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|--|-----------------------|-----------------------------|--|
| <b>TRUST BOARD IN PUBLIC</b>   |                       | <b>Date: 25 May 2017</b>    |  |
|  |                       | <b>Agenda Item: 2.3</b>     |  |
| <b>REPORT TITLE:</b>   |                       | Safer Staffing Report       |  |
| <b>EXECUTIVE SPONSOR:</b>  |                       | Fiona Allsop<br>Chief Nurse |  |
| <b>REPORT AUTHOR (s):</b>  |                       | Fiona Allsop<br>Chief Nurse |  |
| <b>REPORT DISCUSSED PREVIOUSLY:</b><br>(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 and improving services which pursue perfection and be in the top 20% against our peers<br><b>SO2:</b> Effective – As a teaching hospital deliver effective, improving and sustainable clinical services within the local health economy<br><b>SO3:</b> Caring – Working in partnership with staff, families and carers<br><b>SO4:</b> Responsive – Become the secondary care provider of choice our catchment population<br><b>SO5:</b> Well led - Become an employer of choice and deliver financial and clinical sustainability around a patient focused clinical 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:</b>   |                       |                             |  |
| NA   |                       |                             |  |

**TRUST BOARD REPORT IN PUBLIC – 25<sup>TH</sup> May 2017**  
**Safer Staffing & 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 – April 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     | 30      | 97.62% | 96.67%   | 92.5%   | 95%      | 94.94%    | 95.83%      | 95.25%  |
| <a href="#">Acute Medical Unit</a>   | 300 - GENERAL MEDICINE       | 30      | 95.38% | 95.57%   | 97.75%  | 93.1%    | 96.08%    | 94.67%      | 95.46%  |
| <a href="#">Birthing Centre</a>      | 501 - OBSTETRICS             | 30      | 88.26% | 88.33%   | N/A     | N/A      | 88.26%    | 88.33%      | 88.3%   |
| <a href="#">Bletchingley Ward</a>    | 430 - GERIATRIC MEDICINE     | 30      | 95%    | 100%     | 98.89%  | 96.67%   | 96.67%    | 98.33%      | 97.27%  |
| <a href="#">Brockham Ward</a>        | 502 - GYNAECOLOGY            | 30      | 97.5%  | 94.44%   | 98.34%  | 96.67%   | 97.78%    | 95%         | 96.67%  |
| <a href="#">Brook Ward</a>           | 100 - GENERAL SURGERY        | 30      | 98.31% | 98.33%   | 96.7%   | 100%     | 97.76%    | 98.44%      | 98.04%  |
| <a href="#">Buckland Ward</a>        | 101 - UROLOGY                | 30      | 95%    | 100%     | 98.19%  | 95%      | 96.38%    | 97.5%       | 96.78%  |
| <a href="#">Burstow Ward</a>         | 501 - OBSTETRICS             | 30      | 90.8%  | 66.67%   | 79.28%  | 86.67%   | 86.96%    | 74.67%      | 81.37%  |
| <a href="#">Capel Annex I Ward</a>   | 300 - GENERAL MEDICINE       | 30      | 94.77% | 100%     | 94.08%  | 98.33%   | 94.48%    | 99.17%      | 96.18%  |
| <a href="#">Capel Ward</a>           | 300 - GENERAL MEDICINE       | 30      | 90.02% | 95.56%   | 99.25%  | 98.33%   | 93.07%    | 96.67%      | 94.64%  |
| <a href="#">Chaldon Ward</a>         | 328 - STROKE MEDICINE        | 30      | 90.22% | 95%      | 97.5%   | 94.44%   | 93.31%    | 94.67%      | 93.78%  |
| <a href="#">Charlwood Ward</a>       | 301 - GASTROENTEROLOGY       | 30      | 97.5%  | 98.21%   | 101.66% | 100%     | 98.89%    | 99.09%      | 98.97%  |
| <a href="#">Cophorne Ward</a>        | 100 - GENERAL SURGERY        | 30      | 91.53% | 98.15%   | 104.24% | 96.3%    | 95.93%    | 97.22%      | 96.41%  |
| <a href="#">Coronary Care Unit</a>   | 320 - CARDIOLOGY             | 30      | 97.78% | 100%     | N/A     | 93.33%   | 97.78%    | 97.78%      | 97.78%  |
| <a href="#">Delivery Suite</a>       | 501 - OBSTETRICS             | 30      | 98.12% | 97.22%   | 96.67%  | 98.33%   | 97.75%    | 97.5%       | 97.63%  |
| <a href="#">Discharge Lounge</a>     | 300 - GENERAL MEDICINE       | 30      | 100%   | 100%     | 97.92%  | 96.67%   | 98.97%    | 98.33%      | 98.73%  |
| <a href="#">Godstone Ward (Haem)</a> | 303 - CLINICAL HAEMATOLOGY   | 30      | 100%   | 98.33%   | 100%    | N/A      | 100%      | 100%        | 100%    |
| <a href="#">Godstone Ward (Med)</a>  | 300 - GENERAL MEDICINE       | 30      | 97.98% | 98.89%   | 97.16%  | 96.67%   | 97.66%    | 97.78%      | 97.71%  |
| <a href="#">Hazelwood</a>            | 430 - GERIATRIC MEDICINE     | 30      | 98.89% | 100%     | 96.06%  | 98.33%   | 97.45%    | 99.17%      | 98.13%  |
| <a href="#">Holmwood Ward</a>        | 320 - CARDIOLOGY             | 30      | 98%    | 100%     | 100%    | 98.33%   | 98.56%    | 99.17%      | 98.78%  |
| <a href="#">ITU/HDU</a>              | 192 - CRITICAL CARE MEDICINE | 30      | 98.32% | 98.09%   | 85.53%  | 96.67%   | 96.61%    | 97.98%      | 97.28%  |
| <a href="#">Leigh Ward</a>           | 110 - TRAUMA & ORTHOPAEDICS  | 30      | 96.99% | 96.67%   | 97.68%  | 97.78%   | 97.26%    | 97.33%      | 97.29%  |
| <a href="#">Meadvale Ward</a>        | 430 - GERIATRIC MEDICINE     | 30      | 92.18% | 100%     | 99.42%  | 100%     | 95.98%    | 100%        | 97.36%  |
| <a href="#">Neonatal Unit</a>        | 420 - PAEDIATRICS            | 30      | 94.01% | 96.09%   | 98.34%  | 93.22%   | 95.32%    | 95.19%      | 95.25%  |
| <a href="#">Newdigate Ward</a>       | 110 - TRAUMA & ORTHOPAEDICS  | 30      | 93.76% | 100%     | 102.67% | 95.56%   | 97.6%     | 97.33%      | 97.5%   |
| <a href="#">Nutfield Ward</a>        | 430 - GERIATRIC MEDICINE     | 30      | 97.8%  | 100%     | 96.27%  | 100%     | 97.23%    | 100%        | 98.15%  |
| <a href="#">Outwood Ward</a>         | 420 - PAEDIATRICS            | 30      | 95.17% | 100.55%  | 81.92%  | 75.86%   | 93.61%    | 97.14%      | 95.28%  |

|  |                             |    |               |               |               |               |               |               |               |
|--|-----------------------------|----|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <a href="#">Rusper Ward</a>              | 501 - OBSTETRICS            | 30 | 97.5%         | 96.67%        | N/A           | N/A           | 97.5%         | 96.67%        | 97.22%        |
| <a href="#">Surgical Assessment Unit</a> | 100 - GENERAL SURGERY       | 30 | 95%           | 93.33%        | 93.33%        | 91.67%        | 94.67%        | 92.5%         | 93.7%         |
| <a href="#">Tandridge Ward</a>           | 430 - GERIATRIC MEDICINE    | 30 | 93.32%        | 100%          | 95.33%        | 100%          | 94.51%        | 100%          | 96.3%         |
| <a href="#">Tilgate Annex</a>            | 300 - GENERAL MEDICINE      | 30 | 91.57%        | 98.36%        | 95.48%        | 98.33%        | 93.02%        | 98.35%        | 94.81%        |
| <a href="#">Tilgate Ward</a>             | 340 - RESPIRATORY MEDICINE  | 30 | 93.77%        | 98.89%        | 91.84%        | 100%          | 93.04%        | 99.17%        | 95.08%        |
| <a href="#">Woodland Ward</a>            | 110 - TRAUMA & ORTHOPAEDICS | 30 | 97.33%        | 100%          | 99.61%        | 98.33%        | 98.19%        | 99.17%        | 98.51%        |
| <b>Total</b>                             |                             |    | <b>95.47%</b> | <b>96.81%</b> | <b>96.51%</b> | <b>96.12%</b> | <b>95.83%</b> | <b>96.55%</b> | <b>96.12%</b> |

**Planned versus actual commentary**

The Trust has delivered planned versus actual staffing profile for April at organizational level. 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.

**Care hours per patient day (CHPPD)**

| Only complete sites your organisation is accountable for |                                 |                            | Mar-17                            |                                  |                                   |                                  |                                   |                                  |                                   |                                  |   |                                  |                                    |                                  |   |                                  |                                    |                                  |   |                            |            |         |
|--|---------------------------------|----------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|---|----------------------------------|------------------------------------|----------------------------------|---|----------------------------------|------------------------------------|----------------------------------|---|----------------------------|------------|---------|
| Ward name  | Main 2 Specialties on each ward |                            | Day                               |                                  |                                   |                                  | Night                             |                                  |                                   |                                  | Day   |                                  |                                    |                                  | Night   |                                  |                                    |                                  | Care Hours Per Patient Day (CHPPD)                            |                            |            |         |
|  | Speciality 1                    | Speciality 2               | Registered nurse                  |                                  | Care Staff                        |                                  | Registered nurse                  |                                  | Care Staff                        |                                  | Average fill rate - registered nurse/midwives (%) |                                  | Average fill rate - care staff (%) |                                  | Average fill rate - registered nurse/midwives (%) |                                  | Average fill rate - care staff (%) |                                  | Cumulative count over the month of patients at 23:59 each day | Registered midwives/nurses | Care Staff | Overall |
|  |                                 |                            | 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 | 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                              | 1245.5                           | 1426                              | 1357                             | 713                               | 713                              | 713                               | 713                              | 96.7%   | 95.2%                            | 100.0%                             | 100.0%                           | 699   | 2.8                              | 3.0                                | 5.8                              |   |                            |            |         |
| Acute Medical Unit                                       | 300 - GENERAL MEDICINE          |                            | 3433                              | 3367                             | 1426                              | 1337.5                           | 2495.5                            | 2495.5                           | 1426                              | 1322.5                           | 98.1%   | 93.8%                            | 100.0%                             | 92.7%                            | 1052  | 5.6                              | 2.5                                | 8.1                              |   |                            |            |         |
| Birthing Centre  | 501 - OBSTETRICS                |                            | 713                               | 590                              | 23                                | 23                               | 690                               | 598                              | 0                                 | 0                                | 82.7%   | 100.0%                           | 86.7%                              | 0.0%                             | 63  | 18.9                             | 0.4                                | 19.2                             |   |                            |            |         |
| Bitchingley Ward   | 430 - GERIATRIC MEDICINE        | 302 - ENDOCRINOLOGY        | 1426                              | 1426                             | 1069.5                            | 1099.5                           | 713                               | 713                              | 713                               | 690                              | 100.0%  | 93.5%                            | 100.0%                             | 96.8%                            | 699   | 3.5                              | 2.8                                | 6.3                              |   |                            |            |         |
| Brookham Ward  | 502 - GYNAECOLOGY               |                            | 1441                              | 1399                             | 749                               | 627                              | 1069.5                            | 1069                             | 356.5                             | 356.5                            | 97.1%   | 83.8%                            | 98.9%                              | 100.0%                           | 555   | 4.4                              | 1.8                                | 6.2                              |   |                            |            |         |
| Brook Ward   | 100 - GENERAL SURGERY           |                            | 708.5                             | 698.5                            | 356                               | 348.5                            | 713                               | 701.5                            | 0                                 | 0                                | 97.3%   | 97.9%                            | 98.4%                              | 0.0%                             | 320   | 4.3                              | 1.1                                | 5.4                              |   |                            |            |         |
| Buckland Ward  | 101 - UROLOGY                   |                            | 1433.5                            | 1399                             | 1092                              | 1042                             | 713                               | 690                              | 713                               | 678.5                            | 97.6%   | 95.4%                            | 96.8%                              | 95.2%                            | 590   | 3.5                              | 2.9                                | 6.5                              |   |                            |            |         |
| Burstow Ward   | 501 - OBSTETRICS                |                            | 1426                              | 1168.5                           | 713                               | 554.5                            | 1069.5                            | 667                              | 713                               | 609.5                            | 81.9%   | 77.8%                            | 62.4%                              | 85.5%                            | 536   | 3.4                              | 2.2                                | 5.6                              |   |                            |            |         |
| Capel Annex 1 Ward                                       | 300 - GENERAL MEDICINE          |                            | 1426                              | 1403                             | 1080                              | 1034.5                           | 713                               | 713                              | 713                               | 713                              | 96.4%   | 95.8%                            | 100.0%                             | 100.0%                           | 631   | 3.4                              | 2.8                                | 6.1                              |   |                            |            |         |
| Capel Ward   | 300 - GENERAL MEDICINE          |                            | 1602.5                            | 1454.5                           | 736                               | 681.5                            | 1069.5                            | 1058                             | 713                               | 667                              | 90.8%   | 92.6%                            | 98.9%                              | 93.5%                            | 593   | 4.2                              | 2.3                                | 6.5                              |   |                            |            |         |
| Chaldon Ward   | 528 - STROKE MEDICINE           |                            | 1977.5                            | 1841                             | 1471.5                            | 1387                             | 713                               | 701.5                            | 1058                              | 1035                             | 93.1%   | 94.3%                            | 98.4%                              | 97.8%                            | 824   | 3.1                              | 2.9                                | 6.0                              |   |                            |            |         |
| Charwood Ward  | 501 - GASTROENTEROLOGY          |                            | 1441                              | 1360.5                           | 754.5                             | 731.5                            | 690                               | 690                              | 690                               | 678.5                            | 94.4%   | 97.0%                            | 100.0%                             | 96.3%                            | 587   | 3.5                              | 2.4                                | 5.9                              |   |                            |            |         |
| Copthorne Ward   | 100 - GENERAL SURGERY           |                            | 1426                              | 1363                             | 716.5                             | 693.5                            | 690                               | 690                              | 690                               | 678.5                            | 94.9%   | 96.8%                            | 100.0%                             | 98.3%                            | 584   | 3.4                              | 2.3                                | 5.7                              |   |                            |            |         |
| Coronary Care Unit                                       | 320 - CARDIOLOGY                |                            | 1069.5                            | 1023.5                           | 0                                 | 11.5                             | 713                               | 713                              | 356.5                             | 322                              | 95.7%   | 0.0%                             | 100.0%                             | 90.3%                            | 232   | 7.5                              | 1.4                                | 8.9                              |   |                            |            |         |
| Delivery Suite   | 501 - OBSTETRICS                |                            | 2139                              | 2035                             | 713                               | 663                              | 2139                              | 2012.5                           | 713                               | 678.5                            | 95.1%   | 93.0%                            | 94.1%                              | 95.2%                            | 160   | 25.3                             | 8.4                                | 33.7                             |   |                            |            |         |
| Discharge Lounge   | 300 - GENERAL MEDICINE          |                            | 688                               | 688                              | 667                               | 667                              | 356.5                             | 356.5                            | 356.5                             | 356.5                            | 100.0%  | 100.0%                           | 100.0%                             | 100.0%                           | 140   | 7.5                              | 7.3                                | 14.8                             |   |                            |            |         |
| Godstone Ward (Haem)                                     | 303 - CLINICAL HAEMATOLOGY      |                            | 713                               | 713                              | 252                               | 233                              | 713                               | 713                              | 0                                 | 0                                | 100.0%  | 92.5%                            | 100.0%                             | 0.0%                             | 179   | 6.0                              | 1.3                                | 9.3                              |   |                            |            |         |
| Godstone Ward (Med)                                      | 300 - GENERAL MEDICINE          | 410 - RHEUMATOLOGY         | 1782.5                            | 1748                             | 1069.5                            | 954.5                            | 1069.5                            | 1081                             | 1069.5                            | 1035                             | 98.1%   | 89.2%                            | 101.1%                             | 96.8%                            | 789   | 3.6                              | 2.5                                | 6.1                              |   |                            |            |         |
| Hillmwood Ward   | 320 - CARDIOLOGY                |                            | 1782.5                            | 1725                             | 690                               | 644                              | 713                               | 701.5                            | 713                               | 678.5                            | 96.8%   | 93.3%                            | 98.4%                              | 95.2%                            | 849   | 2.9                              | 1.6                                | 4.4                              |   |                            |            |         |
| IUHDDU   | 192 - CRITICAL CARE MEDICINE    |                            | 4497.5                            | 4417                             | 711.5                             | 624                              | 4370                              | 4299.5                           | 345                               | 333.5                            | 98.2%   | 87.7%                            | 98.2%                              | 96.7%                            | 455   | 19.1                             | 2.1                                | 21.2                             |   |                            |            |         |
| Leigh Ward   | 110 - TRAUMA & ORTHOPAEDICS     |                            | 1606                              | 1560.5                           | 1021.5                            | 683                              | 713                               | 724.5                            | 1058                              | 1012                             | 97.2%   | 96.2%                            | 101.6%                             | 96.7%                            | 838   | 2.7                              | 2.4                                | 5.1                              |   |                            |            |         |
| Meadvale Ward  | 430 - GERIATRIC MEDICINE        |                            | 1302                              | 1173                             | 1403                              | 1345.5                           | 713                               | 713                              | 713                               | 632.5                            | 90.1%   | 95.9%                            | 100.0%                             | 88.7%                            | 700   | 2.7                              | 2.8                                | 5.5                              |   |                            |            |         |
| Neonatal Unit  | 420 - PAEDIATRICS               |                            | 1593                              | 1524                             | 697                               | 697                              | 1541                              | 1480.5                           | 678.5                             | 586.5                            | 95.7%   | 100.0%                           | 94.8%                              | 86.4%                            | 410   | 7.3                              | 3.1                                | 10.4                             |   |                            |            |         |
| Newdigate Ward   | 110 - TRAUMA & ORTHOPAEDICS     |                            | 1598.5                            | 1507                             | 1185.5                            | 1102                             | 713                               | 713                              | 1069.5                            | 1023.5                           | 94.3%   | 93.0%                            | 100.0%                             | 95.7%                            | 792   | 2.8                              | 2.7                                | 5.5                              |   |                            |            |         |
| Nutfield Ward  | 430 - GERIATRIC MEDICINE        |                            | 1782.5                            | 1732.5                           | 1072.5                            | 984.5                            | 713                               | 701.5                            | 713                               | 724.5                            | 97.2%   | 91.8%                            | 98.4%                              | 101.6%                           | 855   | 2.8                              | 2.0                                | 4.8                              |   |                            |            |         |
| Outwood Ward   | 420 - PAEDIATRICS               |                            | 3196.5                            | 2946.5                           | 364                               | 260.5                            | 2196.5                            | 2173.5                           | 333.5                             | 195.5                            | 92.2%   | 71.6%                            | 99.0%                              | 58.8%                            | 560   | 9.1                              | 0.8                                | 10.0                             |   |                            |            |         |
| Rusper Ward  | 501 - OBSTETRICS                |                            | 1426                              | 1360.5                           | 11.5                              | 11.5                             | 713                               | 713                              | 0                                 | 0                                | 95.4%   | 100.0%                           | 0.0%                               | 262                              | 7.9   | 0.0                              | 8.0                                |                                  |   |                            |            |         |
| Surgical Assessment Unit                                 | 100 - GENERAL SURGERY           |                            | 1426                              | 1380                             | 356.5                             | 345                              | 713                               | 701.5                            | 713                               | 621                              | 96.8%   | 96.8%                            | 98.4%                              | 87.1%                            | 278   | 7.5                              | 3.5                                | 11.0                             |   |                            |            |         |
| Tandridge Ward   | 430 - GERIATRIC MEDICINE        | 340 - RESPIRATORY MEDICINE | 1277                              | 1193                             | 1713.5                            | 1564                             | 713                               | 713                              | 713                               | 713                              | 93.4%   | 91.3%                            | 100.0%                             | 100.0%                           | 778   | 2.4                              | 2.9                                | 5.4                              |   |                            |            |         |
| Tilgate Annex  | 300 - GENERAL MEDICINE          |                            | 1773.5                            | 1720                             | 1076                              | 1026                             | 713                               | 713                              | 713                               | 678.5                            | 97.0%   | 95.4%                            | 100.0%                             | 95.2%                            | 637   | 3.8                              | 2.7                                | 6.5                              |   |                            |            |         |
| Tilgate Ward   | 340 - RESPIRATORY MEDICINE      | 340 - RESPIRATORY MEDICINE | 1782.5                            | 1736.5                           | 1069.5                            | 954.5                            | 1069.5                            | 1069.5                           | 379.5                             | 379.5                            | 97.4%   | 89.2%                            | 100.0%                             | 100.0%                           | 792   | 3.5                              | 1.7                                | 5.2                              |   |                            |            |         |
| Woodland Ward  | 110 - TRAUMA & ORTHOPAEDICS     |                            | 1782.5                            | 1782.5                           | 1058                              | 988.5                            | 724.5                             | 724.5                            | 724.5                             | 736                              | 100.0%  | 93.4%                            | 100.0%                             | 101.6%                           | 680   | 3.7                              | 2.5                                | 6.2                              |   |                            |            |         |

  

| Only complete sites your organisation is accountable for |                                 |                     | Apr-17                            |                                  |                                   |                                  |                                   |                                  |                                   |                                  |   |                                  |                                    |                                  |   |                                  |                                    |                                  |   |                            |            |         |
|--|---------------------------------|---------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|----------------------------------|---|----------------------------------|------------------------------------|----------------------------------|---|----------------------------------|------------------------------------|----------------------------------|---|----------------------------|------------|---------|
| Ward name  | Main 2 Specialties on each ward |                     | Day                               |                                  |                                   |                                  | Night                             |                                  |                                   |                                  | Day   |                                  |                                    |                                  | Night   |                                  |                                    |                                  | Care Hours Per Patient Day (CHPPD)                            |                            |            |         |
|  | Speciality 1                    | Speciality 2        | Registered nurse                  |                                  | Care Staff                        |                                  | Registered nurse                  |                                  | Care Staff                        |                                  | Average fill rate - registered nurse/midwives (%) |                                  | Average fill rate - care staff (%) |                                  | Average fill rate - registered nurse/midwives (%) |                                  | Average fill rate - care staff (%) |                                  | Cumulative count over the month of patients at 23:59 each day | Registered midwives/nurses | Care Staff | Overall |
|  |                                 |                     | 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 | 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                               | 690.5                            | 0                                 | 0                                | 89.3%   | -                                | 88.3%                              | -                                | 58  | 21.0                             | 0.0                                | 21.0                             |   |                            |            |         |
| Bitchingley Ward   | 430 - GERIATRIC MEDICINE        | 302 - ENDOCRINOLOGY | 1380                              | 1311                             | 1035                              | 1023.5                           | 690                               | 690                              | 690                               | 667                              | 95.0%   | 98.9%                            | 100.0%                             | 96.7%                            | 596   | 3.4                              | 2.9                                | 6.3                              |   |                            |            |         |
| Brookham 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                              |   |                            |            |         |
| Brook 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                            | 96.0%   | 98.2%                            | 100.0%                             | 96.0%                            | 599   | 3.3                              | 2.8                                | 6.2                              |   |                            |            |         |
| Burstow Ward   | 501 - OBSTETRICS                |                     | 1380                              | 1253                             | 690                               | 547                              | 1035                              | 690                              | 690                               | 598                              | 90.8%   | 79.3%                            | 66.7%                              | 86.7%                            | 578   | 3.4                              | 2.0                                | 5.3                              |   |                            |            |         |
| Capel Annex 1 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          |                     | 1492.5                            | 1343.5                           | 735.5                             | 730                              | 1035                              | 989                              | 690                               | 678.5                            | 90.0%   | 89.9%                            | 95.6%                              | 98.3%                            | 587   | 4.0                              | 2.4                                | 6.4                              |   |                            |            |         |
| Chaldon Ward   | 528 - STROKE MEDICINE           |                     | 1971                              | 1899                             | 1380                              | 1345.5                           | 690                               | 655.5                            | 1036                              | 977.5                            | 90.2%   | 97.5%                            | 95.9%                              | 94.4%                            | 604   | 2.9                              | 2.5                                | 5.8                              |   |                            |            |         |
| Charwood Ward  | 501 - 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           |                     | 1357                              | 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%   | -                                | 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                             | 8.4                                | 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%                              | -                                | 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                              |   |                            |            |         |
| Hillmwood 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                              |   |                            |            |         |
| IUHDDU   | 192 - CRITICAL CARE MEDICINE    |                     | 4113                              | 4044                             | 636                               | 544                              | 4209                              | 4128.5                           | 345                               | 333.5                            | 98.3%   | 85.5%                            | 98.1%                              | 96.7%                            | 412   | 19.9                             | 2.1                                | 22.0                             |   |                            |            |         |

The report for April is shown above. The data comparison with March shows that the CHPPD are broadly similar to previous months across the acute inpatient wards. 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.

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.

### **3. Recommendation**

To note the report

**Fiona Allsop**  
**Chief Nurse**  
**May 2017**