

<b>TRUST BOARD IN PUBLIC</b>		<b>Date: 27th April 2017</b>	
		<b>Agenda Item: 2.4</b>	
<b>REPORT TITLE:</b>		Safer Staffing & Care Hours Per Patient Day 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 (March 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 March</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			

**TRUST BOARD REPORT – 27<sup>th</sup> April 2017**  
**Safer Staffing and Care Hours Per Patient Day (CHPPD)**

**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 – March 2017**

Ward	Ward Specialty	Entries	RN Day	RN Night	NA Day	NA Night	Total Day	Total Night
<a href="#">Abinger Ward</a>	430 - GERIATRIC MEDICINE	31	95.66%	100%	95.16%	100%	95.4%	100%
<a href="#">Acute Medical Unit</a>	300 - GENERAL MEDICINE	31	98.08%	100%	93.79%	92.74%	96.82%	97.36%
<a href="#">Birthing Centre</a>	501 - OBSTETRICS	31	82.75%	86.67%	100%	N/A	83.29%	86.67%
<a href="#">Bletchingley Ward</a>	430 - GERIATRIC MEDICINE	31	100%	100%	93.55%	96.77%	97.24%	98.39%
<a href="#">Brockham Ward</a>	502 - GYNAECOLOGY	31	97.09%	98.92%	83.82%	100%	92.55%	99.19%
<a href="#">Brook Ward</a>	100 - GENERAL SURGERY	31	97.32%	98.39%	97.89%	N/A	97.51%	98.39%
<a href="#">Buckland Ward</a>	101 - UROLOGY	31	97.59%	96.77%	95.42%	95.16%	96.65%	95.97%
<a href="#">Burstow Ward</a>	501 - OBSTETRICS	31	81.94%	62.37%	77.77%	85.48%	80.55%	71.61%
<a href="#">Capel Annex I Ward</a>	300 - GENERAL MEDICINE	31	98.39%	100%	95.79%	100%	97.27%	100%
<a href="#">Capel Ward</a>	300 - GENERAL MEDICINE	31	90.76%	98.92%	92.6%	93.55%	91.34%	96.77%
<a href="#">Chaldon Ward</a>	328 - STROKE MEDICINE	31	93.1%	98.39%	94.26%	97.83%	93.59%	98.05%
<a href="#">Charlwood Ward</a>	301 - GASTROENTEROLOGY	31	94.41%	100%	96.95%	98.33%	95.29%	99.17%
<a href="#">Cophthorne Ward</a>	100 - GENERAL SURGERY	31	94.88%	100%	96.79%	98.33%	95.52%	99.17%
<a href="#">Coronary Care Unit</a>	320 - CARDIOLOGY	31	95.7%	100%	N/A	90.32%	96.77%	96.77%
<a href="#">Delivery Suite</a>	501 - OBSTETRICS	31	95.14%	94.09%	92.99%	95.16%	94.6%	94.35%
<a href="#">Discharge Lounge</a>	300 - GENERAL MEDICINE	31	100%	100%	100%	100%	100%	100%
<a href="#">Godstone Ward (Haem)</a>	303 - CLINICAL HAEMATOLOGY	31	100%	100%	92.46%	N/A	98.03%	100%
<a href="#">Godstone Ward (Med)</a>	300 - GENERAL MEDICINE	31	98.06%	101.08%	89.25%	96.77%	94.76%	98.92%
<a href="#">Hazelwood</a>	430 - GERIATRIC MEDICINE	31	98.92%	100%	95.79%	100%	97.34%	100%
<a href="#">Holmwood Ward</a>	320 - CARDIOLOGY	31	96.77%	98.39%	93.33%	95.16%	95.81%	96.77%
<a href="#">ITU/HDU</a>	192 - CRITICAL CARE MEDICINE	31	98.21%	98.16%	87.7%	96.67%	96.77%	98.05%
<a href="#">Leigh Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	97.17%	101.61%	96.23%	95.65%	96.8%	98.05%
<a href="#">Meadvale Ward</a>	430 - GERIATRIC MEDICINE	31	90.09%	100%	95.9%	88.71%	93.11%	94.35%
<a href="#">Neonatal Unit</a>	420 - PAEDIATRICS	31	95.67%	94.78%	100%	86.44%	96.99%	92.23%

<a href="#">Newdigate Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	94.28%	100%	92.96%	95.7%	93.71%	97.42%
<a href="#">Nutfield Ward</a>	430 - GERIATRIC MEDICINE	31	97.19%	98.39%	91.79%	101.61%	95.17%	100%
<a href="#">Outwood Ward</a>	420 - PAEDIATRICS	31	92.18%	98.95%	71.57%	58.62%	90.07%	93.64%
<a href="#">Rusper Ward</a>	501 - OBSTETRICS	31	95.41%	100%	100%	N/A	95.44%	100%
<a href="#">Surgical Assessment Unit</a>	100 - GENERAL SURGERY	31	96.77%	98.39%	96.77%	87.1%	96.77%	92.74%
<a href="#">Tandridge Ward</a>	430 - GERIATRIC MEDICINE	31	93.42%	100%	91.28%	100%	92.19%	100%
<a href="#">Tilgate Annex</a>	300 - GENERAL MEDICINE	31	96.98%	100%	95.35%	95.16%	96.37%	97.58%
<a href="#">Tilgate Ward</a>	340 - RESPIRATORY MEDICINE	31	97.42%	100%	89.25%	100%	94.35%	100%
<a href="#">Woodland Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	100%	100%	93.43%	101.59%	97.55%	100.79%
<b>Total</b>			<b>95.7%</b>	<b>97.4%</b>	<b>93.13%</b>	<b>95.08%</b>	<b>94.83%</b>	<b>96.53%</b>

**Planned versus actual commentary**

The Trust has delivered planned versus actual staffing profile for March 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				Day		Night		Care Hours Per Patient Day (CHPPD)		
Ward name	Main 2 Specialities on each ward		Registered staff hours		Care Staff		Registered staff hours		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	
	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		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	2286.5	1268	1150	98.9%	88.6%	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	
Bletchingley 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	
Brockham Ward	502 - GYNAECOLOGY		1295	1222.5	644	586.5	966	931.5	322	322	94.4%	91.1%	96.4%	100.0%	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%	0.0%	283	4.6	1.1	5.6	
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	598	644	644	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		1443.5	1400.5	644	581.5	966	954.5	644	644	96.6%	90.3%	98.8%	100.0%	555	4.2	2.2	6.5	
Chaldon Ward	328-STROKE MEDICINE		1737	1668.5	1288	1207.5	632.5	632.5	966	931.5	96.1%	93.8%	100.0%	96.4%	754	3.1	2.8	5.9	
Charwood Ward	301 - GASTROENTEROLOGY		1196	1173	598	552	598	598	598	506	98.1%	92.3%	100.0%	84.6%	541	3.9	2.0	5.2	
Cophthorne Ward	100 - GENERAL SURGERY		1265	1242	644	617	621	632.5	621	598	98.2%	95.6%	101.9%	96.3%	526	3.6	2.3	5.9	
Coronary Care Unit	320 - CARDIOLOGY		954.5	954.5	11.5	11.5	644	644	632.5	333.5	100.0%	100.0%	100.0%	100.0%	212	7.5	1.6	9.2	
Delivery Suite	501 - OBSTETRICS		1932	1866.5	644	567	1932	1897.5	644	540.5	96.6%	88.0%	98.2%	83.9%	144	26.1	7.7	33.8	
Discharge Lounge	300 - GENERAL MEDICINE		574	562.5	552	529	322	322	322	322	98.0%	95.6%	100.0%	100.0%	158	5.6	5.4	11.0	
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		644	644	236.5	219	644	644	0	0	100.0%	96.7%	100.0%	0.0%	160	8.1	1.4	9.4	
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1610	1587	966	954.5	966	954.5	966	943	98.6%	98.8%	98.8%	97.6%	736	3.5	2.6	6.0	
Holmwood Ward	320 - CARDIOLOGY		1610	1587	644	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	3990.5	622	276	98.3%	88.7%	98.0%	85.7%	413	19.3	2.0	21.3	
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1438	1389	944	925	644	644	644	632.5	95.2%	98.0%	98.2%	98.8%	755	2.7	2.5	5.1	
Meadale 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	94.5%	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	654.5	674	98.4%	98.3%	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	2538	276	210.5	1943.5	1955	239	253	90.2%	76.3%	100.0%	84.6%	509	8.8	0.9	9.7	
Rusper Ward	501 - OBSTETRICS		1242	1123	0	0	644	632.5	0	0	80.4%	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%	98.2%	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%	96.2%	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%	576	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	

  

Mar-17			1302		1245.5		1426		1357		713		713		713		713		699			
Ward name	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	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	Cumulative count over the month of patients at 23:59 each day	Registered midwives/nurses	Care Staff	Overall
Abinger Ward	430 - GERIATRIC MEDICINE		1302	1245.5	1426	1357	713	713	713	713	95.7%	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%	-	63	18.9	0.4	19.2				
Bletchingley Ward	430 - GERIATRIC MEDICINE	302 - ENDOCRINOLOGY	1426	1426	1069.5	1000.5	713	713	713	690	100.0%	93.5%	100.0%	96.6%	609	3.5	2.8	6.3				
Brockham Ward	502 - GYNAECOLOGY		1441	1399	748	627	1069.5	1058	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	689.5	356	348.5	713	701.5	0	0	97.3%	97.9%	98.4%	-	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				
Burston 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	98.4%	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	328-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	301 - GASTROENTEROLOGY		1441	1360.5	754.5	731.5	690	690	690	678.5	94.4%	97.0%	100.0%	98.3%	587	3.5	2.4	5.9				
Cophthorne Ward	100 - GENERAL SURGERY		1426	1353	716.5	693.5	690	690	690	678.5	94.9%	96.6%	100.0%	98.3%	594	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%	-	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%	-	179	8.0	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				
Holmwood Ward	320 - CARDIOLOGY		1782.5	1725	690	644	713	701.5	713	678.5	98.6%	93.3%	100.0%	96.2%	849	2.9	1.6	4.4				
ITU/HDU	192 - CRITICAL CARE MEDICINE		4497.5	4417	711.5	624	4370	4289.5	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	983	713	724.5	1058	1012	97.2%	101.6%	100.0%	98.7%	638	2.7	2.4	5.1				
Meadale 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	2.1	5.4				
Neonatal Unit	420 - PAEDIATRICS		1593	1524	697	697	1541	1460.5	678.5	586.5	95.7%	100.0%	94.8%	86.4%	410	7.3	3.1	10.5				
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%	91.6%	100.0%	101.6%	855	2.8						

The report for March is shown above. The data comparison with February 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**

The Board is asked to note the report

**Fiona Allsop**  
**Chief Nurse**  
**April 2017**