



**PWYLLGOR ANSAWDD, DIOGELWCH A SICRHAU PROFIOD
QUALITY, SAFETY AND EXPERIENCE ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	13 April 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Position Statement: Preparedness for Extension of the Second Duty of the Nurse Staffing Levels (Wales) Act 2016 to Paediatric Inpatient Wards
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Mandy Rayani Director of Nursing, Quality and Patient Experience
SWYDDOG ADRODD: REPORTING OFFICER:	Chris Hayes Nurse Staffing Programme Lead

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

As the Committee to which the Board has formally delegated the responsibility for monitoring the Health's Board's compliance with the Nurse Staffing Levels (Wales) Act 2016 (NSLWA), the purpose of this paper is to provide the Quality, Safety and Experience Assurance Committee (QSEAC) with a 'position report' against a series of nationally recommended actions, which are required to be implemented to provide assurance that the Health Board is fully prepared to meet the requirements of the extension of the second duty of the Nurse Staffing Levels (Wales) Act 2016 to paediatric inpatient wards on the 1st October 2021.

As the second duty of the Act has applied to adult acute medical and surgical areas since April 2018, extensive work has been undertaken both at a Health Board and at a national level, to ensure the requirements of the NSLWA are met and, wherever possible, via adopting a 'Once for Wales' approach. Therefore, many of the actions required and recommendations set out in this paper build upon existing work utilising established systems and processes.

Cefndir / Background

The national paediatric workstream group within the All Wales Nurse Staffing Programme consists of senior paediatric nursing representatives from each Health Board who have played an active role in supporting the workstream and ensuring that their organisations are kept updated and informed of the actions required to progress the work and prepare for extension of the NSLWA to paediatric inpatient areas.

The national paediatric workstream has made significant progress and achieved the key milestones required, leading to Welsh Government (WG) announcing their intention to extend the second duty of the NSLWA to paediatric inpatients in October 2021. This progress is largely

due to excellent staff engagement, support and commitment from Health Boards, and by aligning the work to the approach taken by the national adult workstream group.

The national paediatric workstream has been rigorous in ensuring that children's rights have been followed throughout its work programme. Youth advisory boards have been instrumental in creating a range of information materials suitable for children and young people, which will be made available when the extension commences via the HDdUHB website.

The availability of an evidence-based patient acuity/workload tool, which is required before the NSLWA can be extended, has been developed through the workstream group: This 'Paediatric Welsh Levels of Care' tool has been developed, tested, and refined by operational teams across Wales over the past 4 years and was agreed by the All Wales Nurse Staffing Group in November 2020. In addition, the workstream group, together with frontline staff, have identified 4 nurse-sensitive quality indicators and have been exploring ways of evidencing professional judgement. Combined within the 'triangulated methodology prescribed within the NSLWA, this information will enable the calculation of the nurse staffing level on each paediatric inpatient ward.

Interim Paediatric Nurse Staffing Principles were issued to NHS Wales via the Chief Nursing Officer, in July 2019. The purpose of the principles was to provide a bridging tool to guide and support Health Boards with workforce planning, ensuring consistency across Wales, until the second duty of the NSLWA was extended. Six monthly monitoring of performance against these interim principles since their issue has shown a steady improvement in compliance. These principles will now be superseded by the broader requirements of the NSLWA in October 2021.

The national paediatric workstream group are devising an Operational Guidance document, to assist Health Boards to implement the Statutory Guidance to paediatric inpatient wards, and to be issued by WG in early 2021-22. This paediatric specific NSLWA Operational Guidance will complement the document that already in place for adult medical and surgical wards.

The Chief Nursing Officer confirmed, via correspondence on 23rd February 2021, that the Senedd had passed the Nursing Staffing Levels (Extension of Situation) (Wales) regulations 2021 and that the second duty of the Act will be extended to paediatric inpatients on the 1st October 2021. The letter sets out the timetable of key milestones and duties that Health Boards are required to follow:

Milestone	Due date
Undertake first triangulated calculations of nurse staffing levels for paediatric inpatient wards	Aug 2021
Present calculated nurse staffing levels to Board	Sept 2021
Regulations come into force; newly calculated nurse staffing levels and accompanying patient information-boards to be in place on wards	1 Oct 2021
First annual assurance report to Board	May 2022
First three-year report to Welsh Government	5 May 2024

Work has been undertaken through the national Nurse Staffing Programme to devise a series of reporting templates to ensure a consistent reporting format is used by every Health Board when complying with the statutory reporting requirements set out in Section 25E of the Act. The reporting dates for the paediatric in-patient wards will align with the existing reporting schedule for adult acute medical and surgical wards, due to the fact that the statutory three-year reporting period is tethered to the date of the Act's commencement and

not the implementation date of the regulations which underpin this current extension. From May 2022, the annual assurance reports that will be presented to Board will also need to evidence compliance in relation to the requirements of the Act within Paediatric inpatient areas. This information will be aggregated to inform the next tri-annual report to WG in May 2024.

Asesiad / Assessment

<p>Health Board position:</p>	<p>The paediatric in-patient ward in Glangwili General Hospital (Cilgerran Ward) has 24 beds and 3 paediatric high dependency care beds. This meets the inclusion criteria for a paediatric in-patient ward as laid out in the NSLWA Statutory Guidance (Version 2) published by Welsh Government in February 2020.</p> <p>Bronglais General Hospital (Angharad Ward), has 7 beds (inclusive of the high dependency stabilisation bed) and also has a paediatric Ambulatory Care Unit (PACU) facility integral to the ward. Despite having this PACU facility, the primary purpose of the ward is as an in-patient facility and therefore, it also meets the inclusion criteria for a Section 25B ward.</p> <p>It should be noted that PACU in Glangwili General Hospital and Withybush General Hospital (temporarily merged with the unit in GGH) would be excluded from Section 25B as their primary purpose is not as an in-patient service.</p>
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<p>Action point 2</p>	<p>In August 2021, the designated person should use the triangulated approach to calculate the Nurse Staffing Level for paediatric inpatient wards. The process and outcome of the calculation should be recorded using the national calculation template.</p>
<p>Health Board position:</p>	<p>The triangulated approach to calculating the Nurse Staffing Levels for Cilgerran ward and Angharad ward has already been applied and the nurse staffing levels calculated. The process has been documented on the nurse staffing levels calculation template, which has been adapted following learning from its use in adult ward settings in HDdUHB. This process has identified the gap between current staffing level and proposed staffing level and this has been discussed and agreed with the 'Designated Person' (Director of Nursing, Quality and Patient Experience (DoNQPE)). The nurse staffing levels review, and calculation of required establishment, will be confirmed in August 2021.</p>

<p>Action point 3</p>	<p>In September 2021, the designated person should present a report to the Board listing the Nurse Staffing Level for each of the paediatric wards where section 25B applies</p>
<p>Health Board position:</p>	<p>The Board will be receiving the 'Three yearly assurance report on compliance with the NSLWA' at its September 2021 meeting. As part of the SBAR that will accompany the three yearly report for Welsh Government, the outcome of the calculation of the nurse staffing levels for paediatric wards will be included.</p>

Action point 4	The Health Board's operating framework should be revised to include reference to the actions that should be taken and by whom to maintain the Nurse Staffing Level within paediatric inpatient wards. This information should also be included in the Health Board's escalation policy and business continuity plans.
Health Board position:	The paediatric directorate already has an escalation plan for nurse staffing levels within their ward. There is a small amount of adaptation and finalisation that will be required for both the paediatric escalation plan and the Health Board's over-arching NSLWA 'Operating Framework' document to reflect the extension of the NSLWA to cover paediatric in-patient wards. This will be undertaken during Quarter 1 2021/22 as a joint piece of work between the Directorate team and the Corporate Nursing team.
Action point 5	Ensure robust systems are in place locally to record and review every occasion when the planned roster is not maintained and include the reasons for any deviation and the actions taken.
Health Board position:	Enhancements were made to the Health and Care Monitoring System (HCMS) in July 2020 to enable the recording of when/if the planned roster was not met and what actions were taken in response. The operational teams have been using this system since its introduction, therefore the required recording system is in place and embedded into use. A reporting system has also been finalised and is now available to all clinical leaders for the paediatric in-patient wards. In time, this functionality of the HCMS system will be replaced by the new e-roster and supporting systems being introduced within the Health Board (i.e. Allocate Health roster system supplemented by Safecare module)
Action point 6	Ensure robust processes are in place to review and recalculate the Nurse Staffing Levels on a 6 monthly basis using the national calculation template. The presentation of the nurse staffing level should be made to the Board on an annual basis using the national reporting template
Health Board position:	It is anticipated that the paediatric directorate biannual review cycles will slot into the same timetable as followed by the adult wards. This means that the nurse staffing levels for these wards will formally be presented to the Board in November 2022: The nurse staffing levels for 2021 will need to be presented slightly earlier in 2021, i.e. September 2021 to ensure a nurse staffing level that has been presented to the Board is in place (as the Act requires) when the Act is extended to paediatric wards on October 1 st 2021. In addition, it is anticipated that, as occurs with adult wards, when the Board receives the annual assurance report for the preceding fiscal year period in May of each year, any update on nurse staffing levels which have changed during the 'spring' biannual NSL review cycle will be notified to the Board through the accompanying report.

Action point 7	Once the nurse staffing level has been calculated and presented to the Board, utilise the informing patient's template to inform patients of the Nurse Staffing Level on paediatric inpatient wards
Health Board position:	The template on which the nurse staffing levels are to be displayed has been agreed nationally and wall mounted display frames, to enable the display of both Welsh and English versions of the template, are in the process of being purchased.
Action point 8	Ensure patients and families can access frequently asked questions which includes information on how to raise concerns about the Nurse Staffing Level.
Health Board position:	As described above, plans are in place to ensure that the nurse staffing levels will be displayed outside the wards, together with information explaining the broad principles of the NSLWA and Frequently Asked Questions in formats suitable for children and adults. In addition, as this mechanism for making information available to patients and parents may prove less than effective in an environment of care still impacted on by COVID-19, opportunities to use electronic mechanisms to communicate the key information relating to the NSLWA will also be explored by the Task Group.
Action point 9	Access and utilise the suite of supportive mechanisms available from the Nurse Staffing Programme Team to support, guide and educate operational teams to enable them to fulfil their roles and responsibilities under the Act.
Health Board position:	The Paediatric Workstream Project Lead who sits within the national Nurse Staffing Programme team has provided significant support to HDdUHB over the past 2 years. This has included providing training on the Welsh Levels of Care patient acuity tool; awareness raising in relation to the NSLWA; support for Task Group meetings; and communication to the paediatric services. The further needs of the operational team to ensure full preparedness for the commencement of the Act is currently being scoped and a plan to address any outstanding requirements will be developed through the Task Group (described below).
Action point 10	Establish implementation groups supported by the paediatric project lead, to provide support and guidance to Health Boards to ensure preparation for extension
Health Board position:	The NSLWA Paediatric Extension Task Group, which includes managerial and clinical staff from across the paediatric in-patient services on its membership, has been established and meets bimonthly. This group is chaired by the Directorate Nurse for Children's Services. This group reports to both the Women's and Children's Directorate Quality and Safety Group and to the NSLWA Implementation Group. The group has developed a detailed action plan to guide its work. In addition, a core group comprising the paediatric services nursing and managerial leadership team,

	supported by the Nurse Staffing Programme Lead, meet on alternative months to maintain momentum in taking forward the agreed action plan aimed at achieving compliance with all requirements of the NSLWA by October 1 st 2021.
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Argymhelliad / Recommendation

The Committee is asked to receive an assurance through the evidence presented in this report that HDdUHB is well positioned, and is continuing to take all actions required, to ensure that statutory requirements will be met when the NSLWA is extended to apply to paediatric in-patient wards on October 1st 2021

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	See overarching NSLWA SBAR (Agenda item 3.2)
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	See overarching NSLWA SBAR (Agenda item 3.2)
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	3.1 Safe and Clinically Effective Care 7.1 Workforce

Effaith/Impact:	
Ariannol / Financial: Ansawdd / Patient Care: Gweithlu / Workforce: Risg / Risk: Cyfreithiol / Legal: Enw Da / Reputational: Gyfrinachedd / Privacy: Cydraddoldeb / Equality:	See overarching NSLWA SBAR (Agenda item 3.2)