

<b>TRUST BOARD IN PUBLIC</b>		<b>Date: 23 February 2017</b>
		<b>Agenda Item:</b>
<b>REPORT TITLE:</b>	Staffing Report	
<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 (February 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 February</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 <b>SO2:</b> Effective – As a teaching hospital deliver effective, improving and sustainable clinical services within the local health economy <b>SO3:</b> Caring – Working in partnership with staff, families and carers <b>SO4:</b> Responsive – Become the secondary care provider of choice our catchment population <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

Safer Staffing/CHPPD  
17 March 2017

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 – February 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	28	97.45%	100%	94.64%	96.49%	95.98%	98.23%	96.76%
<a href="#">Acute Medical Unit</a>	300 - GENERAL MEDICINE	28	98.89%	101.53%	88.77%	89.29%	95.99%	97.08%	96.48%
<a href="#">Birthing Centre</a>	501 - OBSTETRICS	28	87.42%	85.71%	N/A	N/A	87.42%	85.71%	86.57%
<a href="#">Bletchingley Ward</a>	430 - GERIATRIC MEDICINE	28	99.11%	100%	95.29%	98.21%	97.46%	99.11%	98.06%
<a href="#">Brockham Ward</a>	502 - GYNAECOLOGY	28	94.4%	96.43%	91.07%	100%	93.3%	97.32%	94.9%
<a href="#">Brook Ward</a>	100 - GENERAL SURGERY	28	100%	100%	97.61%	N/A	99.22%	100%	99.53%
<a href="#">Buckland Ward</a>	101 - UROLOGY	28	99.11%	100%	92.87%	94.44%	96.44%	97.22%	96.72%
<a href="#">Burstow Ward</a>	501 - OBSTETRICS	28	84.51%	61.9%	89.29%	87.5%	86.1%	72.14%	79.76%
<a href="#">Capel Annex I Ward</a>	300 - GENERAL MEDICINE	28	100%	100%	96.43%	98.21%	98.47%	99.11%	98.7%
<a href="#">Capel Ward</a>	300 - GENERAL MEDICINE	28	96.62%	98.81%	90.3%	100%	94.67%	99.29%	96.68%
<a href="#">Chaldon Ward</a>	328 - STROKE MEDICINE	28	96.06%	100%	93.75%	96.43%	95.07%	97.84%	96.03%
<a href="#">Charlwood Ward</a>	301 - GASTROENTEROLOGY	28	98.08%	100%	92.31%	84.62%	96.15%	92.31%	94.62%
<a href="#">Cophthorne Ward</a>	100 - GENERAL SURGERY	28	98.18%	101.85%	95.81%	96.3%	97.38%	99.07%	98.05%
<a href="#">Coronary Care Unit</a>	320 - CARDIOLOGY	28	100%	100%	100%	100%	100%	100%	100%
<a href="#">Delivery Suite</a>	501 - OBSTETRICS	28	96.61%	98.21%	88.04%	83.93%	94.47%	94.64%	94.56%
<a href="#">Discharge Lounge</a>	300 - GENERAL MEDICINE	28	98%	100%	95.83%	100%	96.94%	100%	98.05%
<a href="#">Godstone Ward (Haem)</a>	303 - CLINICAL HAEMATOLOGY	28	100%	100%	96.69%	N/A	99.14%	100%	99.5%
<a href="#">Godstone Ward (Med)</a>	300 - GENERAL MEDICINE	28	98.57%	98.81%	98.81%	97.62%	98.66%	98.21%	98.47%
<a href="#">Hazelwood</a>	430 - GERIATRIC MEDICINE	28	100%	100%	96.43%	100%	98.2%	100%	98.93%
<a href="#">Holmwood Ward</a>	320 - CARDIOLOGY	28	98.57%	100%	94.64%	94.44%	97.45%	97.22%	97.37%
<a href="#">ITU/HDU</a>	192 - CRITICAL CARE MEDICINE	28	98.3%	98.02%	88.72%	85.71%	96.98%	97.12%	97.05%
<a href="#">Leigh Ward</a>	110 - TRAUMA & ORTHOPAEDICS	28	95.2%	98.21%	97.99%	98.81%	96.31%	98.57%	97.22%
<a href="#">Meadvale Ward</a>	430 - GERIATRIC MEDICINE	28	95.24%	100%	91.65%	100%	93.38%	100%	95.53%
<a href="#">Neonatal Unit</a>	420 - PAEDIATRICS	28	94.55%	101.74%	101.14%	91.07%	96.58%	98.25%	97.38%
<a href="#">Newdigate Ward</a>	110 - TRAUMA & ORTHOPAEDICS	28	98.44%	100%	99.25%	91.57%	98.78%	95%	97.31%

<a href="#">Nutfield Ward</a>	430 - GERIATRIC MEDICINE	28	97.86%	100%	96.3%	100%	97.29%	100%	98.18%
<a href="#">Outwood Ward</a>	420 - PAEDIATRICS	28	90.19%	100.59%	76.27%	84.62%	88.95%	98.46%	92.95%
<a href="#">Rusper Ward</a>	501 - OBSTETRICS	28	90.42%	98.21%	N/A	N/A	90.42%	98.21%	93.08%
<a href="#">Surgical Assessment Unit</a>	100 - GENERAL SURGERY	28	95.54%	96.43%	100%	98.21%	96.43%	97.32%	96.83%
<a href="#">Tandridge Ward</a>	430 - GERIATRIC MEDICINE	28	100%	100%	129.16%	96.15%	116.44%	98.08%	111.04%
<a href="#">Tilgate Annex</a>	300 - GENERAL MEDICINE	28	99.04%	93.75%	95.67%	96.49%	97.77%	95.04%	96.81%
<a href="#">Tilgate Ward</a>	340 - RESPIRATORY MEDICINE	28	101.43%	101.19%	85.95%	103.7%	95.67%	101.8%	97.71%
<a href="#">Woodland Ward</a>	110 - TRAUMA & ORTHOPAEDICS	28	95.93%	100%	99.62%	100%	97.38%	100%	98.24%
<b>Total</b>			<b>96.77%</b>	<b>97.94%</b>	<b>96.37%</b>	<b>95.14%</b>	<b>96.63%</b>	<b>96.89%</b>	<b>96.74%</b>

### Planned versus actual commentary

The Trust has delivered planned versus actual staffing profile for January at organizational level. The red shifts showing compliance below 80% were managed by the relevant clinical team with no concerns regarding patient safety. Nursing assistant recruitment continues to the bank and to vacant posts.

### Care hours per patient day (CHPPD)

Only complete sites your organisation is accountable for		Feb-17		Day				Night				Care Hours Per Patient Day (CHPPD)						
Ward name	Speciality 1	Speciality 2	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 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								
Abinger Ward	430 - GERIATRIC MEDICINE		1176	1146	1288	1219	644	644	655.5	632.5	97.4%	94.6%	100.0%	96.5%	625	2.9	3.0	5.8
Acute Medical Unit	300 - GENERAL MEDICINE		3151	3116	1265	1123	2254	2288.5	1288	1150	98.9%	88.8%	101.5%	89.3%	910	5.9	2.5	8.4
Birthing Centre	501 - OBSTETRICS		644	563	0	0	644	552	0	0	87.4%	0.0%	85.7%	0.0%	51	21.9	0.0	21.9
Blechningley Ward	430 - GERIATRIC MEDICINE	302 - ENDOCRINOLOGY	1288	1276.5	977.5	931.5	644	644	644	632.5	99.1%	95.3%	100.0%	98.2%	549	3.5	2.8	6.3
Brookfarm Ward	502 - GYNAECOLOGY		1295	1222.5	644	586.5	966	931.5	322	322	94.4%	91.1%	100.0%	92.0%	502	4.3	1.8	6.1
Brook Ward	100 - GENERAL SURGERY		644	644	314	306.5	644	644	0	0	100.0%	97.6%	100.0%	97.6%	293	4.8	1.1	5.9
Buckland Ward	101 - UROLOGY		1288	1276.5	961	892.5	621	621	621	586.5	99.1%	92.9%	100.0%	94.4%	538	3.5	2.7	6.3
Burston Ward	501 - OBSTETRICS		1288	1088.5	644	575	966	998	644	563.5	84.5%	89.3%	61.9%	87.5%	515	3.3	2.2	5.5
Capel Annex 1 Ward	300 - GENERAL MEDICINE		1288	1288	966	931.5	644	644	644	632.5	100.0%	96.4%	100.0%	98.2%	582	3.3	2.7	6.0
Capel Ward	300 - GENERAL MEDICINE		1449.5	1400.5	644	581.5	966	954.5	644	644	96.6%	90.3%	98.6%	100.0%	555	4.2	2.2	6.5
Chalton Ward	320 - STROKE MEDICINE		1727	1689.5	1288	1207.5	632.5	632.5	966	931.5	96.1%	93.8%	100.0%	95.4%	754	3.1	2.9	5.9
Charwood Ward	301 - GASTROENTEROLOGY		1196	1173	598	552	598	598	598	506	98.1%	92.3%	100.0%	84.6%	541	3.3	2.0	5.2
Copthorne Ward	100 - GENERAL SURGERY		1265	1242	644	617	621	632.5	621	598	96.8%	98.2%	101.9%	96.3%	528	3.6	2.3	5.9
Coronary Care Unit	320 - CARDIOLOGY		954.5	954.5	11.5	11.5	644	644	333.5	333.5	100.0%	100.0%	100.0%	100.0%	212	7.5	1.6	9.2
Delaney Suite	501 - OBSTETRICS		1932	1866.5	644	567	1932	1897.5	644	540.5	96.6%	88.0%	98.2%	83.9%	444	26.1	7.7	33.8
Discharge Lounge	300 - GENERAL MEDICINE		574	562.5	552	529	322	322	322	322	98.0%	95.8%	100.0%	100.0%	158	5.6	5.4	11.0
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		644	644	226.5	219	644	644	0	0	100.0%	96.7%	100.0%	97.0%	160	8.1	1.4	9.4
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1610	1587	966	954.5	621	621	966	954.5	98.6%	98.8%	98.8%	97.6%	736	3.5	2.6	6.0
Holmwood Ward	320 - CARDIOLOGY		1610	1587	844	609.5	621	621	621	586.5	98.6%	94.6%	100.0%	94.4%	772	2.9	1.5	4.4
ITU/HDU	192 - CRITICAL CARE MEDICINE		4048	3979	643	570.5	4071	3960.5	322	276	88.3%	88.7%	88.0%	85.7%	413	19.3	2.0	21.3
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1438	1388	944	925	644	632.5	966	954.5	95.2%	88.0%	98.2%	88.8%	765	2.7	2.5	5.1
Meadside Ward	430 - GERIATRIC MEDICINE		1187.5	1131	1288	1180.5	598	598	598	598	95.2%	91.7%	100.0%	100.0%	636	2.7	2.8	5.5
Neonatal Unit	420 - PAEDIATRICS		1477	1396.5	655.5	663	1322.5	1345.5	644	586.5	94.6%	101.1%	101.7%	91.1%	308	8.9	4.1	13.0
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS		1438	1415.5	1072	1064	655.5	655.5	954.5	874	98.4%	96.3%	100.0%	91.6%	720	2.9	2.7	5.6
Nutfield Ward	430 - GERIATRIC MEDICINE		1610	1575.5	931.5	897	621	621	621	621	97.9%	96.3%	100.0%	100.0%	770	2.9	2.0	4.8
Outwood Ward	420 - PAEDIATRICS		2814	2638	276	210.5	1943.5	1955	299	253	90.2%	76.3%	100.0%	84.6%	539	8.8	0.9	9.7
Rusper Ward	501 - OBSTETRICS		1262	1123	0	0	644	632.5	0	0	90.4%	0.0%	98.2%	0.0%	237	7.4	0.0	7.4
Surgical Assessment Unit	100 - GENERAL SURGERY		1288	1230.5	322	322	644	621	644	632.5	95.5%	100.0%	96.4%	96.2%	244	7.6	3.9	11.5
Tandridge Ward	430 - GERIATRIC MEDICINE	340 - RESPIRATORY MEDICINE	1250.5	1250.5	1617	2088.5	598	598	598	575	100.0%	129.2%	100.0%	98.2%	736	2.5	3.6	6.1
Tilgate Annex	300 - GENERAL MEDICINE		1610	1594.5	969.5	927.5	736	690	655.5	632.5	99.0%	95.7%	93.8%	96.5%	578	4.0	2.7	6.7
Tilgate Ward	340 - RESPIRATORY MEDICINE	340 - RESPIRATORY MEDICINE	1610	1633	954	820	966	977.5	310.5	322	101.4%	86.0%	101.2%	103.7%	712	3.7	1.6	5.3
Woodland Ward	110 - TRAUMA & ORTHOPAEDICS		1610	1544.5	1046.5	1042.5	644	644	644	644	95.9%	99.6%	100.0%	100.0%	608	3.6	2.8	6.4

The report for February is shown above. The data comparison with January 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. Currently the hours reported for nursing only in acute inpatient wards which are shown the white. The orange areas are excluded.

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.

It is likely that CHHPD will become the standard measure for nursing staffing levels during Q1 of 2017/18. Further work is being undertaken to improve both recording and understanding of CHPPD for the nursing team

**3. Recommendation**

To note the report

Fiona Allsop, Chief Nurse  
17 March 2017