

<b>TRUST BOARD IN PUBLIC</b>		Date: 29 June 2017	
		Agenda Item: 2.3	
<b>REPORT TITLE:</b>		Safer Staffing Report & Care Hours Per Patient Day	
<b>EXECUTIVE SPONSOR:</b>		Fiona Allsop Chief Nurse	
<b>REPORT AUTHOR (s):</b>		Fiona Allsop Chief Nurse	
<b>REPORT DISCUSSED PREVIOUSLY:</b> (name of sub-committee/group & date)		N/A	
<b>Action Required:</b>			
<b>Approval ( )</b>	<b>Discussion (√)</b>	<b>Assurance (√)</b>	
<b>Purpose of Report:</b>			
To provide monthly Safer Staffing and Care Hours per Patient Day (CHPPD) information and exception reports.			
<b>Summary of key issues</b>			
<ul style="list-style-type: none"> <li>• The Safer Staffing report (April 2017 data) indicates that the Trust has delivered the planned versus actual staffing levels in the inpatient areas and maternity unit against existing template.</li> <li>• Care Hours Per Patient Day (CHPPD) are reported for April</li> </ul>			
<b>Recommendation:</b>			
To note the report.			
<b>Relationship to Trust Strategic Objectives &amp; Assurance Framework:</b>			
<b>SO1:</b> Safe – Deliver safe, high quality care <i>and improving</i> services which pursue perfection and be in the top <b>25% of</b> our peers <b>SO2:</b> Effective – As a teaching hospital, deliver effective and improving sustainable clinical services within the local health economy <b>SO3:</b> Caring – Work <i>with compassion</i> in partnership with patients, staff, families, carers <i>and community partners</i> <b>SO4:</b> Responsive – To <i>continue to be</i> the secondary care provider of choice for the <i>people of our community</i> <b>SO5:</b> Well led - To be <i>a high quality</i> employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model			
<b>Corporate Impact Assessment:</b>			
<b>Legal and regulatory impact</b>	Yes		
<b>Financial impact</b>	Yes		
<b>Patient Experience/Engagement</b>	Yes		
<b>Risk &amp; Performance Management</b>	Yes		
<b>NHS Constitution/Equality &amp; Diversity/Communication</b>	Yes		
<b>Attachment: N/A</b>			

TRUST BOARD REPORT IN PUBLIC 29<sup>TH</sup> June 2017  
Safer Staffing and Care Hours Per Patient Day

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 and on recruitment activity.

2. Staffing Planned versus Actual – May 2017

Ward	Ward Specialty	Entries	RN Day	RN Night	NA Day	NA Night	Total Day	Total Night	Overall
<a href="#">Abinger Ward</a>	430 - GERIATRIC MEDICINE	31	91.24%	100%	90.32%	98.39%	90.76%	99.19%	93.66%
<a href="#">Acute Medical Unit</a>	300 - GENERAL MEDICINE	31	97.04%	97.62%	95.69%	98.33%	96.64%	97.88%	97.18%
<a href="#">Birthing Centre</a>	501 - OBSTETRICS	31	97.83%	91.94%	N/A	N/A	97.83%	91.94%	94.88%
<a href="#">Bletchingley Ward</a>	430 - GERIATRIC MEDICINE	31	97.58%	100%	97.83%	100%	97.69%	100%	98.53%
<a href="#">Brockham Ward</a>	502 - GYNAECOLOGY	31	96.77%	98.92%	91.51%	100%	95%	99.19%	96.67%
<a href="#">Brook Ward</a>	100 - GENERAL SURGERY	31	100%	95.16%	100%	N/A	100%	95.16%	98.06%
<a href="#">Buckland Ward</a>	101 - UROLOGY	31	99.19%	100%	92.32%	96.77%	96.22%	98.39%	97%
<a href="#">Burstow Ward</a>	501 - OBSTETRICS	31	91.09%	73.12%	71.81%	91.94%	84.67%	80.65%	82.84%
<a href="#">Capel Annex I Ward</a>	300 - GENERAL MEDICINE	31	94.94%	100%	94.05%	100%	94.56%	100%	96.53%
<a href="#">Capel Ward</a>	300 - GENERAL MEDICINE	31	93.4%	97.85%	95%	100%	93.89%	98.71%	95.98%
<a href="#">Chaldon Ward</a>	328 - STROKE MEDICINE	31	94.55%	95.16%	94.88%	96.77%	94.69%	96.13%	95.19%
<a href="#">Charlwood Ward</a>	301 - GASTROENTEROLOGY	31	95.97%	100%	91.57%	67.5%	94.54%	81.69%	88.93%
<a href="#">Cophthorne Ward</a>	100 - GENERAL SURGERY	31	95.97%	100%	127.73%	98.33%	106.88%	99.17%	103.88%
<a href="#">Coronary Care Unit</a>	320 - CARDIOLOGY	31	95.51%	100%	100%	97.06%	95.65%	98.96%	97.34%
<a href="#">Delivery Suite</a>	501 - OBSTETRICS	31	97.45%	98.92%	95.16%	100%	96.88%	99.19%	98.04%
<a href="#">Discharge Lounge</a>	300 - GENERAL MEDICINE	31	98.9%	100%	94.09%	100%	96.56%	100%	97.76%
<a href="#">Godstone Ward (Haem)</a>	303 - CLINICAL HAEMATOLOGY	31	100%	100%	100%	N/A	100%	100%	100%
<a href="#">Godstone Ward (Med)</a>	300 - GENERAL MEDICINE	31	99.35%	100%	97.85%	96.77%	98.79%	98.39%	98.62%
<a href="#">Hazelwood</a>	430 - GERIATRIC MEDICINE	31	98.92%	100%	95.79%	100%	97.34%	100%	98.4%
<a href="#">Holmwood Ward</a>	320 - CARDIOLOGY	31	98.71%	100%	95.11%	95.08%	97.69%	97.56%	97.64%
<a href="#">ITU/HDU</a>	192 - CRITICAL CARE MEDICINE	31	97.77%	98.68%	89.36%	87.1%	96.41%	97.8%	97.07%
<a href="#">Leigh Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	99.75%	98.39%	93.42%	93.41%	97.22%	95.42%	96.5%
<a href="#">Meadvale Ward</a>	430 - GERIATRIC MEDICINE	31	95.88%	100%	98.39%	100%	97.21%	100%	98.17%
<a href="#">Neonatal Unit</a>	420 - PAEDIATRICS	31	90.43%	95.59%	95.6%	89.29%	91.96%	93.75%	92.82%
<a href="#">Newdigate Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	98.31%	100%	96.86%	93.55%	97.69%	96.13%	97.08%
<a href="#">Nutfield Ward</a>	430 - GERIATRIC MEDICINE	31	98.71%	100%	98.18%	98.39%	98.51%	99.19%	98.74%

<a href="#">Outwood Ward</a>	420 - PAEDIATRICS	31	97.68%	102.08%	90.21%	68.97%	96.8%	97.74%	97.23%
<a href="#">Rusper Ward</a>	501 - OBSTETRICS	31	100%	100%	N/A	100%	100%	100%	100%
<a href="#">Surgical Assessment Unit</a>	100 - GENERAL SURGERY	31	99.19%	101.61%	106.45%	98.39%	100.65%	100%	100.36%
<a href="#">Tandridge Ward</a>	430 - GERIATRIC MEDICINE	31	98.44%	100%	94.82%	101.49%	96.33%	100.78%	97.78%
<a href="#">Tilgate Annex</a>	300 - GENERAL MEDICINE	31	95.07%	92.11%	97.55%	98.39%	96%	94.93%	95.62%
<a href="#">Tilgate Ward</a>	340 - RESPIRATORY MEDICINE	31	96.55%	100%	93.62%	96.88%	95.44%	99.2%	96.7%
<a href="#">Woodland Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	99.78%	100%	100%	96.77%	99.86%	98.39%	99.37%
<b>Total</b>			<b>96.97%</b>	<b>98.01%</b>	<b>95.58%</b>	<b>95.42%</b>	<b>96.49%</b>	<b>97.03%</b>	<b>96.71%</b>

### Planned versus actual commentary

The Trust has delivered planned versus actual staffing profile for May at organizational level. The overall compliance has improved in May with an increase in five of the seven areas. The red shifts showing compliance below 80% were managed by the relevant clinical team with no concerns regarding patient safety. Burstow Ward forms part of the maternity unit and staff are managed by the matrons across the service to ensure all areas are staffed appropriately to the clinical need. There is an improving picture on Burstow with two red shift types compared with three in April.

### Care hours per patient day (CHPPD)

Only complete sites your organisation is accountable for		Apr-17		Day				Night				Day		Night		Care Hours Per Patient Day (CHPPD)		
Ward name	Main 2 Specialities on each ward		Registered		Care Staff		Registered		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 nurses	Care Staff	Overall
	Speciality 1	Speciality 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		1260	1230	1380	1276.5	690	667	690	655.5	97.6%	92.5%	96.7%	95.0%	681	2.8	2.8	5.6
Acute Medical Unit	300 - GENERAL MEDICINE		3323.5	3170	1380	1349	2334.5	2231	1334	1242	95.4%	97.8%	95.6%	93.1%	983	5.5	2.6	8.1
Birthing Centre	501 - OBSTETRICS		690	609	0	0	690	609.5	0	0	88.3%	0.0%	88.3%	0.0%	58	2.0	0.0	21.0
Blechningley Ward	430 - GERIATRIC MEDICINE	302 - ENDOCRINOLOGY	1380	1311	1035	1023.5	690	690	690	667	95.0%	98.9%	100.0%	96.7%	586	3.4	2.9	6.3
Brockham Ward	502 - GYNAECOLOGY		1380	1345.5	693.5	682	1035	977.5	345	333.5	97.5%	98.3%	94.4%	96.7%	542	4.3	1.9	6.2
Brock Ward	100 - GENERAL SURGERY		678.5	667	348.5	337	690	678.5	46	46	98.3%	96.7%	98.3%	100.0%	310	4.3	1.2	5.6
Buckland Ward	101 - UROLOGY		1380	1311	1049.5	1030.5	690	690	690	655.5	95.0%	98.2%	100.0%	95.0%	599	3.3	2.8	6.2
Burston Ward	501 - OBSTETRICS		1380	1253	690	547	1035	690	690	598	90.6%	79.3%	66.7%	86.7%	578	3.4	2.0	5.3
Capel Annex I Ward	300 - GENERAL MEDICINE		1387	1314.5	1038.5	977	690	690	690	678.5	94.8%	94.1%	100.0%	98.3%	607	3.3	2.7	6.0
Capel Ward	300 - GENERAL MEDICINE		1482.5	1343.5	726.5	730	1035	989	690	678.5	90.0%	99.3%	95.6%	98.3%	587	4.0	2.4	6.4
Chalton Ward	328-STROKE MEDICINE		1671	1668	1380	1345.5	690	655.5	1025	977.5	90.2%	97.5%	95.0%	94.4%	304	2.9	2.9	5.8
Chaffwood Ward	301 - GASTROENTEROLOGY		1380	1345.5	693.5	705	644	632.5	621	621	97.5%	101.7%	98.2%	100.0%	586	3.4	2.3	5.6
Copthorne Ward	100 - GENERAL SURGERY		1367	1242	719	749.5	621	609.5	621	598	91.5%	104.2%	98.1%	96.3%	567	3.3	2.4	5.6
Coronary Care Unit	320 - CARDIOLOGY		1035	1012	0	0	690	690	345	322	97.8%	0.0%	100.0%	93.3%	229	7.4	1.4	8.8
Delivery Suite	501 - OBSTETRICS		2070	2031	690	667	2070	2012.5	690	678.5	98.1%	96.7%	97.2%	98.3%	161	25.1	6.4	33.5
Discharge Lounge	300 - GENERAL MEDICINE		566	566	552	540.5	345	345	345	333.5	100.0%	97.9%	100.0%	96.7%	92	9.9	9.5	19.4
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		690	690	202.5	202.5	690	678.5	0	11.5	100.0%	100.0%	98.3%	0.0%	177	7.7	1.2	8.9
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1705	1670.5	1072.5	1042	1035	1023.5	1035	1000.5	98.0%	97.2%	98.9%	96.7%	770	3.5	2.7	6.2
Holmwood Ward	320 - CARDIOLOGY		1725	1690.5	667	667	690	690	690	678.5	98.0%	100.0%	100.0%	98.3%	796	3.0	1.7	4.7
ITU/HDU	192 - CRITICAL CARE MEDICINE		4113	4044	638	544	4269	4128.5	345	333.5	88.3%	85.5%	88.1%	96.7%	412	19.8	2.1	22.0
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1530	1484	971	948.5	690	667	1035	1012	97.0%	97.7%	96.7%	97.8%	811	2.7	2.4	5.1
Meadvale Ward	430 - GERIATRIC MEDICINE		1252.5	1154.5	1387.5	1379.5	690	690	690	690	92.2%	90.4%	100.0%	100.0%	683	2.7	3.0	5.7
Neonatal Unit	420 - PAEDIATRICS		1602	1506	693.5	682	1472	1414.5	678.5	632.5	94.0%	98.3%	96.1%	93.2%	405	7.2	3.2	10.5
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS		1530	1434.5	1163	1194	690	690	1035	989	93.8%	102.7%	100.0%	95.6%	779	2.7	2.8	5.5
Nuffield Ward	430 - GERIATRIC MEDICINE		1728.5	1690.5	1031	992.5	690	690	690	690	97.8%	96.3%	100.0%	100.0%	827	2.9	2.0	4.9
Outwood Ward	420 - PAEDIATRICS		2390	2263	318	260.5	2093	333.5	253	233	94.7%	81.9%	100.0%	75.9%	490	8.9	1.0	9.9
Rusper Ward	501 - OBSTETRICS		1380	1345.5	0	0	690	667	0	0	97.5%	0.0%	96.7%	0.0%	259	7.8	0.0	7.8
Surgical Assessment Unit	100 - GENERAL SURGERY		1380	1311	345	322	690	644	690	632.5	95.0%	93.3%	93.3%	91.7%	280	7.0	3.4	10.4
Tandridge Ward	430 - GERIATRIC MEDICINE	340 - RESPIRATORY MEDICINE	1197	1117	1725	1644.5	690	690	724.5	724.5	93.3%	95.3%	100.0%	100.0%	790	2.3	3.0	5.3
Tilgate Annex	300 - GENERAL MEDICINE		1731.5	1585.5	1018	972	701.5	690	690	678.5	91.6%	95.5%	98.4%	98.3%	621	3.7	2.7	6.3
Tilgate Ward	340 - RESPIRATORY MEDICINE	340 - RESPIRATORY MEDICINE	1725	1617.5	1035	950.5	1035	1023.5	345	345	93.8%	91.8%	98.9%	100.0%	752	3.5	1.7	5.2
Woodland Ward	110 - TRAUMA & ORTHOPAEDICS		1725	1679	1035	1031	690	690	690	678.5	97.3%	99.6%	100.0%	98.3%	663	3.6	2.6	6.2

  

Only complete sites your organisation is accountable for		May-17		Day				Night				Day		Night		Care Hours Per Patient Day (CHPPD)		
Ward name	Main 2 Specialities on each ward		Registered		Care Staff		Registered		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 nurses	Care Staff	Overall
	Speciality 1	Speciality 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		1302	1188	1426	1288	713	713	713	701.5	91.2%	90.3%	100.0%	98.4%	699	2.7	2.8	5.6
Acute Medical Unit	300 - GENERAL MEDICINE		3492	3388.5	1426	1364.5	2415	2357.5	1380	1357	97.0%	95.7%	97.6%	98.3%	990	5.8	2.7	8.6
Birthing Centre	501 - OBSTETRICS		713	697.5	0	0	713	655.5	0	0	97.8%	0.0%	91.9%	0.0%	74	18.3	0.0	18.3
Blechningley Ward	430 - GERIATRIC MEDICINE	302 - ENDOCRINOLOGY	1426	1391.5	1068	1035	713	713	713	713	97.8%	97.8%	100.0%	100.0%	610	3.5	2.9	6.3
Brockham Ward	502 - GYNAECOLOGY		1426	1380	724.5	682	1068.5	1058	356.5	356.5	96.8%	91.5%	98.9%	100.0%	547	4.5	1.9	6.3
Brock Ward	100 - GENERAL SURGERY		705	705	360	360	713	678.5	0	0	100.0%	100.0%	95.2%	0.0%	318	4.4	1.1	5.5
Buckland Ward	101 - UROLOGY		1426	1414.5	1087	1033.5	713	713	713	690	99.2%	92.3%	100.0%	96.8%	603	3.5	2.8	6.3
Burston Ward	501 - OBSTETRICS		1426	1299	713	512	1069.5	782	713	655.5	91.1%	71.8%	73.1%	91.9%	597	3.5	2.0	5.4
Capel Annex I Ward	300 - GENERAL MEDICINE		1433	1360.5	1083.5	1019	713	713	713	713	94.9%	94.0%	100.0%	100.0%	648	3.2	2.7	5.9
Capel Ward	300 - GENERAL MEDICINE		1613.5	1507	720.5	684.5	1069.5	1046.5	713	713	93.4%	95.0%	97.8%	100.0%	598	4.3	2.3	6.6
Chalton Ward	328-STROKE MEDICINE		1943.5	1837.5	1426	1353	713	678.5	1069.5	1035	94.5%	94.9%	95.2%	96.8%	807	3.1	3.0	6.1
Chaffwood Ward	301 - GASTROENTEROLOGY		1426	1368.5	682	624.5	713	713	920	621	96.0%	91.6%	100.0%	67.5%	596	3.5	2.1	5.6
Copthorne Ward	100 - GENERAL SURGERY		1426	1368.5	746.5	653.5	690	690	690	678.5	96.0%	127.7%	100.0%	98.3%	574	3.6	2.8	6.4
Coronary Care Unit	320 - CARDIOLOGY		1023.5	971.5	34	34	713	713	391	379.5	95.5%	100.0%	100.0%	97.1%	227	7.4	1.8	9.3
Delivery Suite	501 - OBSTETRICS		2139	2084.5	713	678.5	2139	2116	713	713	97.5%	95.2%	98.9%	100.0%	161	26.1	8.6	34.7
Discharge Lounge	300 - GENERAL MEDICINE		679	671.5	643	605	356.5	356.5	356.5	356.5	98.9%	94.1%	100.0%	100.0%	154	6.7	6.2	12.9
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		713	713	244.5	244.5	713	690	0	0	100.0%	100.0%	96.8%	0.0%	180	7.8	1.4	9.2
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1782.5	1771	1069.5	1046.5	1069.5	1069.5	1069.5	1035	99.4%	97.8%	100.0%	96.8%	795	3.6	2.6	6.2
Holmwood Ward	320 - CARDIOLOGY		1782.5	1759.5	705	670.5	713	713	701.5	667	98.7%	95.1%	100.0%	96.1%	849	2.9	1.6	4.5
ITU/HDU	192 - CRITICAL CARE MEDICINE		4297	4201	827	739	4347	4289.5	356.5	310.5	97.8%	89.4%	98.7%	87.1%	448	19.0	2.3	21.3
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1575	1571	1048	979	713	701.5	1046.5	977.5	99.7%	93.4%	98.4%	93.4%	833	2.7	2.3	5.1
Meadvale Ward	430 - GERIATRIC MEDICINE		1287	1234	1433	1410	713	713	713	713	95.9%	98.4%	100.0%	100.0%	699	2.8	3.0	5.8
Neonatal Unit	420 - PAEDIATRICS		1682	1621	705	674	1464	1465	644	575	90.4%	95.6%	95.9%	89.3%	452	6.7	2.8	9.4
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS		1598.5	1571.5	1179	1141	713	713	1069.5	1000.5	98.3%	98.9%	100.0%	93.5%	811	2.8	2.6	5.5
Nuffield Ward	430 - GERIATRIC MEDICINE		1782.5	1759.5	1069.5	1050	713	713	713	701.5	98.7%	98.2%	100.0%	98.4%	853	2.9	2.1	5.0
Outwood Ward	420 - PAEDIATRICS		2652	2590.5	352.5	318	2208	2254	333.5	230	97.7%	90.2%	102.1%	69.0%	571	8.5	1.0	9.4
Rusper Ward	501 - OBSTETRICS		1426	1426	0	0	690	690	23	23	100.0%	0.0%	100.0%	100.0%	26			

