Appendix: Summary of Nurse Staffing Levels for wards where Section 25B applies

Health Board/Trust:	Name: Swansea Bay UHB		
Period being reported on :	Start date: Oct 1st 2019		End Date: Sept 30th 2020
Number of wards where section 25B has applied during the period:	Medical: 16		Surgical: 12

To be completed for EVERY wards where section 25B has applied

*Supernumerary i.e. 1 WTE supernumerary ward sister/charge nurse included in the establishment

Medical

Wards	Planned Roster			Required Establishment at the start of the reporting period (October 2019)		Is the Senior Sister/Charge Nurse supernumerary to the required establishment at the start of the reporting period?*	Planned Roster			Required Establishment at the end of the reporting period (Sept 2020)		Is the Senior Sister/Charge Nurse supernumerary to the required establishment at the end of the reporting period?*	Biannual calculation cycle reviews, and reasons for any changes made			Any reviews outside of biannual calculation, if yes, reasons for any changes made		
		RN	HCSW	RN WTE	HCSW WTE			RN	HCSW	RN WTE	HCSW WTE		Completed	Changed	Rationale	Completed	Changed	Rationale
Singleton Ward 3	E	3	3	22.32	26.77	Yes	E	3	3	22.32	26.77	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Closed on the 31.03.20. Re-opened on the 9/04/20 as Covid ward. Utilising deployed staff to mitigate risk on a daily basis.
	L	3	3				L	3	3									
	LD	1	2				LD	1	2									
	TW						TW											
	N	3	4				N	3	4									
Ward 4	E	3	3	19.71	26.77	Yes	E	3	3	19.71	26.77	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Covid recovery. Roster reviewed due to change in cohort and number of patients, skill mix change. Staffing reviewed daily and uplifted depending on patient numbers and acuity.
	L	3	4				L	3	3									
	LD	1	1				LD	1	2									
	TW						TW											
	N	2	4				N	2	4									

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Ward	Shift						Shift								Comment			Comment
Ward 6	E	3	3	22.32	19.54	Yes	E	3	3	22.32	19.54	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Closed on the 6/04/20. staff deployed to support Covid-19 Wards. Reopened on the 13/05/20 reduced bed occupancy. Rosters reviewed daily.
	L	3	2				L	3	2									
	LD	1	1				LD	1	1									
	TW						TW											
	N	3	3				N	3	3									
Ward 8	E	3	3	22.32	16.94	Yes	E	3	3	22.32	16.94	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Change in case mix combining Ward 6 & 8 rosters reviewed daily.
	L	3	2				L	3	2									
	LD	1	1				LD	1	1									
	TW						TW											
	N	3	2				N	3	2									
Ward 9	E	3	1	20.54	11.61	Yes	E	3	1	20.54	11.61	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Change in case mix combining specialities. Rosters reviewed daily
	L	2	1				L	2	1									
	LD	1	1				LD	1	1									
	TW						TW											
	N	3	2				N	3	2									
Ward 12	E	5	4	34.64	24.87	Yes	E	5	4	34.64	24.87	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Ward closed due to cluster outbreak of Covid-19 amongst staff and patients. 21.04.20 reopened for elective chemotherapy and the nursing roster reflected proportionally the acuity and number of patients on the ward.
	L	5	4				L	5	4									
	LD	1	1				LD	1	1									
	TW						TW											
	N	5	3				N	5	3									
Morr Ward C	E	2	1	25.72	15.99	Yes	E	1	1	26.35	17.17	Yes	Yes	Yes	Following recalculation of data additional band 5 required on a late shift & HCSW on a late	Yes	No	Reduced to 24 beds to provide cardiac assessment bay. Staffing monitored daily
	L	2	0				L	1	1									
	LD	1	3				LD	4	3									
	TW						TW											
	N	4	2				N	4	2									
Morr Ward D	E	1	2	20.90	26.18	Yes	E	1	1	20.90	25.35	Yes	Yes	Yes	Following recalculation of data Change of shift pattern. 2 beds reduced	Yes	No	Following review no change establishment. Staffing monitored daily
	L	1	2				L	1	1									
	LD	3	3				LD	3	4									
	TW						TW											
	N	3	4				N	3	4									
Morr Ward F	E	2	1	24.45	22.62	Yes	E	1	1	23.62	23.89	Yes	Yes	Yes	Following recalculation of data change of skill mix?	Yes	No	Reduced beds to accommodate a Respiratory Assessment Unit. Staffing monitored daily
	L	2	1				L	1	1									
	LD	2	3				LD	3	3									
	TW						TW											
	N	4	4				N	4	4									

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Ward	Shift			Planned	Actual	Comp	Shift			Planned	Actual	Comp			Recalculation comments			Comments
Morr Ward R	E	3	2	28.0	21.67	Yes	E	1	1	23.62	22.62	Yes	Yes	Yes	Following recalculation of data case mix change ward is now Medicine not surgery	Yes	No	Change of case mix. Staffing monitored daily
	L	3	1				L	1	1									
	LD	2	3				LD	3	3									
	TW						TW											
	N	4	3				N	4	4									
Morr Ward S	E	2	1	21.73	19.90	Yes	E	2	1	21.73	19.90	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	23/04/20 repurposed to a COVID-19 ward Rosters were increased by 2 qualified and 3 HCSW with deployed staff on every shift to allow for donning and doffing and acuity.
	L	2	1				L	2	1									
	LD	2	3				LD	2	3									
	TW						TW											
	N	3	3				N	3	3									
Morr Cardigan	E	2	2	21.73	18.95	Yes	E	1	0	22.42	19.07	Yes	Yes	Yes	Following recalculation of data adjustments made to shift pattern.	NA	NA	Covid-19 renal beds were made available if clinically required. Staffing reviewed daily
	L	2	1				L	1	0									
	LD	2	2				LD	3	4									
	TW						TW											
	N	3	3				N	3	3									
Morr Dan Danino	E	1	1	16.23 1 extra RN Wed LD	11.59 1 extra HCSW Thurs E	Yes	E	1	1	17.01 1 extra RN Mon & Wed LD	11.45 1 extra HCSW Tue & Thurs E	Yes	Yes	Yes	Following recalculation of data increase in staffing to support TAVI work on key days	NA	NA	22.03.20. Ward was closed. Staff were deployed to support other areas
	L	1	1				L	1	1									
	LD	2(3)	1				LD	2(3)	1									
	TW						TW											
	N	2	2				N	2	2									
Morr Gower	E	2	2	21.73	21.67	Yes	E	1	1	20.90	22.62	Yes	Yes	Yes	Following recalculation data beds increased to 30 & change of shit pattern to increase long days.	Yes	No	High acuity during covid-19. Staffing increased on roster to accommodate acuity. Monitored daily
	L	2	1				L	1	1									
	LD	2	2				LD	3	3									
	TW						TW											
	N	3	4				N	3	4									
Morr Ward J **Previously Anglesey**	E	2	1	29.90	19.90	Yes	E	2	1	29.90	19.90	Yes	Yes	No	Following recalculation of data no change required.	Yes	No	Ward initially closed & staff deployed Anglesey then moved to ward J
	L	2	1				L	2	1									
	LD	3	3				LD	3	3									
	TW						TW											
	N	5	3				N	5	3									

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Ward	Shift						Shift												Comment
Clydach	E	2	1	21.73	14.45	Yes	E			Closed		Yes	NA	NA		NA	NA	Closed 30.03.20. Staff deployed to support vacancies and increased rosters.
	L	2	1				L											
	LD	2	2				LD											
	TW						TW											
	N	3	2				N											
Ward W	E	3	1	15.33	5.33	Yes	E			No longer section 25 B		Yes	NA	NA		Yes	No	Ward re-purposed and closed
	L	2	2				L											
	LD	0	0				LD											
	TW						TW											
	N	2	0				N											
Anglesey **Previously Pembroke**	E	3	1	27.18	9.00	Yes	E	3	1	27.18	9.00	Yes	NA	NA	Following recalculation of data no change required.	Yes	NA	Closed 3.04.20. Staff deployed to support vacancies and sickness
	L	1	1				L	1	1									
	LD	3	1				LD	3	1									
	TW						TW											
	N	4	1				N	4	4									

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