

## Board of Directors Meeting in Public - Cover Sheet

### All reports **MUST** have a cover sheet

<b>Subject:</b>	Safe Staffing 6 month Board report	<b>Date:</b> 13 December 2018		
<b>Prepared By:</b>	Yvonne Simpson, Associate Chief Nurse			
<b>Approved By:</b>	Suzanne Banks, Chief Nurse			
<b>Presented By:</b>	Suzanne Banks, Chief Nurse			
<b>Purpose</b>				
This paper is presented to assure the Board of Directors on the safer staffing within the Nursing, Midwifery and Allied Health Professional Workforce.			<b>Approval</b>	
			<b>Assurance</b>	<b>X</b>
			<b>Update</b>	
			<b>Consider</b>	
<b>Strategic Objectives</b>				
<b>To provide outstanding care to our patients</b>	<b>To support each other to do a great job</b>	<b>To inspire excellence</b>	<b>To get the most from our resources</b>	<b>To play a leading role in transforming health and care services</b>
<b>X</b>	<b>X</b>		<b>X</b>	
<b>Overall Level of Assurance</b>				
	<b>Significant</b>	<b>Sufficient</b>	<b>Limited</b>	<b>None</b>
		<b>X</b>		
<b>Risks/Issues</b>				
<b>Financial</b>				
<b>Patient Impact</b>	<b>X</b>			
<b>Staff Impact</b>	<b>X</b>			
<b>Services</b>	<b>X</b>			
<b>Reputational</b>				
<b>Committees/groups where this item has been presented before</b>				
<b>Executive Summary</b>				
<p>This paper presents the current position within nursing, midwifery &amp; AHP across all the divisions, and describes the actions that are being undertaken to mitigate the shortfall in Band 5 Registered Nurses. The Band 5 trajectory is currently demonstrating 115.34 wte which remains high but is projected to fall further in December 2018 and will fall below 100 wte Band 5 vacancies by March 2019. There has been a successful International Registered Nurse recruitment campaign with 26 Registered Nurses in the recruitment process and the first cohort is anticipated to arrive in the UK in February 2019.</p> <p>The paper has provided a deep dive into Exit Interviews in Q2 and an audit into Change Forms in nursing in Q2. The Exit Interviews have a poor uptake, and the Heads of Nursing are reviewing with their Matrons how this can improve. The Change Form audit demonstrates that the promotion to Band 6 and secondment opportunities to Band 6 are contributing to the lack of improvement in the Band 5 vacancy trajectory.</p> <p>The use of Thornbury and Short Notice Pulse has been described for Q2, and there has been a reduction in the number of Thornbury Nursing Agency shifts. The Short Notice Pulse shifts remain attributed predominantly to Urgent &amp; Emergency Care.</p> <p>Four Chief Nurse Clinical Fellows have been appointed and commenced in November 2018, and they will undertake projects from the Chief Nurse's office.</p> <p>The high utilisation of Healthcare Assistants over the last few months has led to tighter controls</p>				

being applied to the authorisation process, which are being implemented but the usage of Healthcare Assistants remains high, but the Heads of Nursing at November's Nursing, Midwifery & AHP Taskforce Steering Group have provided assurance of being fully recruited.

The Nursing Associates have been added to the Code by the Nursing & Midwifery Council in September 2018, and the Standards of Proficiency for Nursing Associates have been approved. The Trust has 10 trainee Nursing Associates who will be working across the Trust from February 2019. The Nursing, Midwifery & AHP Taskforce Steering Group has recommended further recruitment to the Trainee Nursing Associate Programme in 2019, and an Outline Business Case is being prepared.

The continued improvement of the Nurse Bank Registered Nurses which has reversed the effect of Agency Registered Nurses, and in November 2018, the Agency usage fell below 30% of Registered Nurse shifts filled.

There have been no breaches in the Safer Staffing Standard Operating Procedure for November 2018.

The reportable Unify staffing information has been reported and no harm has been identified to patients and an update on the current status from Allocate Safe Care.