

<b>TRUST BOARD IN PUBLIC</b>		<b>Date: 23 February 2017</b>	
		<b>Agenda Item: 2.4</b>	
<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 (January 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 January</li> </ul>			
<b>Recommendation:</b>			
To note the report.			
<b>Relationship to Trust Strategic Objectives &amp; Assurance Framework:</b>			
<p><b>SO1:</b> Safe – Deliver safe high quality and improving services which pursue perfection and be in the top 20% against our peers</p> <p><b>SO2:</b> Effective – As a teaching hospital deliver effective, improving and sustainable clinical services within the local health economy</p> <p><b>SO3:</b> Caring – Working in partnership with staff, families and carers</p> <p><b>SO4:</b> Responsive – Become the secondary care provider of choice our catchment population</p> <p><b>SO5:</b> Well led - Become an employer of choice and deliver financial and clinical sustainability around a patient focused clinical model</p>			
<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 – 23<sup>RD</sup> February 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 – January 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	97.96%	100%	87.9%	100%	92.71%	100%	95.21%
<a href="#">Acute Medical Unit</a>	300 - GENERAL MEDICINE	31	97.99%	98.62%	88.96%	91.94%	95.36%	96.19%	95.73%
<a href="#">Birthing Centre</a>	501 - OBSTETRICS	31	93.55%	91.94%	N/A	N/A	93.55%	91.94%	92.74%
<a href="#">Bletchingley Ward</a>	430 - GERIATRIC MEDICINE	31	98.39%	100%	97.5%	98.39%	98.01%	99.19%	98.44%
<a href="#">Brockham Ward</a>	502 - GYNAECOLOGY	31	100%	95.7%	86.8%	87.1%	95.58%	93.55%	94.77%
<a href="#">Brook Ward</a>	100 - GENERAL SURGERY	31	95.08%	100%	96.99%	N/A	95.75%	100%	97.41%
<a href="#">Buckland Ward</a>	101 - UROLOGY	31	95.4%	100%	93.29%	98.39%	94.49%	99.19%	96.2%
<a href="#">Burstow Ward</a>	501 - OBSTETRICS	31	89.76%	74.19%	81.07%	80.65%	86.86%	76.77%	82.28%
<a href="#">Capel Annex I Ward</a>	300 - GENERAL MEDICINE	31	100%	100%	92.43%	100%	96.75%	100%	97.93%
<a href="#">Capel Ward</a>	300 - GENERAL MEDICINE	31	97.63%	96.77%	82.54%	91.94%	92.95%	94.84%	93.77%
<a href="#">Chaldon Ward</a>	328 - STROKE MEDICINE	31	98.47%	100%	93.55%	98.86%	96.39%	99.33%	97.39%
<a href="#">Charlwood Ward</a>	301 - GASTROENTEROLOGY	31	96.19%	100%	92.49%	90.38%	94.82%	95.19%	94.96%
<a href="#">Cophorne Ward</a>	100 - GENERAL SURGERY	31	98.39%	98.28%	96.25%	100%	97.68%	99.14%	98.24%
<a href="#">Coronary Care Unit</a>	320 - CARDIOLOGY	31	98.89%	100%	100%	93.55%	98.91%	97.85%	98.38%
<a href="#">Delivery Suite</a>	501 - OBSTETRICS	31	96.54%	94.62%	90.32%	87.1%	94.99%	92.74%	93.86%
<a href="#">Discharge Lounge</a>	300 - GENERAL MEDICINE	31	98.18%	100%	94.61%	100%	96.38%	100%	97.68%
<a href="#">Godstone Ward (Haem)</a>	303 - CLINICAL HAEMATOLOGY	31	98.39%	96.77%	80.97%	N/A	94.05%	96.77%	95.22%
<a href="#">Godstone Ward (Med)</a>	300 - GENERAL MEDICINE	31	98.71%	97.83%	92.47%	90.32%	96.37%	94.05%	95.38%
<a href="#">Hazelwood</a>	430 - GERIATRIC MEDICINE	31	98.92%	100%	100%	100%	99.46%	100%	99.68%
<a href="#">Holmwood Ward</a>	320 - CARDIOLOGY	31	100.65%	100%	74.19%	98.33%	93.09%	99.17%	95.25%
<a href="#">ITU/HDU</a>	192 - CRITICAL CARE MEDICINE	31	99.57%	97.42%	81.63%	89.29%	97.11%	96.87%	96.99%
<a href="#">Leigh Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	99.75%	100%	94.37%	90.32%	97.66%	94.19%	96.25%
<a href="#">Meadvale Ward</a>	430 - GERIATRIC MEDICINE	31	92.43%	100%	98.39%	96.77%	95.55%	98.39%	96.52%
<a href="#">Neonatal Unit</a>	420 - PAEDIATRICS	31	93.04%	96.69%	98.62%	101.89%	94.99%	98.28%	96.49%
<a href="#">Newdigate Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	98.08%	100%	92.39%	100%	95.65%	100%	97.35%
<a href="#">Nutfield Ward</a>	430 - GERIATRIC MEDICINE	31	99.35%	100%	95.42%	101.61%	97.86%	100.81%	98.84%
<a href="#">Outwood Ward</a>	420 - PAEDIATRICS	31	96.06%	97.34%	67.74%	87.1%	93.09%	95.89%	94.28%

<a href="#">Rusper Ward</a>	501 - OBSTETRICS	31	97.3%	100%	N/A	N/A	97.3%	100%	98.2%
<a href="#">Surgical Assessment Unit</a>	100 - GENERAL SURGERY	31	98.39%	100%	96.77%	93.55%	98.06%	96.77%	97.49%
<a href="#">Tandridge Ward</a>	430 - GERIATRIC MEDICINE	31	92.53%	100%	99.24%	100%	96.03%	100%	97.35%
<a href="#">Tilgate Annex</a>	300 - GENERAL MEDICINE	31	98.72%	92.41%	102.17%	100%	100%	95.77%	98.46%
<a href="#">Tilgate Ward</a>	340 - RESPIRATORY MEDICINE	31	99.35%	100%	79.52%	100%	91.92%	100%	94.64%
<a href="#">Woodland Ward</a>	110 - TRAUMA & ORTHOPAEDICS	31	95.9%	100%	100%	100%	97.46%	100%	98.31%

### Planned versus actual commentary

The Trust has delivered planned versus actual staffing profile for January at organizational level. The red shifts showing reduced 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		Jan-17		Day				Night				Day		Night		Care Hours Per Patient Day (CHPPD)			
Ward name	Main 2 Specialities on each ward		Registered midwives/nurses		Care Staff		Registered midwives/nurses		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	
	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	1275.5	1426	1253.5	713	713	713	713	98.0%	87.9%	100.0%	100.0%	705	2.8	2.8	5.6	
Acute Medical Unit	300 - GENERAL MEDICINE		3461.5	3382	1426	1268.5	2495.5	2461	1426	1311	98.0%	88.0%	98.6%	91.9%	1101	5.3	2.3	7.7	
Birthing Centre	501 - OBSTETRICS		713	667	0	0	713	655.5	0	0	93.5%	-	91.9%	-	62	21.3	0.0	21.3	
Bletchingley Ward	430 - GERIATRIC MEDICINE	302 - ENDOCRINOLOGY	1426	1403	1081	1054	713	713	713	701.5	98.4%	97.5%	100.0%	98.4%	611	3.5	2.9	6.3	
Brockham Ward	502 - GYNAECOLOGY		1437.5	1437.5	723.5	628	1069.5	1023.5	356.5	310.5	100.0%	86.6%	95.7%	87.1%	557	4.4	1.7	6.1	
Brook Ward	100 - GENERAL SURGERY		701.5	667	382	370.5	690	690	0	0	95.1%	97.0%	100.0%	-	315	4.3	1.2	5.5	
Buckland Ward	101 - UROLOGY		1413.5	1348.5	1080	1007.5	713	713	713	701.5	95.4%	93.3%	100.0%	98.4%	596	3.5	2.9	6.3	
Burstock Ward	501 - OBSTETRICS		1426	1280	713	578	1069.5	793.5	713	575	89.8%	81.1%	74.2%	80.6%	521	4.0	2.2	6.2	
Capel Annex 1 Ward	300 - GENERAL MEDICINE		1426	1426	1069.5	998.5	713	713	713	713	100.0%	92.4%	100.0%	100.0%	643	3.3	2.6	6.0	
Capel Ward	300 - GENERAL MEDICINE		1583.5	1546	713	588.5	1069.5	1035	713	655.5	97.6%	82.5%	96.8%	91.9%	610	4.2	2.0	6.3	
Chaldon Ward	328-STROKE MEDICINE		1955	1925	1426	1334	713	713	713	1012	100.0%	93.5%	100.0%	98.9%	831	3.2	2.8	6.0	
Charwood Ward	301 - GASTROENTEROLOGY		1311	1261	766	708.5	598	598	598	540.5	96.2%	92.5%	100.0%	90.4%	586	3.2	2.1	5.3	
Copthorne Ward	100 - GENERAL SURGERY		1426	1403	707.5	681	667	655.5	667	667	98.4%	96.3%	98.3%	100.0%	588	3.5	2.3	5.8	
Coronary Care Unit	320 - CARDIOLOGY		1035	1023.5	22.5	22.5	713	713	356.5	333.5	98.9%	100.0%	100.0%	93.5%	240	7.2	1.5	8.7	
Delivery Suite	501 - OBSTETRICS		2139	2065	713	644	2139	2024	713	621	98.5%	90.3%	94.6%	87.1%	149	27.4	8.5	35.9	
Discharge Lounge	300 - GENERAL MEDICINE		631.5	620	639.5	605	356.5	356.5	356.5	356.5	98.2%	94.6%	100.0%	100.0%	194	5.0	5.0	10.0	
Godstone Ward (Haem)	303 - CLINICAL HAEMATOLOGY		713	701.5	236.5	191.5	713	690	0	0	98.4%	81.0%	96.8%	-	183	7.6	1.0	8.7	
Godstone Ward (Med)	300 - GENERAL MEDICINE	410 - RHEUMATOLOGY	1782.5	1759.5	1069.5	989	1058	1035	1069.5	986	98.7%	92.5%	97.8%	90.3%	798	3.5	2.4	6.0	
Holmwood Ward	320 - CARDIOLOGY		1782.5	1794	713	529	690	690	690	678.5	100.0%	74.2%	100.0%	98.3%	812	3.1	1.5	4.5	
ITU/HDU	192 - CRITICAL CARE MEDICINE		4446	4427	707.5	577.5	4450.5	4335.5	322	287.5	99.6%	81.6%	97.4%	89.3%	489	18.7	1.8	20.5	
Leigh Ward	110 - TRAUMA & ORTHOPAEDICS		1591	1587	1013	956	713	713	1069.5	966	99.7%	94.4%	100.0%	90.3%	824	2.8	2.3	5.1	
Meadale Ward	430 - GERIATRIC MEDICINE		1302	1203.5	1426	1403	713	713	713	690	92.4%	98.4%	100.0%	96.8%	695	2.8	3.0	5.8	
Neonatal Unit	420 - PAEDIATRICS		1544.5	1437	831	819.5	1391.5	1345.5	609.5	621	93.0%	98.6%	96.7%	101.9%	177	15.7	8.1	23.9	
Newdigate Ward	110 - TRAUMA & ORTHOPAEDICS		1591	1560.5	1182	1092	724.5	724.5	1058	1058	98.1%	92.4%	100.0%	100.0%	817	2.8	2.6	5.4	
Nuffield Ward	430 - GERIATRIC MEDICINE		1782.5	1771	1092	1042	713	713	713	724.5	99.4%	95.4%	100.0%	101.6%	861	2.9	2.1	4.9	
Outwood Ward	420 - PAEDIATRICS		3035	2915.5	356.5	241.5	2162	2104.5	356.5	310.5	96.1%	67.7%	97.3%	87.1%	482	10.9	1.2	12.1	
Rusper Ward	501 - OBSTETRICS		1426	1387.5	0	0	713	713	0	0	97.3%	-	100.0%	-	251	8.4	0.0	8.4	
Surgical Assessment Unit	100 - GENERAL SURGERY		1426	1403	356.5	345	713	713	713	667	98.4%	96.8%	100.0%	93.5%	297	7.1	3.4	10.5	
Tandridge Ward	430 - GERIATRIC MEDICINE	340 - RESPIRATORY MEDICINE	1386	1282.5	1509	1497.5	713	713	736	736	92.5%	99.2%	100.0%	100.0%	672	3.0	3.3	6.3	
Tilgate Annex	300 - GENERAL MEDICINE		1793.5	1770.5	1058	1081	908.5	839.5	724.5	724.5	98.7%	102.2%	92.4%	100.0%	633	4.1	2.9	7.0	
Tilgate Ward	340 - RESPIRATORY MEDICINE	300 - GENERAL MEDICINE	1782.5	1771	1069.5	850.5	1069.5	1069.5	379.5	379.5	99.4%	79.5%	100.0%	100.0%	795	3.6	1.5	5.1	
Woodland Ward	110 - TRAUMA & ORTHOPAEDICS		1782.5	1709.5	1092	1092	724.5	724.5	724.5	724.5	95.9%	100.0%	100.0%	100.0%	711	3.4	2.6	6.0	

The report for January is shown above. The data comparison with December 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**

The Board is asked to note the report

**Fiona Allsop**  
**Chief Nurse**  
**February 2017**