

16<sup>th</sup> May 2014

**Gateway Reference:** 01644

**To:** CEOs and Directors of Nursing of Trusts and Foundation Trusts with inpatient areas  
**CC:** NHS TDA CEO and Director of Nursing  
Monitor CEO  
Care Quality Commission Chief Inspector of Hospitals  
Health Education England CEO and Director of Nursing  
Regional Directors and Regional Chief Nurses  
Area Team Directors and Area Directors of Nursing  
CCG Accountable Officers

Dear Colleague

**Re: Publishing Staffing Data on NHS Choices**

As you are aware all Trusts with inpatient beds are required to publish their staffing fill rates (actual versus planned) in hours on the NHS Choices website in June. This letter provides you with a number of documents to enable you to deliver on this expectation. These are:

1. The template that you will need to have populated with your fill rate data from the 1<sup>st</sup> - 31<sup>st</sup> May time period, validated and submitted via UNIFY by 12 noon on 10<sup>th</sup> June
2. A factsheet including answers to queries that you might have and information on how and where to access further support with meeting this requirement

## **NHS Choices Website**

On 24<sup>th</sup> June, data on staffing fill rates for nurses, midwives and care staff will be presented on the NHS Choices website. Patients and the public will be able to see how hospitals are performing on this indicator in an easy and accessible way. The data will sit alongside a range of other safety indicators.

As well as submitting the May staffing data via UNIFY, all Trusts are also asked to publish their actual versus planned staff fill rates on a ward by ward basis on their Trust website. You will be asked, within the template set up on UNIFY, to provide the URL to your own “safe staffing” web page (or the page where the information is published). The URL will enable the NHS Choices team to establish this link from the NHS Choices website to your Trust website. Each Trust has an NHS Choices nominated member of staff who will be able to coordinate this.

## **The Template**

Appendix 1 sets out a mock-up of the data template. The actual template will be embedded within UNIFY, and is presented here to give you an overview of the cells and level of information required

from you. Your data for 1<sup>st</sup> to 31<sup>st</sup> May needs to be entered and uploaded by 12 noon on 10<sup>th</sup> June. Those Trusts not meeting the 10<sup>th</sup> June deadline for submission of their data via the UNIFY system will result in a red flag on their NHS Choices hospital webpage.

## Trust Board Reporting

It is an expectation set out in the National Quality Board (NQB) guidance published in November 2013 <http://www.england.nhs.uk/wp-content/uploads/2013/11/nqb-how-to-guid.pdf> that Boards take full responsibility for the quality of care provided to patients, and, as a key determinant of quality, take full responsibility for nursing, midwifery and care staffing capacity and capability.

Reports to your Trust Board must meet the requirements set out in the NQB guidance, with particular reference to page 12 regarding monthly publishing. The guidance states that the Board will be advised of those wards where staffing capacity and capability frequently falls short of what is planned, the reasons why, any impact on quality and the actions taken to address gaps in staffing. This could be presented as an exception report, providing the Trust website publishes ward by ward data on actual versus planned numbers of staff by registered nurse / midwifery / care staff and day duty / night duty.

## Factsheet, Advice and Ongoing Support

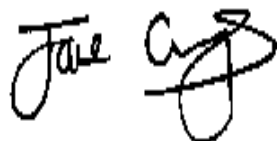
The key document underpinning this requirement is the NQB guidance. In addition, a factsheet has been prepared, and is attached as appendix 2, to provide you with additional information on data collection etc. Further support and guidance can be accessed via the Chief Nurse Offices in the four regions, your area team or the TDA:

- NHS England: North – Hazel Richards [hazel.richards1@nhs.net](mailto:hazel.richards1@nhs.net)
- NHS England: Midlands and East – Sylvia Knight [sylvia.knight@nhs.net](mailto:sylvia.knight@nhs.net)
- NHS England: London – Bronagh Scott [bronagh.scott@nhs.net](mailto:bronagh.scott@nhs.net)
- NHS England: South – Deborah Wheeler [deborah.wheeler1@nhs.net](mailto:deborah.wheeler1@nhs.net)
- NHS TDA: Jacqueline McKenna [Jacqueline.mckenna@nhs.net](mailto:Jacqueline.mckenna@nhs.net)

I fully appreciate the amount of work involved in enabling this significant step forward in our strive for openness and transparency and I am grateful for your support in delivering what is a first both in England and much further afield.

With thanks and best wishes

Yours sincerely,



Jane Cummings  
Chief Nursing Officer  
England