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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board

Abertawe Bro Morgannwg University Health Board Steering Group Nurse Staffing (Wales) Act 2016

Terms of Reference

Overall Purpose and objectives

Manage and monitor the Health Boards' requirements and implementation of the Nurse Staffing (Wales) Act.

The Nurse Staffing (Wales) Act Steering Group has been established to develop systems and processes to capture data required for the Act. Section 25A entitled Overarching Responsibilities came into force in April 2017 and requires all Welsh Health Boards to ensure there are robust workforce plans, recruitment strategies, structures and processes in place to ensure appropriate nurse staffing levels across the organisation. Section 25B and 25C came into force in April 2018 and required the Health Board to use a specific method to calculate appropriate nurse staffing levels initially within Adult Medical and Surgical wards and to inform patients of the Nurse Staffing Level. Under section 25E the Health Board must submit bi-annual reports to their board and three yearly reports to Welsh Government. The role of the Steering Group is to bring a specific focus to the Act regarding compliance. The Health Board must submit a Nurse Staffing Level Report in accordance with the Act.

To discharge its function the Steering Group will:

- Accept delegated responsibility to lead on the implementation of the Act on behalf of Workforce and Organisational Development (OD) Committee.
- Provide a two way communication platform for all key stakeholders which includes the all-Wales Nurse Staffing Group and Sub-Groups.
- Work to an agreed implementation plan, which clearly outlines any risks.
- Provide Nursing and Midwifery Board (NMB) and Workforce & OD Committee with updates and status reports regarding progress on work streams.
- Identify any areas within the work streams which require additional support.
- Facilitate the embedding of the adult acuity tool which forms part of a triangulated methodology within acute medical and surgical in-patient wards.
- Identify and develop processes with Workforce and OD to comply with the key data sets required to comply with the Act:
 - 1) The extent to which nurse staffing levels have been maintained
 - 2) The impact of not maintaining nurse-staffing levels has had on care provided to patients by nurses. These will include:

- Complaints about care
- Errors in administering medication to patients
- Patients falling
- Patient developing hospital-acquired pressure ulcers

3) Actions taken in response to not maintaining nurse-staffing levels

Membership

The Steering Group will include:

- The Interim Deputy Director of Nursing and Patient Experience (Chair)
- Interim Corporate Head of Nursing (Also representing the all-Wales Nurse Staffing Group)
- Unit Nurse Directors or nominated Deputies
- All-Wales Nurse Staffing Programme Manager
- Workforce and Organisational Development Lead
- Head of Nurse Education & Development
- All-Wales Sub Group representatives (who could also represent their Service Delivery Units)
- Finance Lead
- Union Representative
- Patient Experience Lead
- E-rostering Lead
- Informatics Lead

The Steering Group will co-opt representatives as appropriate depending on the subject being considered.

Substantive members of the Steering Group who cannot attend a meeting will identify a designated appropriate representative to attend on their behalf. The alternate representative will have delegated authority for decision-making and communication and therefore must be at a suitable level of authority.

In Attendance

Members may invite individuals to attend the meetings as part of their professional development. Requests to attend the meeting will be agreed through the Chair.

Quorum

The Quorum of the Steering Group will be 75% which will include the Chair.

Frequency of Meetings

There will be monthly meetings of the Steering Group.

Reporting Arrangements

The Health Board Steering Group will report directly to the Nursing Midwifery Board and to the Workforce & Organisational Development Committee on a Bi-Monthly. The Chair outside the planned meeting arrangements as deemed necessary will raise matters requiring urgent attention.

Review

The role and function of the Steering Group will be reviewed on an annual basis

Reviewed: May 2018

Next Review: April 2019

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