

TRUST BOARD IN PUBLIC		Date: 30 June 2016	
		Agenda Item:	
REPORT TITLE:		Chief Nurse & Medical Director Report	
EXECUTIVE SPONSOR:		Fiona Allsop, Chief Nurse Des Holden, Medical Director	
REPORT AUTHOR (s):		Fiona Allsop, Chief Nurse Des Holden, Medical Director	
REPORT DISCUSSED PREVIOUSLY: (name of sub-committee/group & date)		N/A	
Action Required:			
Approval (√)	Discussion (√)	Assurance (√)	
Purpose of Report:			
To provide an update on continuing work in relation to safe and quality focussed patient care that sits outside the operational performance reports including monthly Safer Staffing information and exception reports.			
Summary of key issues			
<ul style="list-style-type: none"> • The Safer Staffing report (May 2016 data) indicates that the Trust has delivered the planned versus actual staffing levels in the inpatient areas and maternity unit against existing template. • Details care hours Per Patient Day reported for the first time in June • Provides a brief update regarding nursing recruitment • Note new consultant appointments • Note presentation as a finalist in both Organisation of the year and Board of the Year in HSJ patient safety awards 			
Recommendation:			
To note the report.			
Relationship to Trust Strategic Objectives & Assurance Framework:			
SO1: Safe -Deliver safe services and be in the top 20% against our peers SO2: Effective - Deliver effective and sustainable clinical services within the local health economy SO3: Caring – Ensure patients are cared for and feel cared about SO4: Responsive – Become the secondary care provider and employer of choice our catchment population SO5: Well led: Become an employer of choice and deliver financial and clinical sustainability around a clinical leadership model			
Corporate Impact Assessment:			
Legal and regulatory impact	Yes		
Financial impact	Yes		
Patient Experience/Engagement	Yes		
Risk & Performance Management	Yes		
NHS Constitution/Equality &	Yes		

Diversity/Communication	
Attachment:	
N/A	

**Chief Nurse/ Medical Director Report
30 June 2016**

**Chief Nurse Report
1. Introduction**

To provide an update to the Board on nursing staffing in relation to planned versus actual staffing, an update regarding safer staffing monitoring, a summary of the recent correspondence in relation to staffing and efficiency and on recruitment activity.

2. Staffing Planned versus Actual – May 2016

Ward	Ward Specialty	Entries	RN Day	RN Night	NA Day	NA Night	Total Day	Total Night	Overall
Abinger Ward	430 - GERIATRIC MEDICINE	31	98.85%	100%	95.71%	100%	97.21%	100%	98.31%
Acute Medical Unit	300 - GENERAL MEDICINE	31	99.22%	100%	96.49%	96.77%	98.42%	98.83%	98.6%
Birthing Centre	501 - OBSTETRICS	31	100%	93.55%	N/A	N/A	100%	93.55%	96.77%
Bletchingley Ward	300 - GENERAL MEDICINE	31	99.72%	98.92%	101.99%	103.23%	100.74%	100.65%	100.7%
Brockham Ward	502 - GYNAECOLOGY	31	98.39%	100%	95.16%	93.55%	97.31%	98.39%	97.74%
Brook Ward	100 - GENERAL SURGERY	31	100%	100%	96.66%	N/A	98.91%	100%	99.35%
Buckland Ward	101 - UROLOGY	31	97.09%	98.39%	99.57%	98.39%	98.06%	98.39%	98.19%
Burstow Ward	501 - OBSTETRICS	31	98.39%	89.25%	92.36%	95.16%	96.38%	91.61%	94.21%
Capel Annex I Ward	100 - GENERAL MEDICINE	31	98.39%	100%	95.7%	98.39%	97.24%	99.19%	97.95%
Capel Ward	430 - GERIATRIC MEDICINE	31	100%	97.85%	103.72%	100%	101.18%	98.71%	100.09%
Chaldon Ward	300 - GENERAL MEDICINE	31	94.78%	100%	96.77%	98.92%	95.62%	99.35%	96.91%
Charlwood Ward	301 - GASTROENTEROLOGY	31	102.51%	100%	99.1%	100%	101.22%	100%	100.74%

Cophorne Ward	301 - GASTROENTEROLOGY	31	99.19%	96.77%	96.85%	100%	98.4%	98.39%	98.39%
Coronary Care Unit	320 - CARDIOLOGY	31	97.85%	98.41%	N/A	103.33%	97.85%	100%	98.92%
Delivery Suite	501 - OBSTETRICS	31	96.56%	98.39%	94.04%	96.55%	95.93%	97.95%	96.93%
Discharge Lounge	300 - GENERAL MEDICINE	31	97.55%	100%	98.09%	100%	97.81%	100%	98.62%
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY	31	98.39%	100%	98.55%	N/A	98.44%	100%	99.08%
Godstone Ward (Med)	300 - GENERAL MEDICINE	31	97.42%	100%	103.23%	98.92%	99.6%	99.46%	99.54%
Hazelwood	300 - GENERAL MEDICINE	31	100%	100%	97.85%	100%	98.92%	100%	99.35%
Holmwood Ward	320 - CARDIOLOGY	31	99.35%	100%	96.77%	98.39%	98.62%	99.19%	98.83%
ITU/HDU	192 - CRITICAL CARE MEDICINE	31	96.72%	98.97%	87.24%	96.77%	95.38%	98.8%	97.01%
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS	31	98.55%	98.39%	104.41%	100%	101.07%	99.35%	100.4%
Meadvale Ward	430 - GERIATRIC MEDICINE	31	94.37%	100%	96.77%	100%	95.64%	100%	97.14%
Neonatal Unit	420 - PAEDIATRICS	31	93.99%	95.24%	103.28%	91.67%	96.82%	94.09%	95.5%
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS	31	100.31%	100%	109.01%	100%	103.97%	100%	102.42%
Nutfield Ward	430 - GERIATRIC MEDICINE	31	98.49%	100%	98.94%	98.39%	98.66%	99.19%	98.83%
Outwood Ward	420 - PAEDIATRICS	31	96.82%	98.71%	71.38%	83.87%	93.84%	96.24%	94.89%
Rusper Ward	501 - OBSTETRICS	31	97.58%	100%	N/A	N/A	97.58%	100%	98.39%
Surgical Assessment Unit	100 - GENERAL SURGERY	31	98.39%	100%	100%	100%	98.71%	100%	99.28%
Tandridge Ward	300 - GENERAL SURGERY	31	98.49%	98.39%	97.63%	91.94%	98.11%	95.16%	97.21%
Tilgate Annex	100 - GENERAL MEDICINE	31	100%	96.88%	98.92%	98.39%	99.6%	97.62%	98.93%
Tilgate Ward	300 - GENERAL MEDICINE	31	98.07%	100%	96.77%	100%	97.58%	100%	98.39%
Woodland Ward	100 - GENERAL SURGERY	31	100%	100%	97.8%	100%	99.19%	100%	99.46%
Total			98.18%	98.65%	98.09%	98.3%	98.15%	98.52%	98.3%

Planned versus actual commentary

The Trust has delivered planned versus actual staffing profile for April. The report shows a stable picture in relation to overall compliance with no red shifts at unit level in month.

Care hours per patient day (CHPPD)

In addition to reporting planned versus actual nurses on duty from 1 June 2016 NHS Improvement (NHSI) requires the Trust to report care hours per patient day (CHPPD). Care hours per patient day are calculated by dividing the total numbers of nursing hours on a ward or unit by the number of patients in beds at the midnight census. This calculation provides the average number of care hours available for each patient on the ward or unit. Currently the hours reported re for nursing only but it is intended to include other clinical staff including doctors in the future. The report for May is shown below.

This tool links with planned versus actual reporting and other data such as safety thermometer, incident reporting, sickness rates, vacancy rates and professional judgement to determine the appropriate staffing levels for a ward or unit.

Care Hours Per Patient Day

Care hours per patient day have been developed to quantify the nursing time available to each patient by the available registered nursing staff and nursing assistants.

Only complete sites your organisation is accountable for			Day				Night				Day		Night		Care Hours Per Patient Day (CHPPD)			
Ward name	Main 2 Specialties on each ward		Registered midwives/nurses		Care Staff		Registered midwives/nurses		Care Staff		Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Cumulative count over the month of patients at 23:59 each day	Registered midwives/nurses	Care Staff	Overall
	Specialty 1	Specialty 2	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours								
Abinger Ward	430 - GERIATRIC MEDICINE		1,302	1,287	1,422	1,361	713	713	1,070	1,070	98.8%	95.7%	100.0%	100.0%	711	2.8	3.4	6.2
Acute Medical Unit	300 - GENERAL MEDICINE		3,462	3,435	1,426	1,376	2,496	2,496	1,426	1,380	99.2%	96.5%	100.0%	96.8%	991	6.0	2.8	8.8
Birthing Centre	501 - OBSTETRICS		713	713	-	-	713	667	-	-	100.0%	-	93.5%	-	41	33.7	0.0	33.7
Bletchingley Ward	300 - GENERAL MEDICINE	302 - ENDOCRINOLOGY	1,426	1,422	1,155	1,178	1,070	1,058	713	736	99.7%	102.0%	98.9%	103.2%	731	3.4	2.6	6.0
Brockham Ward	502 - GYNAECOLOGY		1,426	1,403	713	679	1,070	1,070	357	334	98.4%	95.2%	100.0%	93.5%	556	4.4	1.8	6.3
Brook Ward	100 - GENERAL SURGERY		713	713	345	333	713	713	-	-	100.0%	96.7%	100.0%	-	308	4.6	1.1	5.7
Buckland Ward	101 - UROLOGY		1,445	1,403	932	928	713	702	713	702	97.1%	99.6%	98.4%	98.4%	624	3.4	2.6	6.0
Burstow Ward	501 - OBSTETRICS		1,426	1,403	713	659	1,070	955	713	679	98.4%	92.4%	89.2%	95.2%	531	4.4	2.5	7.0
Capel Annex 1 Ward	300 - GENERAL MEDICINE		1,426	1,403	1,070	1,024	713	713	713	702	98.4%	95.7%	100.0%	98.4%	665	3.2	2.6	5.8
Capel Ward	430 - GERIATRIC MEDICINE		1,539	1,539	713	740	1,070	1,047	713	713	100.0%	103.7%	97.8%	100.0%	614	4.2	2.4	6.6
Chaldon Ward	300 - GENERAL MEDICINE		1,955	1,853	1,426	1,380	713	713	1,070	1,058	94.8%	96.8%	100.0%	98.9%	821	3.1	3.0	6.1
Charlwood Ward	301 - GASTROENTEROLOGY		1,375	1,409	838	830	713	713	713	713	102.5%	99.1%	100.0%	100.0%	604	3.5	2.6	6.1
Cophorne Ward	301 - GASTROENTEROLOGY		1,426	1,415	730	707	713	690	713	713	99.2%	96.8%	96.8%	100.0%	588	3.6	2.4	6.0
Coronary Care Unit	320 - CARDIOLOGY		1,070	1,047	-	-	725	713	345	357	97.8%	-	98.4%	103.3%	227	7.8	1.6	9.3
Delivery Suite	501 - OBSTETRICS		2,139	2,066	713	671	2,139	2,105	667	644	96.6%	94.0%	98.4%	96.6%	134	31.1	9.8	40.9
Discharge Lounge	300 - GENERAL MEDICINE		611	596	602	590	357	357	357	357	97.5%	98.1%	100.0%	100.0%	74	12.9	12.8	25.7
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		713	702	311	306	713	713	-	-	98.4%	98.6%	100.0%	-	182	7.8	1.7	9.5
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1,783	1,737	1,070	1,104	1,070	1,070	1,070	1,058	97.4%	103.2%	100.0%	98.9%	788	3.6	2.7	6.3
Holmwood Ward	320 - CARDIOLOGY		1,783	1,771	713	690	713	713	713	702	99.4%	96.8%	100.0%	98.4%	841	3.0	1.7	4.6
ITU/HDU	192 - CRITICAL CARE MEDICINE		4,536	4,387	745	650	4,451	4,405	357	345	96.7%	87.2%	99.0%	96.8%	468	18.8	2.1	20.9
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1,591	1,568	1,201	1,254	713	702	1,070	1,070	98.6%	104.4%	98.4%	100.0%	852	2.7	2.7	5.4
Meadvale Ward	430 - GERIATRIC MEDICINE		1,280	1,208	1,426	1,380	713	713	713	713	94.4%	96.8%	100.0%	100.0%	709	2.7	3.0	5.7
Neonatal Unit	420 - PAEDIATRICS		1,598	1,502	701	724	1,449	1,380	690	633	94.0%	103.3%	95.2%	91.7%	560	5.1	2.4	7.6
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS		1,599	1,604	1,160	1,264	713	713	1,058	1,058	100.3%	109.0%	100.0%	100.0%	826	2.8	2.8	5.6
Nutfield Ward	430 - GERIATRIC MEDICINE		1,783	1,756	1,081	1,069	713	713	713	702	98.5%	98.9%	100.0%	98.4%	857	2.9	2.1	4.9
Outwood Ward	420 - PAEDIATRICS		2,421	2,344	322	230	1,783	1,760	357	299	96.8%	71.4%	98.7%	83.9%	571	7.2	0.9	8.1
Rusper Ward	501 - OBSTETRICS		1,426	1,392	-	-	713	713	-	-	97.6%	-	100.0%	-	248	8.5	0.0	8.5
Surgical Assessment Unit	100 - GENERAL SURGERY		1,426	1,403	357	357	713	713	713	713	98.4%	100.0%	100.0%	100.0%	254	8.3	4.2	12.5
Tandridge Ward	300 - GENERAL MEDICINE	340 - RESPIRATORY MEDICINE	1,820	1,793	1,414	1,380	713	702	713	656	98.5%	97.6%	98.4%	91.9%	684	3.6	3.0	6.6
Tilgate Annex	300 - GENERAL MEDICINE		1,783	1,783	1,070	1,058	736	713	713	702	100.0%	98.9%	96.9%	98.4%	642	3.9	2.7	6.6
Tilgate Ward	300 - GENERAL MEDICINE	340 - RESPIRATORY MEDICINE	1,786	1,752	1,070	1,035	1,081	1,081	357	357	98.1%	96.8%	100.0%	100.0%	797	3.6	1.7	5.3
Woodland Ward	100 - GENERAL SURGERY		1,783	1,783	1,047	1,024	713	713	713	713	100.0%	97.8%	100.0%	100.0%	666	3.7	2.6	6.4

Agency Cap reporting to NHS Improvement

Since November 2015, the Trust has been required to report to NHSI shifts that are above the rate cap, off of a framework or both. The Trust use Mayday nursing agency as the main tier 1 provider. At the current time, the majority of these shifts are above the agency capped rate.

All shift above the rate cap are subject to use only in 'break glass' circumstances. The justification of use for each shift is recorded on the Healthroster system. For nursing this equates to approximately 350 shifts per week.

Recruitment

The total nursing vacancies in whole time equivalents (WTE) for all nursing posts (registered, unregistered) including uplift are:

Trust wide vacancy position

	4 August 2015	12 February 2016	May 2016
Trust wide nursing workforce WTE	1595	1595	1606
Total nursing vacancies WTE	291	199	204
Vacancy rate %	18	12.5	13

Vacancy position by division

	4 August 2015		12 February 2016		May 2016	
	WTE	%	WTE	%	WTE	%
Medicine	121	32	100	16	82	13
Surgery	123	20	77	13	93	15
Cancer	10	17	12	20	15	25
WACH	35	11	12	3	14	4.5

As can be seen this is an improving position with the exception of cancer services where there are 5 specialist nurse vacancies.

Predicted average demand for registered nurses over the 16/17 year remains at 20 per month and 5 for nursing assistants.

Retention

In addition to the retention strategies being developed at a local divisional level, the Trust is focusing on corporate retention strategies to support and retain existing staff. It is recognized that the large numbers of newly recruited nurses entering the organization requiring additional support is adding additional pressure to teams and support is being provided by the Practice Development nurses.

Temporary staffing

A trial of enhanced bank rates within the operating theatres, continues to yield a positive uptake in bank shifts and a reduction in agency spend in this area. The recent conclusion to a consultation on the opening hours of the temporary staffing bureau has resulted in the office being opening earlier two hours earlier and an hour later at the weekends and bank holidays. It is expected that this will enhance the timely booking of temporary staffing during this period Recruitment to the bank continues

3. New consultant appointments

At time of writing this report we have appointed two consultant ophthalmology consultants to join our team. They are Mr. Anish Dhital and Mr. Sophocles Sophocleous. A consultant interview in the palliative care department is due to take place on 28th June.

4. finalists in HSJ patient safety awards.

To note, the trust has given two presentations to the judging panels of the HSJ national patient safety awards. We are finalists and presented in the categories of trust Board of the Year and organization of the year. The results will be announced on 5th July.

5. Recommendation

To note the report

Fiona Allsop
Chief Nurse
24 June 2016

Dr Des Holden
Medical Director