CTMUHB Nurse Staffing Levels (2016) Act

Action Plan

No.	Action point	Action required	Monitoring arrangements	By whom	Deadline date for completion	Item Status
Calculation						
1	**Training and Support for Staff (WHC (2018) 013)**	• Training and support for staff to fulfil their responsibilities under the Act to enable consistent implementation of the specific duty to calculate and maintain nurse staffing levels.	University Health Board	Director of Nursing	06/04/2018	**BLUE**
2	**Calculate Nurse Staffing levels using the triangulated approach at least every six months, when there is a change of use/service which is likely to alter the nurse staffing level, or if the designated person deems it necessary**	• Establish 6 monthly or as required review process for adult acute medical and surgical wards as set out in the Act.	Workforce Staffing Act Group (WSAG)	Assistant Director of Nursing (ADoN) - Operational	06/04/2018	**BLUE**
3	**Formal presentation of calculated nurse staffing levels to the Board.**	• Submission and Board sign off of Act calculated nurse staffing requirements for adult acute medical and surgical wards as set out in the Act.	University Health Board	Director of Nursing	28/01/2019	**BLUE**
4	**Ensure Act ward managers are supernumerary / supervisory April 2018**	• Agreement of funding for ward manager supernumerary / supervisory status for the 20	University Health Board	Director of Nursing	01/11/2018	**BLUE**

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		adult acute medical and surgical wards as set out in the Act.				

Informing Patients

No.	Action point	Action required	Monitoring arrangements	By whom	Deadline date for completion	Item Status
5.1	**Templates, board reports (Statutory guidance paragraphs 20-25)**	• Ward templates displayed for all Act compliant wards in Welsh and English with agreed nurse staffing levels per shift.	Workforce Staffing Act Group (WSAG)	ADoN / Heads of Nursing (HoN)	28/02/2019	**BLUE**
5.2		• Purchase appropriate display boards for Nurse Staffing Act information.		HoN	31/04/2019	**GREEN**
5.3		• Frequently Asked Questions (FAQs) for patients available.	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/03/2019	**GREEN**

Maintaining Levels

No.	Action point	Action required	Monitoring arrangements	By whom	Deadline date for completion	Item Status
6.1	**Support for Staff**	• WSAG meetings with All Wales Nurse Staffing Programme Manager	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/04/2019	**GREEN**
6.2		• Establish Bi-Annual Acuity Feedback sessions	Patient Care and Safety Unit	ADoN / Head of Clinical Audit and Quality Informatics	6 monthly reviews (following January and June national audits)	**GREEN**
6.3		• Nurse Staffing Levels of Care interactive sessions	Patient Care and Safety Unit	Head of Clinical Audit and	06/04/2018	**GREEN**

No.	Action point	Action required	Monitoring arrangements	By whom	Deadline date for completion	Item Status
				Quality Informatics		GREEN
6.4		• Band 7 Forums to review monthly acuity position and key metrics to inform WSAG	Workforce Staffing Act Group (WSAG)	HoN	Monthly	**GREEN**
6.5		• Nurse Staffing Levels (Wales) Act web page available via CTMUHB SharePoint site. Link to 1000 lives website for additional information on Act, programme, workstreams etc.	Workforce Staffing Act Group (WSAG)	ADoN / HoN	30/08/2019	**AMBER**
6.6		• Disseminate FAQ, devised by the operational guidance group	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/03/2018	**BLUE**
7	**Operational Framework and Escalation Policy**	• Operational Framework and Escalation Policy agreed and review date set.	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/07/2019	**GREEN**
8	**Maintaining nurse staffing levels taking all reasonable steps to do so**	• Maintain daily safety huddles to review / document all reasonable steps taken to maintain staffing levels	Workforce Staffing Act Group (WSAG)	ADoN / HoN	Monthly review	**GREEN**
9.1	**Systems in place to monitor and review nurse staffing level compliance**	• Daily safety huddles for all adult acute medical and surgical wards as set out in the Act	Workforce Staffing Act Group (WSAG)	ADoN / HoN	01/11/2018	**BLUE**

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9.2		• Introduce excel monitoring tool for when staffing levels are not met and guidance relating to use of DATIX for incident investigation	Workforce Staffing Act Group (WSAG)	ADoN / HoN	01/11/2018	**GREEN**
9.3		• Implement revised Health & Care Monitoring System Nurse Staffing Module *(with ability to record mitigating action taken when staffing levels have not been met)*	eDocumentation Implementation Group	Head of Clinical Audit and Quality Informatics	31/05/2018	**GREEN**
9.4		• Introduce All Wales Nurse Staffing Level Investigation form for Datix for all Act compliant wards at POWH, RGH and PCH	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/04/2019	**GREEN**
9.5		• Monthly directorate establishment review meetings	Workforce Staffing Act Group (WSAG)	ADoN / HoN	01/08/2018	**GREEN**
10.1	**Nurse Staffing Levels (Wales) 2016 Section 25A**	• Rollout of Act principles for all other ward areas	Workforce Staffing Act Group (WSAG)	ADoN / HoN	Continuous Review	**GREEN**
10.2		• Review of section 25A category wards to commence assessments from June 2019	Workforce Staffing Act Group (WSAG)	ADoN / HoN	31/03/2020	**GREEN**

No.	Action point	Action required	Monitoring arrangements	By whom	Deadline date for completion	Item Status
Reporting						
11.1	**Reporting Timetable**	• Annual Board report April/May 2019	University Health Board	Director of Nursing	31/04/2019	**GREEN**
11.2		• Develop continuous monitoring Qlik Sense dashboard to support daily monitoring of nurse staffing levels	Patient Care and Safety Unit	Head of Clinical Audit and Quality Informatics	31/05/2019	**GREEN**
11.3		• Incorporate reporting timetable into Board reporting schedule	Corporate Governance	Acting Head of Corporate Services	01/01/2019	**GREEN**
11.4		• Produce Annual report to Board	University Health Board	Director of Nursing	31/05/2019	**GREEN**
11.5		• Produce 3 Year Report to Welsh Government	University Health Board	Director of Nursing	01/04/2021	**GREEN**

RAG Status Key

Action Plan item achieved and / or evidence of full compliance.	Evidence of progress against previous updated position and on track to meet agree timescales.	No progress from previous update, but within agreed timescale.	Not compliant within agreed time scale.