

## **Internet Report - Safe staffing June 2017**

The information displayed on NHS Choices shows the average percentage of shifts filled per ward by registered nursing and care staff for day and night shifts during June. The percentage shown is derived by calculating the number of staff actually on the shift compared with the number of staff that were planned to be on shift. The Trust has agreed that staffing is safe on a ward when they have at 90% of shifts filled because wards can cope with one less member of staff on a shift providing this does not happen too often.

In assessing whether the wards were staffed safely the following information was considered and whether there was any correlation to reduced staffing levels:

### **Mental Health and Learning Disability Inpatient Wards**

- Actual versus planned staffing levels
- Numbers and types of incidents on each ward every 24 hours
- Number of times prone restraint used on each ward every 24 hours
- Number of patients who abscond or fail to return from leave at the agreed time
- Number of patients found on floor on each ward every 24 hours
- Number of patient on patient assaults on each ward every 24 hours

### **Community Health Inpatient Rehabilitation Wards**

- Actual versus planned staffing levels
- Pressure ulcers developed whilst in the care of our staff declared
- Number of patients found on floor on each ward every 24 hours
- Numbers and types of incidents on each ward every 24 hours

All wards have other professionals working with patients during the day including doctors and allied health professionals such as occupational therapists and physiotherapists. All of these staff along with the nurses provides care to patients on our wards.

The staffing numbers for each ward have been agreed with the Trust Board, ward staff and managers by using nationally recognised workforce tools that take in to account the number of beds on a ward and the amount of care that the patients on the ward need. Some wards have been given extra money to recruit more staff.

Table 2 below displays the total monthly planned staff hours versus actual staff hours (percentage fill). This information is split by day shift/night shift and by registered nurses/unregistered care staff. Parameters against which staffing levels are RAG rated within BHFT are below 90% and above 110% (There are no national parameters). Supporting information alongside each inpatient area provides reasons and actions against their RAG rating

**Table 2:** Total monthly planned staff hours versus actual staff hours (percentage fill)  
Increase/decrease in percentage is showed by the preceding arrow for each percentage rate.

	% DAY FILL RATE		% NIGHT FILL RATE		Bed Occupancy %	Mitigation or Actions	Impact on quality of care or safety
	RN	HCA	RN	HCA			
Bluebell	↓ 100.54	↑ 119.35	↑ 100	↓ 100	88.17%	Extra HCAs to cover opening of garden during afternoon/early evening and level 2 observations	Although no safety issues arose, at times staffing levels did cause some concerns
Rose	↓ 112.37	115.63	100	↓ 129.03	94.28%	Increase in staff due to high level of observations	Although no safety issues arose, at times staffing levels did cause some concerns
Daisy	↑ 99.19	↑ 98.92	100	↓ 101.61	81.14%	Extra HCAs due to increased levels of observation including 2:1s	Although no safety issues arose, at times staffing levels did cause some concerns
Snowdrop	↑ 116.96	89.78	100	↓ 103.23	86.51%	Extra staff to cover level 2 observations	Although no safety issues arose, at times staffing levels did cause some concerns
Rowan	↑ 102.42	↓ 111.29	101.61	↓ 119.35	54.68%	Within expected levels	None
Orchid	↑ 106.45	↓ 104.84	↑ 100	↓ 103.05	82.90%	Within expected levels	Although no safety issues arose, at times staffing levels did cause some concerns
Sorrel	↑ 97.58	↑ 224.73	↓ 108.06	↑ 367.70	66.13%	Increased HCAs to cover high level of observations	Although no safety issues arose, at times staffing

							levels did cause some concerns
Campion	↑ 107.42	↑ 96.48	↓ 109.68	↑ 185.48	96.77%	Extra staff to support complex and challenging patients, including twilight to support patient sleeping on another ward.	None
Jubilee	↓ 100.48	↓ 94.76	100	98.30	48.54%	Within expected levels	None
Henry Tudor	↓ 100	↓ 98.79	100	100	88.58%	Within expected levels	None
Oakwood	↑ 93.55	↑ 95.75	↓ 98.39	↓ 106.45	68.38%	Within expected levels	None
Wokingham	↓ 88.89	↑ 106.91	↑ 95.97	↑ 100	71.86%	Mostly within expected levels, increase in HCAs to support vacancies from RN posts	None
Donnington	↑ 95.70	↓ 106.45	100	↓ 110.48	83.87%	Within expected levels	None
Highclere	↓ 96.77	↓ 107.53	↑ 100	↓ 106.52	89.88%	Increase in HCA, particularly at night to cover 1:1 nursing	None
Willow House (BAU)	↓ 110.52	↑ 105.63	↓ 96.77	↑ 112.55	51.14%	Within expected levels	None

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