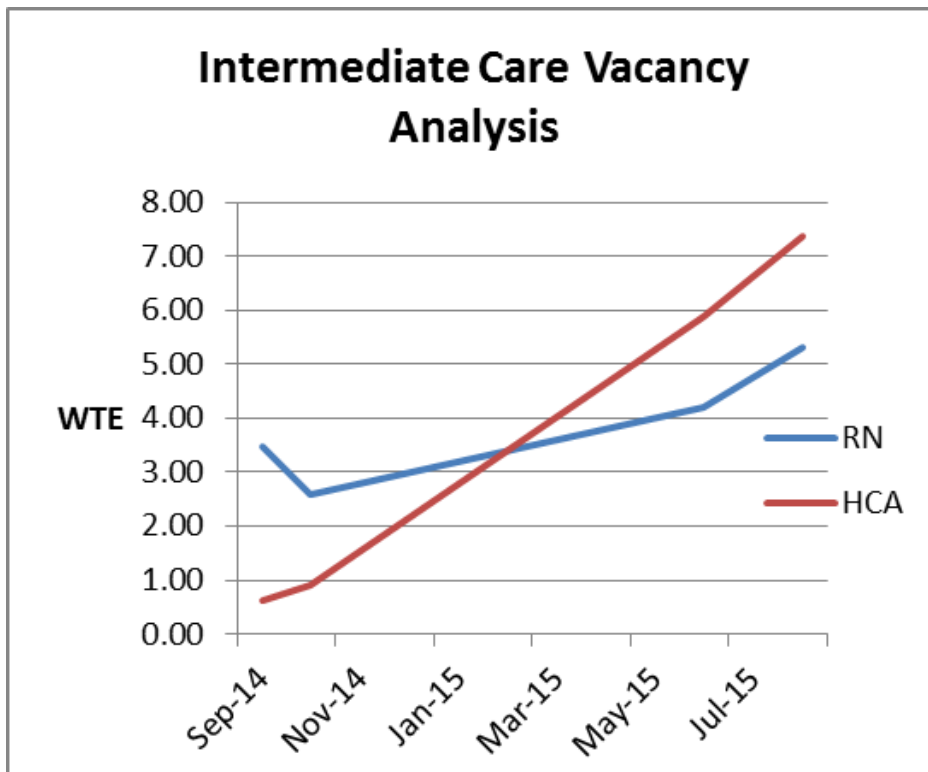
		Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	June	Aug
Total	RN	47.88	36.18	46.72	49.92	59.83	69.46	74.95	91.13	81.52	73.16
Total	HCA	20.42	15.37	10.44	11.10	18.83	20.90	24.35	27.90	25.92	30.74



## Intermediate Care Inpatient Ward Vacancy Information WTE

The Intermediate Care Registered Nurse vacancy position continues to increase and is now 5.33 WTE (25%); this is mirrored by the Health Care Assistants vacancies which is 7.36 WTE (24%). The overall vacancy is 24%. Proposed recruitment plans for Care Closer to Home will incorporate both Intermediate Care and Community Nursing.

		Sep-14	Oct-14	Jun-15	Aug-15
Total	RN	3.48	2.60	4.21	<b>5.33</b>
Total	HCA	0.62	0.92	5.88	7.36



### 3. Safe Staffing Report

The purpose of the Safe Staffing report is to provide a summary at a glance; a rag rated staffing analysis with associated quality indicators. The staffing data provides an overview of planned hours, actual staffing hours by grade type throughout August 2015 and the % fill rate (as per the national staffing return).

The Wards highlighted Green are within the agreed tolerances.

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.

There are several challenges affecting staffing levels and this is driven by vacancies, sickness and maternity leave and the management of other unavailability, all of which reduce clinical time.

It is of interest to note that there are no reported incidents of Trust attributable MRSA for the inpatient areas included in the report for the second month running, and there are no incidents of pressure ulcer category 3. However there are outliers in relation to category 2 Pressure Ulcers including ward 2 DDH and Gate 20a PGH and falls with harm including ward 10 DDH and Gate 43.

Further detailed ward by ward staffing levels and triangulated safety indicators are provided by exception only Please see below the exception reporting criteria:

<b>Exception reporting criteria</b>
staffing less than 80%
Falls with harm
Pressure sores Cat 2 & 3
Serious Incidents and Never Events

For the Wards that fall outside of the criteria, detailed reports can be found here:

[Y:\CorporateHQ\Deputy Chief Nurse - Professional and Practice Development \(DP\)\Reports\Board reports\Ward Level Staffing Data\2015\Sept](Y:\CorporateHQ\Deputy Chief Nurse - Professional and Practice Development (DP)\Reports\Board reports\Ward Level Staffing Data\2015\Sept)



### **3. Safe Staffing Analysis**

Aug-15																			
Site	Unit	Day						Night						Falls with Harm	c-diff	MRS A	Pressure ulcers		SI & NE
		Planned RN	Actual RN	Planned HCA	Actual HCA	% RN	%HCA	Planned RN	Actual RN	Planned HCA	Actual HCA	% RN	% HCA				Cat 2	Cat 3	
<b>Division Of Medicine</b>																			
PGI	Medical, Stroke Rehab Unit	1531	1258.17	1069.5	998.65	82.2%	93.4%	1069.5	968.50	713	701.50	90.6%	98.4%	4					1
DDH	Critical Care DDH	3040.5	2788.90	977.5	654.92	91.7%	67.0%	2852	2561.50	356.5	404.00	89.8%	113.3%						
DDH	Ward 10 DDH, Short Stay	1812.5	1356.99	1069.5	684.73	74.9%	64.0%	1069.5	1046.75	713	602.00	97.9%	84.4%	9				1	
DDH	Ward 11 DDH, Medical Assessment	2000	1654.89	1426	1272.48	82.7%	89.2%	1426	1368.50	713	728.50	96.0%	102.2%	1					1
DDH	Ward 2 DDH, Elderly Care	1456	1170.90	1069.5	1564.56	80.4%	146.3%	1069.5	966.50	713	1279.00	90.4%	179.4%	2				6	
DDH	Ward 4 DDH Stroke & Neurology	1471	1174.47	1069.5	901.37	79.8%	84.3%	1069.5	1004.50	713	1019.00	93.9%	142.9%	5				1	
DDH	Ward 6 DDH, Gastroenterology	1553.5	1310.87	870.5	776.23	84.4%	89.2%	1069.5	1035.00	713	726.50	96.8%	101.9%	3	1			2	
DDH	Ward 8 DDH, Respiratory	1426	1177.84	945.5	616.94	82.6%	65.3%	1069.5	1098.00	713	702.50	102.7%	98.5%	3					
PGH	Gate 12 PGH, Acute Assessment	3986.5	3036.69	1940	1807.41	76.2%	93.2%	3208.5	3356.67	1782.5	1972.50	104.6%	110.7%	5				2	1
PGH	Gate 20 PGH, Respiratory	2259	1710.92	1782.5	1534.19	75.7%	86.1%	1426	1314.50	1069.5	1025.50	92.2%	95.9%	1	1			2	
PGH	Gate 20a PGH, Acute Care	1456	1135.98		23.96	78.0%		1426	1062.00		210.00	74.5%		1				6	
PGH	Gate 21 PGH, Haematology	1137	906.03	356.5	279.13	79.7%	78.3%	713	716.00	356.5	370.00	100.4%	103.8%	1					
PGH	Gate 31b & Gate 11 PGH, Cardiology & CCU													3	1			1	
PGH	Gate 41 PGH, Elderly Care	1872.5	1596.59	1426	1527.82	85.3%	107.1%	1426	1314.50	1069.5	1302.50	92.2%	121.8%	6	1			3	
PGH	Gate 42 PGH, Elderly Care	2214	1722.10	1426	2003.00	77.8%	140.5%	1426	1326.50	1069.5	1716.00	93.0%	160.4%	1				3	
PGH	Gate 43 PGH, Elderly Care	1917.5	1487.16	1426	1418.88	77.6%	99.5%	1426	1347.50	1069.5	1055.50	94.5%	98.7%	7				2	1
PGH	Gate 44 PGH, Gastroenterology	1880	1361.42	945.5	940.86	72.4%	99.5%	1426	1296.00	713	741.50	90.9%	104.0%	3				3	
PGH	Gate A2 PGH, Stroke & Neurology	2326.5	2113.23	1525.5	1703.50	90.8%	111.7%	1426	1419.50	713	1108.00	99.5%	155.4%	2				4	
PGH	Gate A4 PGH, Spinal Injuries	1696	1216.04	1767	1348.92	71.7%	76.3%	1069.5	1058.00	713	690.00	98.9%	96.8%					1	
PGI	Elective Orthopaedic Suite PGI	944	766.00	844	554.94	81.1%	65.8%	713	587.50		88.50	82.4%							
DDH	Ward 12 DDH, Orthopaedics	780.5	686.81	356.5	337.75	88.0%	94.7%	713	615.50	241.5	211.00	86.3%	87.4%	2					
DDH	Ward 14 DDH, Gynaecology	1516	1292.80	1069.5	977.23	85.3%	91.4%	1069.5	1097.33	713	670.08	102.6%	94.0%	1				2	
DDH	Ward 15 DDH, Surgery	1531	1273.60	1069.5	909.98	83.2%	85.1%	1069.5	1061.00	713	713.50	99.2%	100.1%	3					
PGH	Gate 28 PGH, Plastics	825.5	828.00	454	401.50	100.3%	88.4%	713	678.50		92.00	95.2%		1					
PGH	Gate 29 PGH, Burns	1227	942.23	184	156.00	76.8%	84.8%	713	713.00			100.0%						1	
PGH	Gate 30 PGH, Intensive Care	3780	3650.50	356.5	287.50	96.6%	80.6%	3933	3521.50	356.5	276.00	89.5%	77.4%						
PGH	Gate 32 PGH, Surgical Assessment	1910	1708.90	713	574.86	89.5%	80.6%	1426	1373.22	356.5	350.00	96.3%	98.2%	1					
PGH	Gate 32a PGH, Orthopaedics	855.5	863.30	713	678.50	100.9%	95.2%	713	699.00	356.5	327.00	98.0%	91.7%	1				1	
PGH	Gate 33 PGH, Surgery	1895	1812.69	1426	1313.17	95.7%	92.1%	1782.5	1417.00	713	991.00	79.5%	139.0%	5				5	
PGH	Gate 34 PGH, UroGynae, Enhanced Care	1872.5	1674.86	1426	1268.50	89.4%	89.0%	1782.5	1338.50	1069.5	1077.50	75.1%	100.7%	1				2	
PGH	Gate 38 PGH, Orthopaedics	750.5	746.00	713	486.48	99.4%	68.2%	713	714.50	356.5	116.00	100.2%	32.5%						
<b>Exception reporting criteria</b>																			
staffing less than 80%																			
Falls with harm																			
Pressure sores Cat 2 & 3																			
Serious Incidents and Never Events																			

#### 4. Trust wide overview

##### Nurse Staffing Data for August 2015

##### Trust Overview

Staff Type	Budgeted Hours	WTE	Contracted Hours	WTE	Vacancy in Hours	Vacancy WTE	Unavailability in Hours	Unavailability WTE	Turnover %
Registered	27739.88	739.73	23539.82	627.73	4200.06	112.00	32170.02	193.71	n/a
Unregistered	14916.38	397.77	13265.62	353.75	1650.76	44.02	19489.40	117.36	n/a
<b>Total</b>	42656.25	1137.50	36805.43	981.48	5850.82	156.02	51659.42	311.07	n/a

##### Division of Medicine Overview

Staff Type	Budgeted Hours	WTE	Contracted Hours	WTE	Vacancy in Hours	Vacancy WTE	Unavailability in Hours	Unavailability WTE	Turnover %
Registered	16055.63	428.15	13193.58	351.83	2862.04	76.32	18468.02	111.21	n/a
Unregistered	9439.50	251.72	8476.75	226.05	962.75	25.67	12545.90	75.55	n/a
<b>Total</b>	25495.13	679.87	21670.33	577.88	3824.79	101.99	31013.92	186.75	n/a

### Division of Surgery Overview

Staff Type	Budgeted Hours	WTE	Contracted Hours	WTE	Vacancy in Hours	Vacancy WTE	Unavailability in Hours	Unavailability WTE	Turnover %
<b>Registered</b>	10884.00	290.24	9745.73	259.89	1138.27	30.35	12729.75	76.65	n/a
<b>Unregistered</b>	4326.75	115.38	3914.62	104.39	412.13	10.99	6052.50	36.45	n/a
<b>Total</b>	15210.75	405.62	13660.35	364.28	1550.40	41.34	18782.25	113.10	n/a

### Care Closer to Home Overview

Staff Type	Budgeted Hours	WTE	Contracted Hours	WTE	Vacancy in Hours	Vacancy WTE	Unavailability in Hours	Unavailability WTE	Turnover %
<b>Registered</b>	800.25	21.34	600.50	16.01	199.75	5.33	972.25	5.85	n/a
<b>Unregistered</b>	1150.13	30.67	874.25	23.31	275.88	7.36	891.00	5.37	n/a
<b>Total</b>	1950.38	52.01	1474.75	39.33	475.63	12.68	1863.25	11.22	n/a