

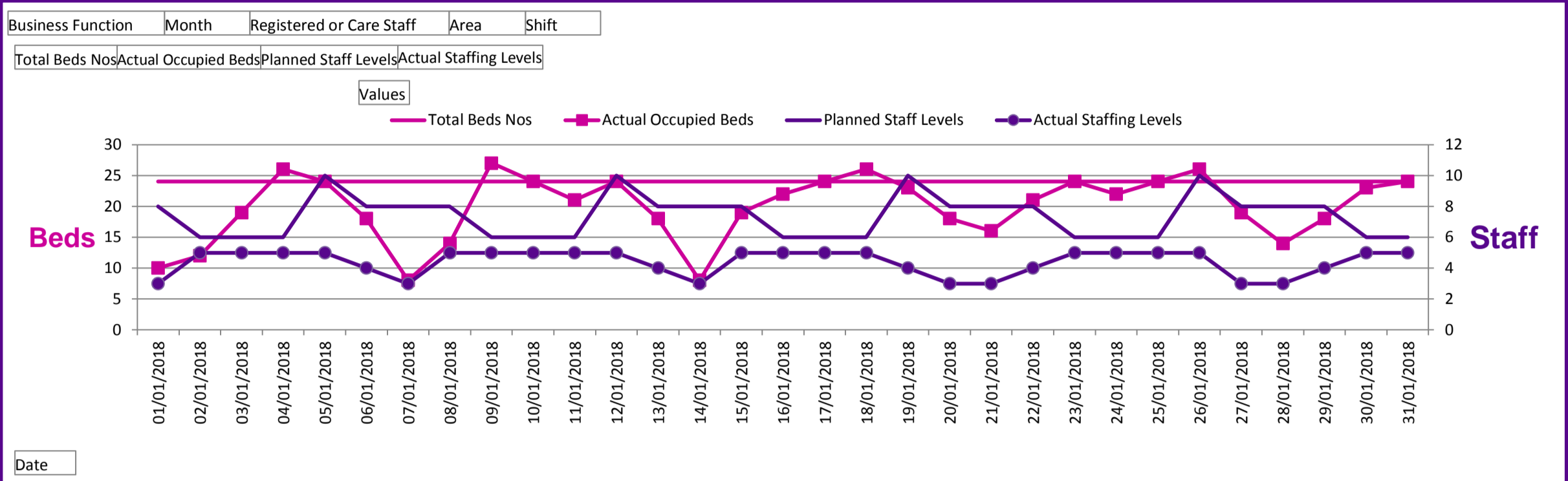
Staffing Report - Gynaecology

January 2018

Last updated: 15/02/2018 at 15:14

Funded WTE	Registered	35.92	Current WTE	Registered	27.78	Number of shifts lost to Sickness Absence	Registered	29
	Unregistered	16.97		Unregistered	14.41		Unregistered	2
	Total	52.89		Total	42.19		Total	31

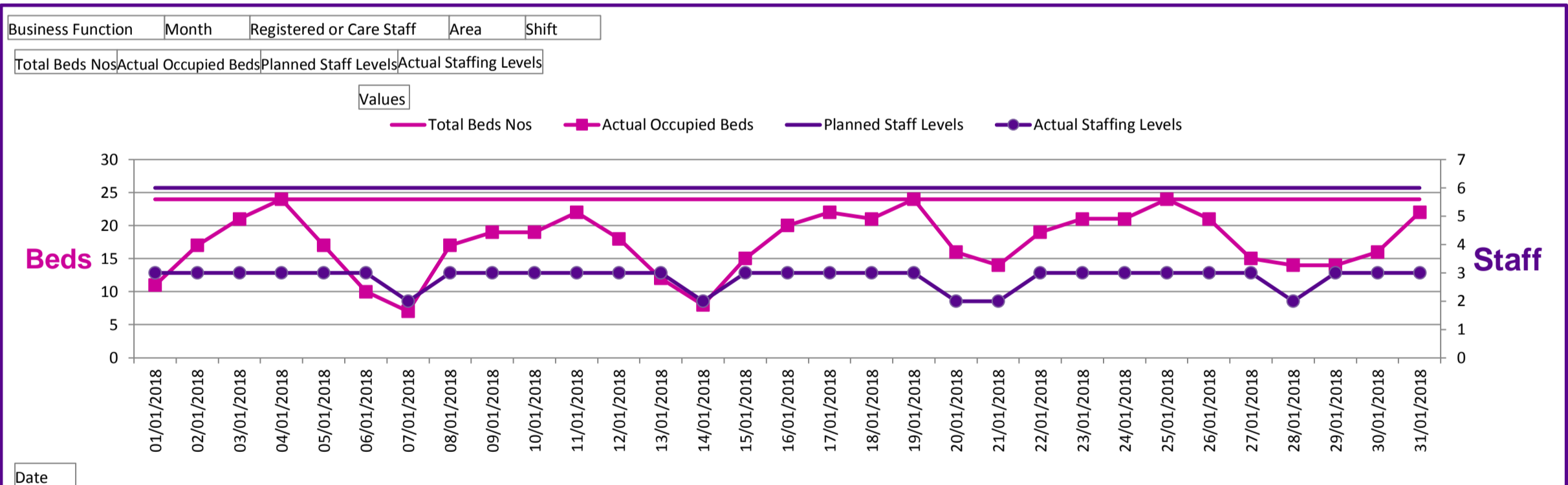
Day Shift



Narrative

There were no red flag alerts during the month of January. The nurse to patient ratio of 1:8 was exceeded on a couple of occasions to 1:9. The equity was such that this was acceptable and was normally only for short periods whilst discharges were complete. The team were supported by the deputy manager, manager and matron. Five members of staff were re-deployed to Southport and Ormskirk to assist with the Winter pressures; any deficits in the rota were covered with bank staff. There were no staffing concerns escalated to the Matron. There is a designated band 6 shift leader Monday to Friday who works clinically supporting the teams. Due to staff sickness and re-deployment, the ward manager took on this role coordinating beds and patient flow when needed, providing visible leadership and stepping in to deal with any issues as they occur. The deputy manager and ward sister are allocated management days when appropriate to complete audits, reports, KPI validations, PDRs and attend appropriate meetings and EPR workshops. The ward team is also supported by the HDU team when appropriate in their role as outreach; this includes cannulation, assessment of deteriorating patients, prescribing and crash calls. Any further deficits in staffing were covered by bank. Recruitment remains on hold whilst a full staffing review is completed; we have had one HCA transfer to GED.

Night Shift



Narrative

As above, no red flag alerts escalated to the matron during the month of January.

Staffing Concerns

Number of shifts where staffing levels are not compliant with planned levels	0
Number of staffing related concerns escalated to Matron or higher	0

Matron Assurance Statement

The ward manager has identified that 2 registered members of staff and 3 support staff worked at Ormskirk Hospital for a period of 3 weeks that equated to nine shifts per member of staff. The staffing rotas were covered using bank shifts if required, and this also applied to any episodes of sickness. The ward was further supported clinically by the ward manager and a visible presence and assistance by the matron. There were no red flag incidents due to staffing levels. The staffing levels are also discussed at the daily safety huddles at 09:00 hours.

Signed: Gillian Walker Date: 15/02/2018

Beds Total	The total number of beds allocated or available to the ward
Beds Occupied	Of the total beds, the number that have a patient in the bed
WTE Funded	WTE stands for Whole Time Equivalent. Funded WTE is the number of staff that is planned to be on a shift at any one time.
WTE Actual	Of the Funded WTE, the actual staffing level for the shift.
Registered	A Registered Nurse is one whom has qualified to practice as a nurse and is registered as such with the Royal College of Nursing or Royal College of Midwives
Unregistered	Unregistered staff are care staff that assist nurses with the day to day care of patients