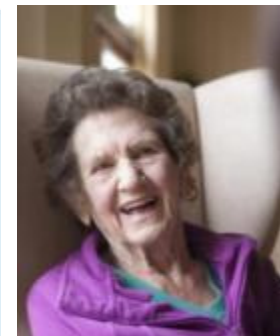
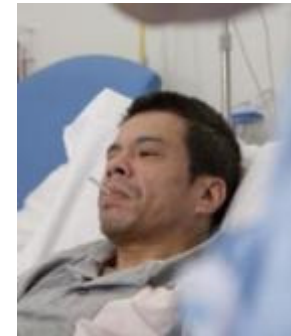


Safe Staffing Guidance Explained
WebEx
16th May 2014



Aim and Objectives

Aim

- Provide an overview of the requirement and how to achieve this

Objectives

- Be very clear about the requirements
- Discuss the core points of the NQB guidance
- Explain next steps in relation to data collection, uplift, submission
- Provide the key milestones

Timetable

- Friday 16th May: Letter to be sent to all Trusts regarding the data collection, containing a template for the data collection and a factsheet
- Thursday 1st May – Saturday 31st May: Data collection period
- Monday 2nd June: UNIFY template will be available for each Trust to download, ready for entering the data
- Tuesday 10th June 12 noon: Data must be submitted via UNIFY
- Tuesday 24th June: Indicator data will be published on NHS Choices website.

Trust Website

Trusts are expected to have on their own websites:

- The full data collection so that the public can view all wards in one place for the Trust
- The 6 monthly Trust Board report that contains the details regarding the capacity and capability of wards
- The monthly Board report relating to planned versus actual staffing variances

Safety Indicators

The safety indicators section on the NHS Choices website is currently in development.

Patients and the public will be able to see how individual hospitals are performing on key safety indicators.

- The proposed indicators are:

CQC National Standards

Open and Honest Reporting

Safe Staffing (nursing and midwifery and care staff)

Infection Control

Patients Assessed for Blood Clots

Responding to Patient Safety Alerts

RAG Ratings

It is anticipated that all of the indicators will be RAG rated from 24 June.

The RAG ratings have not yet been defined. They are likely to be defined once the data has been collected and analysed.

As soon as the RAG dividers are known, Trusts will be notified via Regional Teams

Monthly Board Reporting

The monthly board reports must meet expectation 1 of 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>

- Actual versus planned
- Shift-to-shift
- Advised of those wards where staffing capacity and capability frequently falls short of what is required to provide quality care
- the reasons why,
- the impact on quality and the actions taken to address gaps.

This report could be undertaken as an exception to avoid the need for numerous data being presented at Board level and to more meaningfully describe and debate risks and mitigations.

Ongoing Support

NHS England:

North – Hazel Richards: hazel.richards1@nhs.net

Midlands and East – Sylvia Knight: sylvia.knight@nhs.net

London – Bronagh Scott: bronagh.scott@nhs.net

South – Carmel Gulliver-Clark: carmel.gulliver-clarke@nhs.net

NHS TDA: Jacqueline McKenna

General Support and UNIFY queries

England.safestaffing@nhs.net

Stock-takes

Thank you to the 193 Trusts who submitted the first stock-take

As an exercise it has been very helpful in plotting national progress towards delivering the NQB requirements

The second stock-take will take place as planned on 28th May

It will be in a format similar to the first stock-take and will close on 6th June

Stock-takes

Information from the central support office has been sent out via a distribution list held by the central NHS England Communications Team.

If you did not receive information related to the first stock-take or the initial guidance that was sent out on 31 March please contact jo.mccarey-egan@nhs.net who will amend the distribution lists.

Questions