

## Monthly Report of Nursing & Midwifery Staffing Levels

February 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

February experienced a 2% reduction in the fill rate as the Trust continued to experience extraordinarily high levels of patient activity requiring up to 46 additional escalation beds across five areas. The opening of escalation beds required additional staffing which impacted on the overall fill rate in some clinical areas as staff had to be moved at short notice to manage these areas. The increased use of agency nurses for escalation areas impacted on 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 February 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%, this reflected the increase in patient care needs, for example where a patient needed 1:1 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.

There was an increase in the number of 'red flags' for February. Although agency use was high, regular agency nurses have had additional training in Wardware (electronic observations) and e-prescribing and this has improved 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 92% fill rate for February (see Appendix 1 for the monthly fill rate)

Standard	Flag occurrences
No shifts where more than 50% of RN on duty are agency (nights)	3% (n=16)
No day shifts when RN to patient ratio is greater than 1:8	12% (n=72)

### Vacancies and Recruitment Activity

Band	Vacancies as of 1st February	Numbers Working Notice	Numbers Going through Recruit	Real Vacancies as of 1st February
Band 7	2.23	2.00	0.00	<b>4.23</b>
Band 6	14.89	1.00	2.00	<b>13.89</b>
Band 5	101.10	26.60	85.00	<b>42.70</b>
Band 4	0.32	0.00	0.00	<b>0.32</b>
Band 3	10.73	0.00	0.00	<b>10.73</b>
Band 2	26.61	4.00	25.51	<b>5.10</b>
<b>Total</b>	<b>155.88</b>	<b>33.60</b>	<b>112.51</b>	<b>76.97</b>

\*Some areas have over recruited staff which has affected the number of real vacancies shown. High vacancy levels are held in Theatres, NICU, Outpatients, and Stroke Services.

There is a noted increase in band 5 vacancies since the previous board report. Proactive bi-monthly recruitment campaigns are planned, alternating between trained and untrained posts. Innovative advertising approaches have been implemented including radio and bus and website advertising.

### 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  
February 2015**

**Appendix 1: Staffing Fill Rate by Ward, Staff Group and by Shift (February 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 (%)
High Dependency Unit (HDU)	94.90%	100.00%	95.92%	0.00%
Intensive Care Unit (ITU)	102.37%		104.35%	
Ward 14 Elderly Care	78.88%	90.80%	101.19%	87.89%
Ward 15 Elderly Care	84.26%	93.95%	100.00%	91.39%
Ward 16 Elderly Care	81.27%	90.95%	100.00%	96.93%
Ward 17 Stroke	80.68%	107.01%	97.14%	102.38%
Ward 18 Infection	86.85%	84.98%	102.38%	99.03%
Ward 10 Medicine	94.83%	111.26%	100.00%	135.71%
Ward 11 Medicine	92.48%	102.96%	96.63%	95.24%
Ward 12 Medicine	94.17%	81.29%	92.55%	97.32%
Coronary Care (CCU)	89.73%	86.61%	100.00%	92.86%
Ward 5 Rehabilitation	94.05%	93.97%	100.00%	100.00%
Ward 3 Acute Emergency Medicine	95.74%	96.75%	92.86%	107.14%
Emergency Admission Unit (EAU)	97.72%	98.81%	91.67%	96.43%
Ward 4 Acute Emergency Medicine	100.82%	101.19%	101.79%	80.00%
Paediatric Assessment Unit (PAU)	100.00%	100.00%	100.00%	100.00%
Ward 24 Paediatrics	100.00%	100.00%	100.00%	100.00%
Ward 25 Paediatrics	100.00%	100.00%	100.00%	100.00%
Neonatal Intensive Care Unit (NICU)	99.88%	66.23%	99.49%	69.64%
Ward 20 Surgery	97.70%	93.85%	100.00%	100.00%
Ward 21 Surgery	96.77%	103.59%	98.81%	101.54%
Ward 22 Surgery	101.42%	92.89%	100.00%	100.00%
Ward 22a (Escalation)	90.30%	78.26%	100.00%	96.43%
Ward 23 Surgery	95.90%	102.89%	100.00%	100.00%
Cobham Clinic (Private)	100.26%	100.16%	100.00%	100.00%
Ward 32 Maternity	79.40%	69.98%	96.70%	60.49%
Ward 33 Maternity	83.7%	67.2%	123.3%	73.3%
Delivery Suite Maternity	81.14%	64.58%	96.34%	78.21%
Ward 34 Gynaecology	96.17%	93.62%	100.00%	100.00%
Ward 19a (Escalation)	89.47%		104.79%	
Ward 19b (Escalation)	92.86%	107.14%	101.75%	110.71%
<b>Total</b>	<b>90.00%</b>	<b>89.00%</b>	<b>97.00%</b>	<b>92%</b>

**In February Luton and Dunstable University Hospital has an overall fill rate of 92%**