

**Winter Preparedness November 2021 Board Assurance Framework – GAP analysis and action plan V1 6.12.21**

KLOE identified gap in assurance	Action to improve assurance	Action owner	Date	Evidence	Progress
<p><b>1.4 Staffing Escalation/ Surge Plans</b></p> <p>Quality impact assessments are undertaken where there are changes in estate or ward function or staff roles (including base staffing levels) and this is signed off by the CN/MD</p> <p>These are signed off by Director of Nursing and Medical Director.</p> <p>It is an expectation that QIAs have been completed where linked to redeployment and changes to staffing requirements.</p>	<p>To develop a Trust policy for the review of EQIA's outlining process for expectation of completion of EQIA and process of sign off and central holding of all EQIAs</p>	<p>Service Leads from Directorate and DHoN/ HoN</p>	<p>January 31<sup>st</sup> 2022</p>	<p>EQIA's are up to date and assurance received from service that EQIA has been reviewed in alignment with winter preparedness 2021. All EQIA's are signed off by DoN and MD.</p> <p>EQIA policy drafted and shared for implementation across the Trust</p> <p>EQIA's are held centrally and evident where changes to service/ staffing roles and estate have been undertaken</p>	<p>EQIA's are not held corporately for staffing function. No policy in place currently re: QIA process although EQIA's reviewed at DMT's for staffing functions and Trust CRG in response to restoration of services</p> <p>Associate Director AHP &amp; Quality is progressing a draft policy which will include process for expectation of completion.</p> <p>Each Directorate has been directed to undertake a review and update of EQIA's and ensure sign off by DoN/MD</p>

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<p><b>2.5 Operational Delivery</b></p> <p>There is documented evidence that agency staff have received a suitable and sufficient local induction to the area and patients that they will be supporting.</p>	To review the current bank and agency workforce induction checklist and align and embed across all services.	Deputy Heads of Nursing & Workforce Systems Manger	20 December 2021	Directorates can evidence local induction is provided to agency staff and provide confirmation (checklist) and audit of this.	<p>Induction checklist recirculated across inpatient services.</p> <p>Working with Centralised Staffing Solutions</p> <p>Developing a comms plan</p>
<p><b>2.6 Operational Delivery</b></p> <p>The trust has clear and effective mechanisms for reporting staffing concerns or where the patient needs are outside of an individual's scope of practice.</p>	<p>To develop a Trust wide safe staffing policy including a Trust wide process to report staffing concerns using the toolkit safe staffing SBAR NHSE &amp; I principles</p> <p>To agree a Trust process to share the weekly situational and safe staffing forecast information with wider exec team</p>	<p>Workforce and Safe Staffing Matron</p> <p>Assistant Director of Nursing &amp; Executive team</p> <p>Assistant Director</p>	<p>31 January 2022</p> <p>15 December 20</p>	<p>Safe Staffing operating policy is implemented.</p> <p>Redeployment checklist reviewed and updated</p> <p>Confirmation that safe care deployment module is implemented across the Trust following pilot</p> <p>Process agreed and notes of meeting shared</p>	<p>Redeployment checklist recirculated for review.</p> <p>Standard operating policy for safe staffing in now in its first draft.</p> <p>Implementation of safe care deployment module pilot on health roster</p>

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	To include staffing and skills/scope of practice within the Trust handover policy standards and Nurse in Charge Checklist.	of Nursing & Quality	March 2022	Handover policy clearly describes the importance of Nurse in Charge considering the skill set or staff members at handover and delegates in accordance to individuals scope of practice	Handover policy currently under review
<p><b>2.10 Operational Delivery</b></p> <p>Staff are encouraged to report incidents in line with the normal trust processes.</p> <p>Due to staffing pressures, the trust considers novel mechanisms outside of incident reporting for capturing potential physical or psychological harm caused by staffing pressures</p>	<p>Staff wellbeing and support- or psychological harm caused by staffing pressures-</p> <p>The trust to increase the number of staff trained as Professional Nurse Advocates in recognition of the burn out, mental health problems and widespread stress experienced by staff. (Training provides practitioners with the skills to facilitate restorative supervision to colleagues and teams within services the work within and beyond).</p> <p>To develop a Trust PNA learning council group to share learning and provide support to PNA's</p>	Assistant Director of Nursing & Quality	March 2022	<p>The Trust continues to identify and support Professional Nurse Advocate training to support staff reporting physical or psychological harm.</p> <p>Feedback from staff demonstrates that the organisation responds to staff concerns and referral to PNA's takes place</p>	<p>Trust has supported 10 trainee PNAs across 2 academic cohorts (currently training)</p> <p>3 applicants have been supported to apply for the January Cohort</p>