

DEPENDENCY LEVELS AND STAFFING

2020-21



Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB

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Introduction

Sunlight care uses the staffing guidelines set out in this document as the baseline staffing requirements for it. The Manager will, in the interest and safety of the residents, ensure that all the points set out in this document are taken into account when calculating staffing levels for Sunlight care. Proposed staffing levels will be notified to and agreed with the regulatory authority.

Staffing Guidelines

The following matters will be considered when the staffing levels are determined:

- The ratio of staff to residents
- The dependency levels of residents
- The role of the Manager
- The competency and experience of the staff
- The layout of Sunlight care and the accessibility of its facilities
- The amount of supervised practice and staff training which needs to be carried out
- The day to day workload
- The categories of care

Ratio of Staff to Residents

The following framework is used as a guide to determining reasonable and practical ratios of staff to residents in Sunlight care:

Period of time	Ratio of Staff	Ratio of Residents
8am – 2pm	1	5
2pm – 8pm	1	6
8pm – 8am	1	10

Within this ratio framework Sunlight care applies a minimum requirement for a skill mix of 35% registered nurses to 65% care assistants in each 24-hour period.

To demonstrate what Sunlight care aims to achieve the following example of staffing levels uses the ratio approach.

Example 1 relates to a 30 bedded Care Home

Period of time	Staff to resident ratio	Total no of staff	No of nurses	No of carers	Total care hrs
8am - 2pm	1:5	6	2	4	36hrs
2pm – 8pm	1:6	5	2	3	30hrs
8pm – 8am	1:10	3	1	2	36hrs

This example shows there would be a total of 102 available care hours with an average of 3.4 care hours per resident over a 24-hour period with 35% being provided by registered nurses and 65% being provided by carers over the 24-hour period.

Example 2 relates to a 40 bedded Care Home

Period of time	Staff to resident ratio	Total no of staff	No of nurses	No of carers	Total care hrs
8am – 2pm	1 : 5	8	3	5	48hrs
2pm – 8pm	1 : 6	7	2	5	42hrs
8pm – 8am	1 : 10	4	2	2	48hrs

This provides a total of 138 available care hours and an average of 3.4 care hours per resident day. The overall grade mix is 38% provided by registered nurses, and 62% provided by care assistants in each 24-hour period.

Example 3 relates to a 60 bedded Care Home

Period of time	Staff to resident ratio	Total no of staff	No of nurses	No of carers	Total care hrs
8am - 2pm	1:5	12	4	8	72hrs
2pm – 8pm	1:6	10	4	6	60hrs
8pm – 8am	1:10	6	2	4	72hrs

This provides a total of 204 available care hours over a 24-hour period with an average of 3.4 care per resident day. The overall grade mix is 35% provided by registered nurses, 65% provided by care assistants in each 24-hour period.

Dependency Levels of Residents

Following the initial calculation using the ratio-based approach, the dependency levels should be undertaken to validate the initial calculation. The required care hours per resident per day should be calculated using the Rhys Hearn 1970 dependency tool.

Description of dependency levels

Self-Caring: Typically in this care group the resident:

1. Is continent
2. Does not require assistance in the toilet
3. Can feed him/her self
4. Can wash him/her self
5. Can walk without assistance but may use a stick, zimmer, tripod
6. Can manage own affairs
7. Can make needs known

Care hours required per resident per day 1.0 hours

<p>Low dependency: Typically in this care group the resident:</p> <ol style="list-style-type: none"> 1. Is continent but may have an occasional “accident” 2. Can usually manage in the toilet, but may need supervision 3. Can feed him/her self 4. May need supervision or assistance with washing 5. May need supervision or assistance with dressing 6. Walks without assistance but probably uses a stick, zimmer, tripod 7. Can manage own affairs with little assistance 8. Can make needs known <p>Care hours required per resident per day 2.0 hours</p>
<p>Medium dependency: Typically in this care group the resident:</p> <ol style="list-style-type: none"> 1. Is occasionally incontinent 2. Requires assistance in the toilet 3. Can feed him/her self but may need minimum help 4. Needs supervision or assistance with washing 5. Needs supervision or assistance with dressing 6. Needs to use a walking aid or be assisted, may use a wheelchair 7. Requires assistance with financial affairs 8. Has difficulty making needs known <p>Care hours required per resident per day 3.0 hours</p>
<p>High dependency: Typically in this care group the resident:</p> <ol style="list-style-type: none"> 1. Is sometimes doubly incontinent 2. Requires assistance in the toilet, uses a commode, or requires incontinence care 3. Requires assistance with feeding or has to be fed 4. Requires full assistance with washing 5. Requires full assistance with dressing 6. Walks with assistance, or is bedfast or chairfast 7. Cannot manage own affairs 8. Cannot make needs known <p>Care hours required per resident per day 4.0 hours</p>

The dependency level of the residents can be used to ensure a standardised approach when deciding what the staffing levels should be and what is the correct mix of staff between nurses and carers in Sunlight care.

Using the tables above the following summarises the position:

Care Group A - Estimated direct care required per day – 1 hour

A person who is deemed to be in Care Group A may be regarded as largely capable of self-care.

Care Group B - Estimated direct care required per day – 2 hours

A person who is deemed to be in Care Group B may be regarded as requiring average care.

Care Group C - Estimated direct care required per day – 3 hours

A person who is deemed to be in Care Group C may be regarded as needing above average care.

Care Group D - Estimated direct care required per day – 4 hours

A person who is deemed to be in Care Group D may be regarded as needing maximum nursing care.

By way of example for a Care Home providing accommodation for 60 residents with the following dependency levels the number of hours of care required would be:

- Care Group D – High Dependency for 36 residents each needing 4 hours' care requires a total of 144 hours of care
- Care Group C – Medium Dependency for 12 residents each needing 3 hours' care requires a total of 36 hours of care
- Care Group B – Low Dependency for 6 residents each needing 2 hours' care requires a total of 12 hours of care
- Care Group A – Self Caring for 6 residents each needing 1 hour's care requires a total of 6 hours of care

The total number of hours of care needed for each 24-hour period applying that formula is therefore 198 care hours.

The Role of the Manager

The Manager of Sunlight care will be given an appropriate amount of time to perform management duties in an effective manner. The Manager will be responsible for ensuring the correct number and mix of nurses and carers are working on each shift in every 24-hour period. If the Manager chooses to delegate this task, he or she will be responsible for supervising the delegated member of staff and checking that the correct numbers and mix are scheduled to work each shift.

Competency and Experience of Staff

The competency levels of all available staff will be assessed by the Manager using reports following staff supervision and appraisals. Nurses employed by Sunlight care will have the knowledge and skills for safe and effective practice when working without direct supervision. Nurses must also recognise and work within the limits of their competence.

Layout of the Home, Accessibility of Facilities and Safety of Patients

When assessing the dependency levels required for each shift the Manager will take into account and have regard to any risk assessment carried out in relation to the layout of Sunlight care, the number of floors and/or separate units which form part of Sunlight care and the location of the residents' accommodation. The Manager will also take into account the contents of any assessment carried out to consider risks arising in the event of an evacuation in the case of fire.

Supervised Practice and Staff Training

The Manager will ensure when assessing the number and mix of staff needed for each shift that there is adequate time allowed for nurses and other staff to undertake supervised practice and training of other members of staff.

Workload

Staffing levels will have regard to the fact that there are times within the 24-hour period in which the workload is increased, such as mealtimes, the provision of personal care, and the administration of drugs. Staffing rotas need to make allowance for sick leave, annual leave or any other special leave, but ensuring there is no reduction in the number of required staff on duty for each shift.



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