

## COSQ

### Monthly Report of Nursing & Midwifery Staffing Levels

May 2015

#### Purpose

This monthly report aims to provide the committee with:

- An overview of nursing and midwifery staffing levels
- An overview of the nursing and midwifery vacancies and recruitment activity
- An update on the monitoring and management of nursing and midwifery staffing
- Key workforce issues

#### 'Real Time' Staffing Management

Nurse staffing meetings continue up to four times a day led by the Chief Nurse or Deputy Chief Nurse along with Matrons from each of the Divisions. Nurse staffing levels are discussed including immediate shortfalls and staff are moved to cover any gaps in nurse numbers or peaks in activity. Staffing standards such as nurse to patient ratio also inform this decision making and are measured daily through the collection of red flags; when these standards are not achieved a 'red flag' is triggered. These help inform a risk rating for the Division and the Trust. The nursing and midwifery risk rating is reported at the twice daily bed meetings to provide a workforce status for the organisation.

As part of the daily risk assessment process, non – ward based nurses are also redeployed to support clinical areas that fall below agreed staffing levels All ward areas display their planned and actual staffing numbers daily within their clinical areas

#### Planned versus Actual Staffing

May experienced a slight decrease of 0.8 % in the fill rate compared to that of April. The Trust continued to experience high levels of patient activity, necessitating the opening of further escalation beds and requiring additional staffing. This impacted on the overall fill rate in some clinical areas as staff had to be moved at short notice to manage these designated areas. The increased use of agency nurses for escalation areas affects the availability of nursing staff for some of the medical and older peoples' wards; risk assessments regarding nurse staffing continued to be undertaken four times a day.

In May maternity fill rates fluctuated to meet activity levels. Midwives were moved to delivery suite to ensure 1:1 care of a woman in labour. This was when bed occupancy fell below 100% on the other maternity wards and midwives could be released.

Where the fill rate was above 100% reflected the increase in patient care needs, for example where a patient needed one-one nursing (a patient has become more acutely unwell or where a patient needs constant supervision due to challenging behaviour/confusion). However it is important to note, that in some clinical areas a lower percentage fill rate of care staff has been offset by a higher percentage of registered nurses.

Where the percentage fill rate for Care staff is higher than the percentage of trained can be associated to the introduction of the Band 4, Assistant Practitioner role within the Department of Medical Elderly (DME). This role of the Assistant Practitioner is aimed to provide support for our qualified staff and maintain the high standard of patient care.

We continue to collect data on red flags, ensure strict controls continue so that agency usage is minimised. Some agency staff have now been trained in ward ware (electronic observations) and e prescribing as this improves the quality of skills available on shift. Trust staff are always redeployed to escalation areas as they are familiar with all Trust processes.

Overall the Trust delivered a 95.8% fill rate for May (see Appendix 1 for the monthly fill rate)

Standard (Red Flags)	Flag occurrences
No shifts where the percentage of Registered Nurses on shift are equal to or greater than 50%	6 (1%)
No day shifts when RN to patient ratio is greater than 1:8	47 (7%)

## Vacancies and Recruitment Activity

Band	Vacancies as of 1st May	Numbers Working Notice	Numbers Going through Recruit	Real Vacancies as of 1st May
Band 7	4.23	1.00	2.00	<b>3.23</b>
Band 6	20.29	2.91	3.00	<b>20.20</b>
Band 5	101.98	25.00	83.00	<b>43.98</b>
Band 4	4.00	0.00	4.00	<b>0.00</b>
Band 3	0.62	0.00	0.00	<b>0.62</b>
Band 2	32.41	6.80	40.00	<b>-0.79</b>
<b>Total</b>	<b>163.53</b>	<b>35.71</b>	<b>132.00</b>	<b>67.24</b>

\*Some areas have over recruited staff, which affects the number of real vacancies shown. High vacancy levels are held in Theatres, Critical Care, Endoscopy, Medicine and Cardiac Centre.

There has been a further small increase in our band 5 vacancies since the previous board report. Proactive bi-monthly recruitment campaigns continue to take place, alternating between trained and untrained posts. Innovative advertising approaches have been implemented including radio and bus and website advertising. Following on from the success of the Irish nurse recruitment events held in March and April the Trust have returned to Ireland and have planned a further recruitment day for the 4<sup>th</sup> July.

## Summary

The significant staffing challenges have continued during the month with actions being taken to ensure that our clinical areas have remained safe

**Patricia Reid - Chief Nurse**  
**May 2015**

**Appendix 1: Staffing Fill Rate by Ward, Staff Group and by Shift (May 2015)**

Table 1	Day		Night	
WARDS	Average fill rate-Registered Nurse/Midwives (%)	Average fill rate-Care staff (%)	Average fill rate-registered Nurses/Midwives (%)	Average fill rate-Care staff (%)
<b>High Dependency Unit (HDU)</b>	94.95%	100.00%	98.17%	
<b>Intensive Care Unit (ITU)</b>	101.34%	87.50%	101.05%	
<b>Ward 14 Elderly Care</b>	85.47%	95.42%	100.00%	95.74%
<b>Ward 15 Elderly Care</b>	91.68%	92.86%	100.00%	88.16%
<b>Ward 16 Elderly Care</b>	91.33%	98.12%	100.00%	100.00%
<b>Ward 17 Stroke</b>	87.14%	104.17%	97.42%	107.53%
<b>Ward 18 Infection</b>	92.00%	80.38%	98.92%	107.87%
<b>Ward 10 Medicine</b>	95.06%	95.09%	100.81%	108.06%
<b>Ward 11 Medicine</b>	95.83%	94.90%	96.23%	91.21%
<b>Ward 12 Medicine</b>	96.68%	91.50%	101.83%	99.48%
<b>Coronary Care (CCU)</b>	91.81%	100.00%	98.92%	100.00%
<b>Ward 5 Rehabilitation</b>	97.39%	100.62%	100.00%	100.00%
<b>Ward 3 Acute Emergency Medicine</b>	96.40%	91.37%	92.47%	102.78%
<b>Emergency Admission Unit (EAU)</b>	96.52%	100.00%	98.92%	101.61%
<b>Ward 4 Acute Emergency Medicine</b>	101.49%	98.57%	101.61%	101.56%
<b>Paediatric Assessment Unit (PAU)</b>	98.19%	100.00%	98.96%	100.00%
<b>Ward 24 Paediatrics</b>	97.80%	98.95%	95.77%	95.41%
<b>Ward 25 Paediatrics</b>	97.86%	100.00%	100.00%	100.00%
<b>Neonatal Intensive Care Unit (NICU)</b>	95.28%	78.89%	96.96%	74.19%
<b>Ward 20 Surgery</b>	97.59%	96.32%	102.35%	108.57%
<b>Ward 21 Surgery</b>	99.45%	98.33%	101.11%	98.33%
<b>Ward 22 Surgery</b>	102.36%	95.12%	98.94%	97.83%
<b>Ward 22a (Escalation)</b>	94.87%	81.82%	97.37%	85.71%
<b>Ward 23 Surgery</b>	100.17%	101.57%	90.32%	109.57%
<b>Cobham Clinic (Private)</b>	100.96%	93.19%	101.61%	100.00%
<b>Ward 32 Maternity</b>	80.18%	66.80%	95.01%	84.41%
<b>Ward 33 Maternity</b>	91.05%	73.75%	106.27%	76.62%
<b>Delivery Suite Maternity</b>	87.48%	78.25%	99.26%	100.59%
<b>Ward 34 Gynaecology</b>	96.65%	100.00%	100.00%	100.00%
<b>Ward 19a (Escalation)</b>	92.86%	108.33%	96.49%	111.76%
<b>Ward 19b (Escalation)</b>	96.30%	102.78%	100.00%	100.00%
<b>Total</b>	<b>94.5%</b>	<b>92.3%</b>	<b>98.8%</b>	<b>98.2%</b>

**In May Luton and Dunstable University Hospital has an overall fill rate of 95.8%**