

<b>TRUST BOARD IN PUBLIC</b>	<b>Date: 24 April 2014</b>	
	<b>Agenda Item 2.3</b>	
<b>REPORT TITLE:</b>	<b>Joint Chief Nurse and Medical Director Report</b>	
<b>EXECUTIVE SPONSOR:</b>	<b>Fiona Allsop, Chief Nurse Des Holden, Medical Director</b>	
<b>REPORT AUTHOR:</b>	<b>Des Holden, Medical Director Sally Britain, Deputy Chief Nurse</b>	
<b>REPORT DISCUSSED PREVIOUSLY:</b> (name of sub-committee/group & date)	N/A	
<b>Purpose of the Report and Action Required:</b> (√)		
An update of on-going work in relation to meeting the requirements of the NQB Right Staffing paper and a nursing recruitment.	<b>Approval</b>	
	<b>Discussion</b>	√
	<b>Assurance</b>	√
<b>Summary: (Key Issues)</b>		
<p><b>Chief Nurse Report</b></p> <ol style="list-style-type: none"> <li>1. Recruitment Update : Successful recruitment in Glasgow</li> <li>2. Ward Display Boards: Staffing and Quality Metric displayed on Wards</li> <li>3. Staffing Compliance: Mechanism for reporting staffing compliance to the Board and internal daily escalation to the senior nursing team and executive.</li> </ol> <p><b>Medical Director Report</b></p> <ol style="list-style-type: none"> <li>1. 2013-4 infection control year end position</li> </ol>		
<b>Relationship to Trust Corporate Objectives &amp; Assurance Framework:</b>		
Links to Quality Strategy and BAF		
<b>Corporate Impact Assessment:</b>		
<b>Legal and regulatory implications</b>	Yes	
<b>Financial implications</b>	Yes	
<b>Patient Experience/Engagement</b>	Yes	
<b>Risk &amp; Performance Management</b>	Yes	
<b>NHS Constitution/Equality &amp; Diversity/Communication</b>	Yes	

## **Chief Nurse Report**

### **1. Recruitment Update**

In April the Medical and Surgical Divisions attended a recruitment fair in Glasgow where 21 newly qualified staff were successfully identified. A plan is now in place, supported by the recruitment team, to ensure that the recruitment process is efficient and accommodation is sourced. In addition the divisions are looking to offer internal rotation to aid this staff group development and aid retention.

Attendance at a subsequent recruitment fair in Manchester is arranged which we hope will achieve further recruitment to the qualified nursing team.

### **2. Ward Staffing and Quality Metric Display Boards**

Capital funding has been secured to purchase ward boards to display daily staffing in the form of planned staff versus actual staff and a number of quality metrics which are ward and speciality specific. This enables the Trust to demonstrate compliance with Expectation X of the National Quality Board Paper related to Right Staffing.

These will arrive in the Trust on Friday 9 May 2014 and be in place across the Trust by Friday 16 May 2014.



E Surrey Staff V1  
Mar14.jpg



E Surrey Wd Indic  
V4.pdf

Examples of the generic boards are inserted for your information.

### **3. Staffing Compliance Evidence**

The Trust is required to establish a mechanism for reporting staffing compliance in terms of Planned staffing versus Actual staffing, on a daily and monthly basis to all senior staff and to the Trust Board. This has been achieved using a system on the information portal which allows ward staff to enter staffing data for both trained and untrained staff, by 10am every morning. There is also the facility to add any clinical concerns or mitigation against staffing shortfalls.

At 1030 seven days a week an email will be circulated to the senior nurses, site team and the executive team informing them of staffing compliance per ward in the form of a percentage, 90-100%- green, 80-90% amber and <80% .. When staffing is not as planned it is possible to view definitive ward data to gain assurance with regard to actions taken to ensure staffing on the ward is safe. Any changes to the entered data after submission, for example if sickness is reported and not covered by movement of staff, bank or agency, can only be made by a member of staff at matron level or above. This is to ensure that all concerns with regard to staffing are escalated to, and reviewed by, a senior member of the team. Out of hours this will be undertaken by the most senior member of the site team.

The information portal will then generate a monthly report of Trust-wide staffing compliance in addition to staffing compliance by division and ward.

#### 4. Infection Control

The Trust finished the year 2013-14 with a total of 23 patients affected by CDiff and 3 MRSA bacteraemias. Both of these totals are the lowest in SASH history. The maximum CDiff cases for this year is 29. The Surrey Health Community are suggesting that as cases are now so low, all providers use standardised RCA methodology.