

Appendix: Annual Assurance Report

Health board/trust:	Cardiff and Vale UHB
Period of the report	6th April 2023- 5th April 2024
Adult acute medical wards	21

In accordance with the requirements of the Nurse Staffing Levels (Wales) Act 2016 and its associated Statutory Guidance, the 'nurse staffing level' is the establishment of registered nurses - and other staff to whom nursing duties have been delegated by a registered nurse - required to deliver the planned roster. It is acknowledged that there is a range of additional healthcare professionals that contribute to the delivery and coordination of patient care and treatment. However, these staff are not included within this appendix but further information can be found within the main body of the annual assurance report

Adult Acute Medical Inpatient wards

Name of Ward	TOTAL (WTE) band 7 supernumerary ward sister/Charge nurse	Required Establishment at the start of this report (Spring calculation cycle) including uplift 26.9%		TOTAL (WTE) band 7 supernumerary ward sister/Charge nurse	Required Establishment at the end of the period of this report (autumn calculation cycle) including uplift 26.9%		Total (WTE) band 7 Supernumerary ward sister/ charge nurse	Required establishment for the proposed roster agreed during the establishment reviews (Spring 2024) CAV addition to template, including uplift 26.9%		Biannual calculation cycle reviews, and rationale for any changes made				Any reviews outside of biannual calculation, if yes provide rationale for any changes made			
		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)	Completed (Yes/No)	Changed	Rationale	Completed (Yes/No)	Date	Changed	Rationale	
B7	1	34.1	19.9	1	34.1	19.9	1	34.1	19.9	Yes	No	NA	No	NA	No	NA	
C7	1	26.04	23.86	1	26.8	22.7	1	26.8	22.7	Yes	Yes	Previous C6 establishment, ward environment remains similar layout. Reduction in Band 3 and small increase in Band 5 agreed Nov 2023	No	NA	No	NA	
B2 Link	1	14.2	17.01	1	14.2	19.86	1	14.2	22.7	Yes	Yes	Increase in HCSW during autumn review 2023 due to new ward layout and environment. Further increase in Spring 2024 agreed due to additional beds open.	Yes	Jun-23	NA	New ward area as part of the organisational change across UHW	
C4 Stroke	1	17.06	17.06	1	17.06	17.06	1	17.06	17.06	Yes	No	No change to establishment during this period, recording error on template in spring 2023 but conformed with ward team- no changes to establishments.	No	NA	No	NA	
Heulwen	1	11.37	11.37	1	11.37	11.37	1	11.37	11.37	Yes	No	Discussion around additional capacity opening on Heulwen and no further increase in beds was agreed and therefore no change to establishment.	No	NA	No	NA	
Lakeside Ward 1	1	14.21	35.11	1	14.21	35.11	1	14.21	35.11	Yes	No	NA	No	NA	No	NA	
Lakeside Ward 2	1	11.37	23.02	1	11.37	22.7	1	11.37	22.7	Yes	Yes	Small reduction in Band 3 establishment in November 2023 review. Band 4 assistant practitioners in post during spring 2023 establishment.	No	NA	No	NA	
A7	1	28.43	19.9	1	28.43	19.9	1	28.43	19.9	Yes	No	Recording template error spring 2023 but no change to establishment	No	NA	No	NA	
Cystic Fibrosis Unit	1	11.11	2.78	1	11.11	2.78	1	11.11	2.78	Yes	No	NA	No	NA	No	NA	
East 2	1	19.9	17.06	1	19.9	17.06	1	19.9	17.06	Yes	No	NA	No	NA	No	NA	
East 4	1	19.9	17.06	1	19.9	17.06	1	19.9	17.06	Yes	No	NA	No	NA	No	NA	
East 6	1	19.9	17.06	1	19.9	17.06	1	19.9	17.06	Yes	No	NA	No	NA	No	NA	
East 7	1	17.06	19.9	1	17.06	19.9	1	17.06	19.9	Yes	No	NA	No	NA	No	NA	
East 8	1	19.9	17.06	1	19.9	17.06	1	19.9	17.06	Yes	No	NA	No	NA	No	NA	
West 2	1	19.9	19.9	1	19.9	19.9	1	19.9	19.9	Yes	No	NA	No	NA	No	NA	
Stroke Rehab Centre	1	17.6	30.62	1	17.6	30.62	1	17.06	30.62	Yes		Please see Rationale	No	NA	No	NA	
C5 (Winter Ward) Surgery Clinical Board	0	0	0	1	16.24	8.53	Ward to close	Ward to Close	Ward to Close	Yes	Yes	Ward was open from November and therefore not part of the original Autumn cycle	No	NA	No	NA	
B1 (Specialist Clinical Board)	1 WTE Band 7 but only 0.2 Supernum	29.66	13.4	1	30.46	13.4		31.27	14.21	Yes	Yes	Uplift in Supernumerary status of the ward sister. Previously recorded as supernumerary ward sister as 1.0 WTE Band 7 available on the ward however this role has been required to coordinate and oversee additional 4 beds. Further uplift required due to the T&R bay relocation.	No	NA	No	NA	
C4 Neurology (Specialist Clinical Board)	1	17.5	20.41	1	10.58	11.37		11.37	11.37	Yes	Yes	The day unit establishment was previously contained within the C4N inpatient beds. These have now been separated out and hence reduction in establishment. Small calculation error in the spring cycle, this has been corrected and confirmed by the Lead Nurse.	No	NA	No	NA	
Teenage Cancer Unit (Specialist Clinical Board)	1	17.22	5.69	1	17.22	5.69		17.22	5.69	Yes	No	NA	No	NA	NA	NA	
B4 Haematology (Specialist Clinical Board)	1	36.6	21.67	1	36.6	21.67		36.1	15.99	Yes	Yes	within the establishment. Professional conversations have taken place with the Lead Nurse and Director of Nursing regarding the establishment and this will continue to be reviewed.	No	NA	NA	NA	

Appendix: Annual Assurance Report

Health board/trust:	Cardiff and Vale UHB
Period of the report	6th April 2023-5th April 2024
Adult acute surgical wards	18

In accordance with the requirements of the Nurse Staffing Levels (Wales) Act 2016 and its associated Statutory Guidance, the 'nurse staffing level' is the establishment of registered nurses - and other staff to whom nursing duties have been delegated by a registered nurse - required to deliver the planned roster. It is acknowledged that there is a range of additional healthcare professionals that contribute to the delivery and coordination of patient care and treatment. However, these staff are not included within this appendix but further information can be found within the main body of the annual assurance report

Adult Acute Surgical Inpatient wards

Name of Ward	TOTAL (WTE) band 7 supernumerary ward sister/Charge nurse	Required Establishment at the start of this report (Spring calculation cycle) including uplift 26.9%		TOTAL (WTE) band 7 supernumerary ward sister/Charge nurse	Required Establishment at the end of the period of this report (autumn calculation cycle) including uplift 26.9%		Total (WTE) band 7 Supernumerary ward sister/ charge nurse	Required establishment for the proposed roster agreed during the establishment reviews (Spring 2024) CAV addition to template, including uplift 26.9%		Biannual calculation cycle reviews, and rationale for any changes made			Any reviews outside of biannual calculation, if yes provide rationale for any changes made			
		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)		TOTAL WTE RN (band 5,6)	TOTAL WTE HCSW (bands 2,3,4)	Completed (Yes/No)	Changed	Rationale	Completed (Yes/No)	Date	Changed	Rationale
C1 (Women's and Children Clinical Board)	1	21.88	12.64	1	23.27	12.55	1	22.27	15.4	Yes	Yes	during Spring 2024, required to provide care appropriate to the needs of the patient. The EPAU is also within this footprint. Note in previous template Nov 2023 Ward sister counted in total RN despite being supernumerary	No	NA	NA	NA
C6	1	30.46	17.06	1	30.46	17.06	1	30.46	17.06	Yes	No	Previously located on A2	No	NA	NA	NA
B2 Vascular	1	33.3	19.9	1	33.3	19.9	1	33.3	19.9	Yes	No	Demand on the service has increased since the introduction of the vascular network. This will be monitored closely and an out of cycle calculation of the nurse staffing levels will be conducted if an increased establishment is required.	No	NA	NA	NA
A6 North	1	16.24	11.37	1	16.24	11.37	1	16.24	11.37	Yes	No	NA	No	NA	NA	NA
A6 South	1	21.17	14.21	1	16.26	11.37	1	16.26	11.37	Yes	Yes	Previously located on Duthie ward during Spring review 2023. Relocated to A6 South and reduction in beds from 24 to 19.				
B6	1	30.46	17.06	1	30.46	19.09	1	30.46	19.09	Yes	Yes	Uplift in HCSW overnight to support patient care.	No	NA	NA	NA
A5 North	1	18.32	14.21	1	18.32	14.21	1	18.32	14.21	Yes	No	Previously A6N establishment.				
A5 South	1	14.21	11.37	1	14.21	11.37	1	14.21	11.37	Yes	No	Previously A6 South Establishment	No	NA	NA	NA
West 1	1	19.9	19.9	1	19.9	19.9	1	19.9	19.9	Yes	No	NA	No	NA	NA	NA
West 3	1	14.21	12.79	1	11.37	14.21	1	11.37	14.21	Yes	Yes	Reduction in bed base from 20 to 16 beds during Autumn 2023. Uplift in HCSW to support patient care.	No	NA	NA	NA
West 5	1	14.21	17.07	1	14.21	17.07	1	14.21	17.07	Yes	No	NA	No	NA	NA	NA
CAVOC	1	25.99	19.09	1	25.99	19.09	1	25.99	19.09	Yes	No	NA	No	NA	NA	NA
B5 Nephrology (Specialist Clinical Board)	1	28.89	18.32	1	28.89	18.32	1	31.53	16.48	Yes	Yes	Increase in RN workforce required to support acute dialysis. Reduction in Band 3	No	NA	NA	NA
T5 (Specialist Clinical Board)	1	29.7	13.64	1	29.7	13.64	1	29.7	13.64	Yes	No	NA	No	NA	NA	NA
West 6- Cardiothoracic (Specialist Clinical Board)	1	19.9	8.53	1	21.91	8.53	1	22.72	8.53	Yes	Yes	Uplift in Band 6 establishment. Bethan Ward establishment decreased as ward often closed and used as extra capacity. Previously supernumerary ward sister during C5 establishment and split over two wards to include Bethan and covered West 6.				
B4 Neuro (Specialist Clinical Board)	1	35.35	25.18	1	35.35	25.18	1	35.35	25.18	Yes	No	NA	No	NA	NA	NA
Poly Trauma Unit (Specialist Clinical Board)	1	24.2	19.9	1	24.2	19.9	1	24.2	19.9	Yes	No	NA	No	NA	NA	NA
T4 Neuro (Specialist Clinical Board)	1	37.37	8.53	1	37.37	8.53	1	37.37	8.53	Yes	No	NA	No	NA	NA	NA

