

NWAFT Special Care Baby Unit Staffing Action Plan

Version Control

Plan Updated: 28/04/21

SCBU is divided into 3 separate nurseries and 1 side/isolation room (1 ITU, 2 HDU, 8 SCBU cots). Where staffing allows with a daily allocation of 1 supernumerary shift leader. Allocation is based on assessment of patient clinical needs. Accordance to BAPM, a daily safe staffing recommendation is 5 staff based on 10 cots as follows:




- 1 supernumerary shift leader
- 2 QIS nurses for 1 ITU cot and 1 HDU cot (1:1 and 1:2)
- 2 nursery nurses

However with a reduction to 80% capacity (NHS England Service Specification) this is reduced to 4 staff per shift. BAPM staffing QIS compliance: 70% registered establishment staff to be “Qualified in Speciality” (QIS) neonatal nurses

Key

BLUE	GREEN	AMBER	RED
Completed	On track for delivery to timescales	Action not being implemented within timescales	Outstanding

io	Objective	Action	Lead	Timescale	Progress	Evidence (embedded or required)	RAG
1	70% registered staff to be QIS trained on SCBU	Monthly review of QIS compliance status	SCBU Manager Lead Nurse for Neonatal Services	Ongoing whilst non-compliant	Embed into monthly Finance meetings		New Action

		QIS staffing non-compliance to be placed on Trust Risk Register	Lead Nurse for Neonatal Services	Completed			
		Risk Action Card to be completed for SCBU staffing QIS non-compliance	Lead Nurse for Neonatal Services	Completed	Moderate risk rating allocated	 Revised SCBU staff Risk 1.4.21.doc	
2	2 RN to enrol onto QIS course yearly	2x RN to be nominated/allocated per year	SCBU Manager / SCBU Clinical Educator	31/05/21			New Action
		Secure funding to backfill posts for duration of course and placement	Lead Nurse for Neonatal Services	31/05/21	Embed into monthly Finance meetings		New Action
		Amend B5 JD to include commitment to QIS course application within 2 years of commencement of post	Lead Nurse for Neonatal Services	Completed		 Band 5 JD &PS (NWAFT).docx	
3	Develop trajectory to achieve QIS compliance	To formulate documented trajectory aims for compliance	Lead Nurse for Neonatal Services	Completed		 SCBU QIS trajectory Apr 21.docx	
		Explore additional University provider	Lead Nurse for Neonatal Services	31/12/21	ARU are recommending		New Action

		options (currently use UoB).			course Jan 2021 and UEA and DeMonfort University (Leicester) also facilitate QIS course		
		Explore HEE funding available to increase to 3 places yearly	Lead Nurse for Neonatal Services	31/09/21			New Action
		Source possible additional ITU placement options	Lead Nurse for Neonatal Services	31/09/21			
4	Explore 'grow your own' options for non-registered staff	B4 NN to be given option of nurse apprenticeship opportunities	SCBU Manager / SCBU Clinical Educator	31/12/21			New Action
		Source funding and resource required to support	Lead Nurse for Neonatal Services	31/12/21			New Action
5	Consideration to be given to uplift B5 vacancies to – B6 to ensure QIS recruitment	Explore option of uplift where vacancies arise	Director of Nursing / Lead Nurse for Neonatal Services / Management Accountant	Ongoing whilst non-compliant			New Action
6	Age profiling to be completed	Ensure robust planning in place to	SCBU Manager	31/05/21	30% staff over 50 on SCBU.		New Action

	to aid succession planning	replace staff at senior level			Retirement potential based on 55yrs old		
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