

Care Hours Per Patient Day (CHPPD) Implementation Guide for May 2016

April 2016

1. Introduction to CHPPD

One of the obstacles to eliminating unwarranted variation in nursing and care staff deployment across the NHS provider sector has been the absence of a single means of recording and reporting deployment. Conventional units of measurement that have been developed previously, have informed the evidence base for staffing models, – such as reporting staff complements using WTEs, skill-mix or patient to staff ratios at a point in time, but it is recognised by Nurse leaders may not reflect varying staff allocation across the day or include the wider multidisciplinary team. Also, because of the different ways of recording this data, no consistent way of interpreting productivity and efficiency is straightforward nor comparable between organisations.

To provide a single consistent way of recording and reporting deployment of staff working on inpatient wards/units we developed, tested and adopted Care Hours per Patient Day (CHPPD).

- CHPPD is calculated by adding the hours of registered nurses to the hours of healthcare support workers and dividing the total by every 24 hours of in-patient admissions (or approximating 24 patient hours by counts of patients at midnight)
- CHPPD reports split out registered nurses and healthcare support workers to ensure skill mix and care needs are met.

2. Implementation Guide to CHPPD

From May 2016, CHPPD will become the principle measure of nursing and care support deployment, with the expectation that it will form part of an integrated ward/unit level quality framework and dashboard encompassing patient outcomes, people productivity and financial sustainability.

To make this collection as easy as possible, we have included one new field into the UNIFY safe staffing return which you already fill in every day. The new field – Patient count at midnight – is the total number of patients on the ward at 23.59, which you will collect each day, and then totalled for the month for the return.

CHPPD will automatically be calculated by taking the actual hours worked (split into registered nurses/midwives and healthcare support workers) divided by the number of patients at midnight.

This new field will be included from the May collection (Posted on unify on the 1st of June 2016) and data must be returned by 12 noon on 15th June 2016.

We have included a step by step guide to the updated UNIFY template which now includes the new - Patient count at midnight field. We have also developed a FAQ sheet based on questions asked by the trusts we tested the collection with.

UNIFY CHPPD FACTSHEET

Nursing, Midwifery and Care (CHPPD) Care Hours Per Patient Day Indicator UNIFY Return

This factsheet will be updated weekly for the next four weeks to take account of additional queries

Timeframes

- The first data collection period is 1 to 31 May 2016. This data must be returned by 12 noon on 15th June 2016 and will be posted and made available on the 1st of June 2016.

UNIFY

- The template for inputting the data should be downloaded from the UNIFY system, and will be made available on 1st June. Check the 'News' section on UNIFY for updates.
- Data should be entered into the white cells. The values in green cells will be calculated automatically from the data entered.
- When completed the spreadsheet should be uploaded to the UNIFY system.
- **The current safe staffing unify return will need to continue to be used, until the new collection is made available on the 1 June 2016.**

Contact Details

Can all questions or queries in regards to this guidance paper, or the current or future collection be directed to nhsi.returns@nhs.net . We will endeavour to respond to any questions or queries within 24 hours.

The Template Explained

Reporting Period	The calendar month
Hospital Site Code	Select your hospital site code from the drop down box. All hospital sites can be added to one overall return for each Trust.
Ward Name	Enter the ward number or number. All wards with inpatient beds need to be included, with the exception of; <ul style="list-style-type: none"> • Day care wards • CDU/other clinical assessment units • Additional capacity wards Where appropriate please ensure the ward name is in line with the names of wards used on the FFT submission to allow alignment on the NHS Choices website. Please make sure you do not use abbreviations.
First Speciality	Select the first speciality for the ward from the drop down box.
Second Speciality	If there is more than one, select the second speciality for the ward from the drop down box. Data should be entered for the whole ward. If the ward covers more than two specialities please select the two for which there are most patients.

Night	Night is defined as the shift period within which midnight falls.
Day	Day shifts are all the periods not included in the night shift.
Registered Nurse/Midwife	A member of registered nursing or midwifery staff on the duty rota dedicated to the inpatient area.
Care Staff	A member of staff on the duty rota dedicated to the inpatient area with delegated responsibility from a registered nurse/midwife. Examples include: <ul style="list-style-type: none"> • Nursing Assistants • Midwifery Assistants • Healthcare Assistants • Support Workers • Auxiliary Nurses • Assistant Practitioners Students should not be included.
Total monthly planned staff hours	Enter the total monthly planned hours for: <ul style="list-style-type: none"> • Registered Nurses/Midwives on day shifts • Registered Nurses/Midwives on night shifts • Care Staff on day shifts • Care Staff on night shifts
Total monthly actual staff hours	Enter the total monthly actual hours worked for: <ul style="list-style-type: none"> • Registered Nurses/Midwives on day shifts • Registered Nurses/Midwives on night shifts • Care Staff on day shifts • Care Staff on night shifts
Patients count at midnight	Enter the number of patients on the ward at 23.59 on the date of the shift. (TRUSTS WILL NEED TO ADD TOGETHER EACH DAY WITHIN THE MONTH FOR THE RETURN) A list of trust required to submit this data is included at the end of this document. (This is a new field)
CHPPD – Care Hour Per Patient Day	This information will be automatically calculated from the data entered on the template. The CHPPD is calculated by taking the actual hours worked divided by the number of patients at midnight split by registered nurses/midwives and care staff.
Staff to be included	The following staff should be included: All members of registered nursing/midwifery and care staff on the duty rota dedicated to the inpatient area – this includes: <ul style="list-style-type: none"> • ward co-ordinators • staff specifically booked to provide ‘enhanced care’ (special) to a patient • staff doing additional hours on top of their booked shift should have their extra hours included • bank and agency staff.
Staff to be excluded	The following staff should be excluded: Staff not included on the staff duty rota. This would usually include: <ul style="list-style-type: none"> • specialist nurses covering a number of wards/units • registered nurses undertaking a period of preceptorship (if not planned to be in the planned staffing and therefore supernumerary) • physiotherapists • occupational therapists

	<ul style="list-style-type: none"> • hospitality staff such as hostesses • student nurses
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FAQ's – Frequently Asked Questions

General queries raised by the CHPPD volunteer Trusts

Questions		Answers
1	What happens if we cannot or do not do this?	There is an expectation from the Lord Carter Review and NHS Improvement that all acute Trusts will be reporting CHPPD monthly from May 2016.
2	How will communication with the media take place?	NHS Improvement press office will work closely with other press offices.
3	How will CHPPD be reported as total or will it be separated?	CHPPD will be reported as RN CHPPD and Healthcare Support Worker (Care Staff) CHPPD separately
4	Do we only need to record patient numbers once a day at midnight?	Yes. Number of patients in bed at 23.59 each day for each ward totalled for the month.
5	Why have you put midnight as 23.59?	Our early reporting identified some confusion on whether midnight was before or after 24.00. To make it clearer we have made it 23.59.
6	Will we have warning pre-publication of our Trust position so we can prepare media and internal messaging?	How CHPPD will be reported has not been set yet. A number of options are being reviewed but as soon as an option has been selected Trusts will be informed. This will be prior to publication and we will provide a series of briefings that can be customised.
7	Is A & E included?	No
8	In the event that a day surgery ward was open past midnight do we need to report for that ward? Would it just be reported for that day?	No
9	On the UNIFY Safe Staffing return we submit data on wards/units that are not open at night. What would like us to do with these areas because there will be no Patients at night?	Please include "zero (closed at night)" in the field for patient count.
10	On our maternity ward do you record Mothers and Babies separately as individual patients?	Only record the mother as the patient.
11	Do we include Day case Units that may be open 2 or 3 nights a week?	If these units are planned to open on a regular basis then the staffing required for

		that unit should be planned for. So these should be included.
12	If the ward is a mixed inpatient and day patient/outpatient unit do I count all staff or just those staff who are delivering the inpatient care?	Only those staff delivering inpatient care should be included.
13	Are labour and midwifery led units included – including delivery suites?	Yes. Whilst it is acknowledged that delivery suites are not classed as inpatient areas they should have planned staffing levels and often can be supported by staff moved from other areas of the maternity department. Therefore staff in delivery suites should be included.
14	What do I report when a ward has a temporary planned closure part way through the month?	The planned and actual staffing days when the ward is open should be reported as normal. The actual and planned for the days when the planned closure occurs should be recorded as zero. The variance in the staffing and patient count and the rationale should be reflected in the monthly submission.
15	What do I report when a ward is permanently closed?	This ward should no longer be reported on. You should remove this ward from NHS Choices. This needs to be done by the person in your organisation who has editor's permissions to the NHS Choices system.
16	Is this change to CHPPD for all providers or just acute services?	The change to adding the patient count at midnight into the UNIFY data collection is currently only for acute services. Plans will be developed to move to other services going forward.
17	Can we get a copy of the UNIFY data template for May's return before we need to upload on June 15 th ?	The template will be made available on 1 st June. Check the 'News' section on UNIFY for updates.
18	If we are a multi-site Trust do we have to do a UNIFY return for each site?	The UNIFY template has been created so that you can submit one template per Trust. The return asks for the hospital site in order to obtain the data for NHS Choices.
19	Who should validate the data prior to upload to UNIFY?	The data should be validated by the Trust prior to uplift. You will wish to introduce a mechanism to validate your data and achieve sign off prior to submission.
20	Are bank and agency staff still included in the numbers?	Yes
21	What about AHPs who are included in our ward establishment numbers – do we include them too?	No – this return is for nursing staff. A separate programme of work to review AHP CHPPD is underway.
22	Do we include supernumerary staff such	If these staff are not included in the planned

Improvement

	as new starters who are not in the numbers?	numbers then they should be excluded from the actual numbers.
23	Why is the reporting a calendar month and not 28 days?	This is consistent with the reporting of other metrics and information on NHS Choices.
24	By including patients on enhanced care (specials) does this not distort the staffing levels?	Yes but that is legitimate and is an accurate reflection of your staffing need to manage acuity and dependency.
25	Should we count the number of worked hours (paid) or the number of full shift hours including break times?	The number of worked hours (paid).
26	If external staff to a ward assists with direct care needs of patients for longer than 2 hours should they be recorded as actual hours?	Yes

Trusts Required to Submit Patient Count at Midnight Figures in order to Calculate CHPPD

Trust Code	Trust Name
REM	Aintree University Hospital NHS Foundation Trust
RCF	Airedale NHS Foundation Trust
RBS	Alder Hey Children's NHS Foundation Trust
RTK	Ashford and St. Peter's Hospitals NHS Foundation Trust
RF4	Barking, Havering And Redbridge University Hospitals NHS Trust
RFF	Barnsley Hospital NHS Foundation Trust
R1H	Barts Health NHS Trust
RDD	Basildon And Thurrock University Hospitals NHS Foundation Trust
RC1	Bedford Hospital NHS Trust
RQ3	Birmingham Children's Hospital NHS Foundation Trust
RLU	Birmingham Women's NHS Foundation Trust
RXL	Blackpool Teaching Hospitals NHS Foundation Trust
RMC	Bolton NHS Foundation Trust
RAE	Bradford Teaching Hospitals NHS Foundation Trust
RXH	Brighton And Sussex University Hospitals NHS Trust
RXQ	Buckinghamshire Healthcare NHS Trust
RJF	Burton Hospitals NHS Foundation Trust
RWY	Calderdale And Huddersfield NHS Foundation Trust
RGT	Cambridge University Hospitals NHS Foundation Trust
RW3	Central Manchester University Hospitals NHS Foundation Trust
RQM	Chelsea And Westminster Hospital NHS Foundation Trust
RFS	Chesterfield Royal Hospital NHS Foundation Trust
RLN	City Hospitals Sunderland NHS Foundation Trust
RDE	Colchester Hospital University NHS Foundation Trust
RJR	Countess Of Chester Hospital NHS Foundation Trust
RXP	County Durham And Darlington NHS Foundation Trust
RJ6	Croydon Health Services NHS Trust
RN7	Dartford And Gravesham NHS Trust
RTG	Derby Teaching Hospitals NHS Foundation Trust
RP5	Doncaster And Bassetlaw Hospitals NHS Foundation Trust
RBD	Dorset County Hospital NHS Foundation Trust
RWH	East And North Hertfordshire NHS Trust
RJN	East Cheshire NHS Trust
RVV	East Kent Hospitals University NHS Foundation Trust
RXR	East Lancashire Hospitals NHS Trust
RXC	East Sussex Healthcare NHS Trust
RVR	Epsom And St Helier University Hospitals NHS Trust
RDU	Frimley Health NHS Foundation Trust
RR7	Gateshead Health NHS Foundation Trust

Trust Code	Trust Name
RLT	George Eliot Hospital NHS Trust
RTE	Gloucestershire Hospitals NHS Foundation Trust
RP4	Great Ormond Street Hospital For Children NHS Foundation Trust
RN3	Great Western Hospitals NHS Foundation Trust
RJ1	Guy's and St Thomas' NHS Foundation Trust
RN5	Hampshire Hospitals NHS Foundation Trust
RCD	Harrogate And District NHS Foundation Trust
RR1	Heart Of England NHS Foundation Trust
RQQ	Hinchingbrooke Healthcare NHS Trust
RQX	Homerton University Hospital NHS Foundation Trust
RWA	Hull And East Yorkshire Hospitals NHS Trust
RYJ	Imperial College Healthcare NHS Trust
RGQ	Ipswich Hospital NHS Trust
R1F	Isle Of Wight NHS Trust
RGP	James Paget University Hospitals NHS Foundation Trust
RNQ	Kettering General Hospital NHS Foundation Trust
RJZ	King's College Hospital NHS Foundation Trust
RAX	Kingston Hospital NHS Foundation Trust
RXN	Lancashire Teaching Hospitals NHS Foundation Trust
RR8	Leeds Teaching Hospitals NHS Trust
RBQ	Liverpool Heart And Chest NHS Foundation Trust
REP	Liverpool Women's NHS Foundation Trust
RC9	Luton and Dunstable University Hospital NHS Foundation Trust
RWF	Maidstone And Tunbridge Wells NHS Trust
RPA	Medway NHS Foundation Trust
RBT	Mid Cheshire Hospitals NHS Foundation Trust
RQ8	Mid Essex Hospital Services NHS Trust
RXF	Mid Yorkshire Hospitals NHS Trust
RD8	Milton Keynes Hospital NHS Foundation Trust
RP6	Moorfields Eye Hospital NHS Foundation Trust
RM1	Norfolk And Norwich University Hospitals NHS Foundation Trust
RVJ	North Bristol NHS Trust
RNL	North Cumbria University Hospitals NHS Trust
RAP	North Middlesex University Hospital NHS Trust
RVW	North Tees And Hartlepool NHS Foundation Trust
RNS	Northampton General Hospital NHS Trust
RBZ	Northern Devon Healthcare NHS Trust
RJL	Northern Lincolnshire And Goole NHS Foundation Trust
RTF	Northumbria Healthcare NHS Foundation Trust
RX1	Nottingham University Hospitals NHS Trust
RTH	Oxford University Hospitals NHS Trust
RGM	Papworth Hospital NHS Foundation Trust

Trust Code	Trust Name
RW6	Pennine Acute Hospitals NHS Trust
RGN	Peterborough And Stamford Hospitals NHS Foundation Trust
RK9	Plymouth Hospitals NHS Trust
RD3	Poole Hospital NHS Foundation Trust
RHU	Portsmouth Hospitals NHS Trust
RQW	Princess Alexandra Hospital NHS Trust
RPC	Queen Victoria Hospital NHS Foundation Trust
RHW	Royal Berkshire NHS Foundation Trust
RT3	Royal Brompton And Harefield NHS Foundation Trust
REF	Royal Cornwall Hospitals NHS Trust
RH8	Royal Devon And Exeter NHS Foundation Trust
RAL	Royal Free London NHS Foundation Trust
RQ6	Royal Liverpool And Broadgreen University Hospitals NHS Trust
RAN	Royal National Orthopaedic Hospital NHS Trust
RA2	Royal Surrey County Hospital NHS Foundation Trust
RD1	Royal United Hospitals Bath NHS Foundation Trust
RL4	Royal Wolverhampton NHS Trust
RM3	Salford Royal NHS Foundation Trust
RNZ	Salisbury NHS Foundation Trust
RXK	Sandwell And West Birmingham Hospitals NHS Trust
RCU	Sheffield Children's NHS Foundation Trust
RHQ	Sheffield Teaching Hospitals NHS Foundation Trust
RK5	Sherwood Forest Hospitals NHS Foundation Trust
RXW	Shrewsbury And Telford Hospital NHS Trust
RA9	South Devon Healthcare NHS Foundation Trust
RTR	South Tees Hospitals NHS Foundation Trust
RE9	South Tyneside NHS Foundation Trust
RJC	South Warwickshire NHS Foundation Trust
RAJ	Southend University Hospital NHS Foundation Trust
RVY	Southport And Ormskirk Hospital NHS Trust
RJ7	St George's University Hospitals NHS Foundation Trust
RBN	St Helens And Knowsley Hospitals NHS Trust
RWJ	Stockport NHS Foundation Trust
RTP	Surrey And Sussex Healthcare NHS Trust
RMP	Tameside Hospital NHS Foundation Trust
RBA	Taunton And Somerset NHS Foundation Trust
RBV	The Christie NHS Foundation Trust
REN	The Clatterbridge Cancer Centre NHS Foundation Trust
RNA	The Dudley Group NHS Foundation Trust
RAS	The Hillingdon Hospitals NHS Foundation Trust
RJ2	The Lewisham Healthcare NHS Trust
R1K	The London North West Healthcare NHS Trust

Trust Code	Trust Name
RTD	The Newcastle Upon Tyne Hospitals NHS Foundation Trust
RCX	The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust
RL1	The Robert Jones And Agnes Hunt Orthopaedic Hospital NHS Foundation Trust
RFR	The Rotherham NHS Foundation Trust
RDZ	The Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust
RPY	The Royal Marsden NHS Foundation Trust
RRJ	The Royal Orthopaedic Hospital NHS Foundation Trust
RET	The Walton Centre NHS Foundation Trust
RWD	United Lincolnshire Hospitals NHS Trust
RRV	University College London Hospitals NHS Foundation Trust
RJE	University Hospital Of North Staffordshire Hospital NHS Trust
RM2	University Hospital Of South Manchester NHS Foundation Trust
RHM	University Hospital Southampton NHS Foundation Trust
RRK	University Hospitals Birmingham NHS Foundation Trust
RA7	University Hospitals Bristol NHS Foundation Trust
RKB	University Hospitals Coventry And Warwickshire NHS Trust
RWE	University Hospitals Of Leicester NHS Trust
RTX	University Hospitals Of Morecambe Bay NHS Foundation Trust
RBK	Walsall Healthcare NHS Trust
RWW	Warrington And Halton Hospitals NHS Foundation Trust
RWG	West Hertfordshire Hospitals NHS Trust
RGR	West Suffolk NHS Foundation Trust
RYR	Western Sussex Hospitals NHS Foundation Trust
RA3	Weston Area Health NHS Trust
RKE	Whittington Hospital NHS Trust
RBL	Wirral University Teaching Hospital NHS Foundation Trust
RWP	Worcestershire Acute Hospitals NHS Trust
RRF	Wrightington, Wigan And Leigh NHS Foundation Trust
RLQ	Wye Valley NHS Trust
RA4	Yeovil District Hospital NHS Foundation Trust
RCB	York Teaching Hospital NHS Foundation Trust