**Nurse Staffing Indicator Template**

**Reporting Period:** **1st – 30th June. 2019**

**Summary of Results and Commentary – Registered Nurse Staffing Levels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | | **Registered Nurses** | | |
| **Day** | **Night** | **Comments** |
| **% fill rate** | **% fill rate** |
| **RBH Heart & Paeds** | PICU | 103% | 97% | In line with patient needs. |
| Rose | 90% | 73% | In line with patient needs. |
| AICU | 105% | 108% |  |
| Alex | 125% | 118% |  |
| Elizabeth | 104% | 102% |  |
| Paul Wood | 119% | 124% |  |
| Sir Reginald Wilson | 71% | 103% |  |
| York | 117% | 87% |  |
| **Lung** | Foulis | 120% | 113% | Safe staffing levels to meet patient acuity and higher care needs for some patients. |
| Lind | - | - | N/A |
| Victoria | 119% | 115% | Increased Registered Nurses to meet safe nursing care needs. One to one nursing care for a level 2 patient. |
| **Harefield** | Cedar | 97% | 98% | Almost up to establishment, full ward. |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 110% | 95% | Safe staffing levels maintained. |
| HDU | 96% | 94% | Staffing levels adjusted depending on patient levels and acuity. Safe staffing levels maintained. |
| ITU | 116% | 109% | Supernumerary staff due to expansion of beds. |
| Maple | 99% | 105% | New starter. Given suprenumery status. |
| Juniper | 102% | 78% | Safe staffing maintained. Patient’s treatment and care needs met. 1:1 in HDU area and Staff sent to other departments to cover vacancy. Unfilled RGN Night shifts. Reduced requirement for night staff due to day case activity. |
| Oak/Acorn | 98% | 86% | Adequate numbers of registered nurses on duty to deliver safe care to patients. |
| **Whole Trust** | | **105%** | **99%** |  |

**Summary of Results and Commentary –Care Staffing Levels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | | **Care Staff (NB this is a small proportion of the overall nurse staffing complement)** | | |
| **Day** | **Night** | **Comments** |
| **% fill rate** | **% fill rate** |
| **RBH Heart & Paeds** | PICU | 39% | 67% | Not relevant as not patient caring. |
| Rose | 39% | 67% | Not relevant as not patient caring. |
| AICU | 55% | 33% |  |
| Alex | 59% | 109% |  |
| Elizabeth | 56% | 66% |  |
| Paul Wood | 55% | 46% |  |
| Sir Reginald Wilson | 56% | 39% |  |
| York | 55% | 43% |  |
| **Lung** | Foulis | 57% | 0% | Care staff offset by registered nurses to safely meet patients needs. |
| Lind | - | - | N/A |
| Victoria | 77% | 43% | Safe level of care given and care staff offset by increased registered nurses. |
| **Harefield** | Cedar | 95% | 95% | Almost up to establishment, full ward. |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 68% | 98% | HCA shortfall covered with trained nurses and supernumary staff, safe staffing levels maintained. |
| HDU | 0% | 0% | N/A |
| ITU | 66% | 97% | Sickness of 1 WTE |
| Maple | 76% | 92% | Unable to fill all vacancies. Have employed, awaiting start dates. |
| Juniper | 94% | 82% | Safe staffing maintained. Patient’s treatment and care needs met. |
| Oak/Acorn | 40% | 75% | Sufficient numbers of care staff on duty to deliver safe care. Patient acuity required registered nurses to meet care needs. |
| **Whole Trust** | | **57%** | **75%** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Table 1: Day Shifts**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Ward*** | | **Day** | | | | | | | | | | | |
| **Registered Nurses** | | | | | | **Care Staff** | | | | | |
| ***Planned  (hrs)*** | **Actual (hrs)** | | |  |  | ***Planned  (hrs)*** | **Actual (hrs)** | | |  |  |
| Usual roster | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** | Usual roster | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** |
| **RBH Heart & Paeds** | PICU | 6210 | 5119 | 603 | 701 | 6424 | 103% | 1450 | 562 | 0 | 0 | 562 | 39% |
| Rose | 5175 | 3390 | 324 | 943 | 4657 | 90% | 1450 | 562 | 0 | 0 | 562 | 39% |
| AICU | 7245 | 7303 | 127 | 155 | 7584 | 105% | 1260 | 693 | 0 | 0 | 693 | 55% |
| Alex | 2520 | 2843 | 189 | 117 | 3148 | 125% | 1260 | 693 | 39.5 | 12 | 745 | 59% |
| Elizabeth | 4320 | 3360 | 220 | 908 | 4488 | 104% | 1260 | 693 | 7.5 | 0 | 701 | 56% |
| Paul Wood | 2280 | 2505 | 107 | 108 | 2720 | 119% | 1260 | 693 | 0 | 0 | 693 | 55% |
| Sir Reginald Wilson | 3600 | 2378 | 138 | 24 | 2540 | 71% | 1260 | 693 | 7 | 0 | 700 | 56% |
| York | 2280 | 2318 | 218 | 122 | 2657 | 117% | 1260 | 693 | 0 | 0 | 693 | 55% |
| **Lung** | Foulis | 2040 | 2370 | 72 | 0 | 2442 | 120% | 900 | 503 | 9 | 0 | 512 | 57% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 2160 | 2438 | 94 | 36 | 2568 | 119% | 360 | 277.5 | 0 | 0 | 278 | 77% |
| **Harefield** | Cedar | 2415 | 2059 | 226 | 46 | 2331 | 97% | 690 | 540.5 | 69 | 46 | 656 | 95% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 3795 | 3627 | 444 | 88 | 4158 | 110% | 1178 | 652 | 148 | 0 | 800 | 68% |
| HDU | 2070 | 1949 | 35 | 0 | 1984 | 96% | - | - | - | - | - | - |
| ITU | 9315 | 10500 | 288 | 0 | 10787 | 116% | 1175 | 771 | 0 | 0 | 771 | 66% |
| Maple | 1725 | 1449 | 265 | 0 | 1714 | 99% | 690 | 460 | 39 | 23 | 522 | 76% |
| Juniper | 2300 | 1928 | 368 | 58 | 2354 | 102% | 920 | 862 | 6 | 0 | 867 | 94% |
| Oak/Acorn | 5400 | 4605 | 524 | 142 | 5272 | 98% | 2340 | 749 | 188 | 0 | 937 | 40% |
| **Whole Trust** | | **64850** | **60138** | **4239** | **3446** | **67823** | **104.58%** | **18713** | **10094** | **513** | **81** | **10688** | **57.12%** |

\* Columns in *italics* will be submitted to NHS Digital on 15th July.2019. For further details about the sources of information and the assumptions made, please see Appendix 1.

**Table 2:** **Night Shifts**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Ward*** | | **Night** | | | | | | | | | | | |
| **Registered Nurses** | | | | | | **Care Staff** | | | | | |
| ***Planned  (hrs)*** | **Actual (hrs)** | | |  |  | ***Planned  (hrs)*** | **Actual (hrs)** | | |  |  |
| Usual roster | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** | Usual roster | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** |
| **RBH Heart & Paeds** | PICU | 6210 | 3966 | 794 | 1277 | 6036 | 97% | 345 | 230 | 0 | 0 | 230 | 67% |
| Rose | 4830 | 2266 | 552 | 725 | 3542 | 73% | 345 | 230 | 0 | 0 | 230 | 67% |
| AICU | 7245 | 7326 | 349 | 173 | 7847 | 108% | 330 | 107.8 | 0 | 0 | 108 | 33% |
| Alex | 1650 | 1441 | 473 | 33 | 1947 | 118% | 330 | 108 | 220 | 33 | 361 | 109% |
| Elizabeth | 3960 | 2805 | 737 | 506 | 4048 | 102% | 330 | 108 | 88 | 22 | 218 | 66% |
| Paul Wood | 1320 | 1276 | 341 | 22 | 1639 | 124% | 330 | 108 | 33 | 11 | 152 | 46% |
| Sir Reginald Wilson | 1650 | 1287 | 396 | 11 | 1694 | 103% | 330 | 108 | 22 | 0 | 130 | 39% |
| York | 1650 | 1023 | 341 | 66 | 1430 | 87% | 330 | 108 | 33 | 0 | 141 | 43% |
| **Lung** | Foulis | 1650 | 1639 | 220 | 0 | 1859 | 113% | 0 | 0 | 0 | 0 | 0 | 0% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 1320 | 1342 | 110 | 66 | 1518 | 115% | 330 | 143 | 0 | 0 | 143 | 43% |
| **Harefield** | Cedar | 1725 | 1070 | 506 | 115 | 1690 | 98% | 690 | 322 | 253 | 81 | 656 | 95% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 2970 | 1909 | 828 | 81 | 2817 | 95% | 714 | 540.5 | 161 | 0 | 702 | 98% |
| HDU | 2070 | 1714 | 230 | 0 | 1944 | 94% | 0 | 0 | 0 | 0 | 0 | 0% |
| ITU | 9315 | 8016 | 1851 | 299 | 10166 | 109% | 345 | 322 | 12 | 0 | 334 | 97% |
| Maple | 990 | 920 | 92 | 23 | 1035 | 105% | 690 | 368 | 242 | 23 | 633 | 92% |
| Juniper | 2415 | 1265 | 610 | 12 | 1886 | 78% | 713 | 563.5 | 23 | 0 | 587 | 82% |
| Oak/Acorn | 3630 | 1749 | 1191 | 196 | 3136 | 86% | 660 | 330 | 145 | 23 | 498 | 75% |
| **Whole Trust** | | **54600** | **41011** | **9619** | **3602** | **54232** | **99.33%** | **6812** | **3695.8** | **1231** | **193** | **5119** | **75.14%** |

**Source: Nurse Bank Databases, E-Roster/MAPPS**

1 Lind: please note that Lind ward have no longer inpatients cases, daycase will not be reported to NHS Digital, as daycase beds are excluded from the reporting requirement. All of Lind's beds are currently for daycases.

2 Cherry Tree: please note that information on Cherry Tree will not be reported to NHS Digital, as daycase beds are excluded from the reporting requirement. All of Cherry Tree's beds are currently for daycases.

**Table 3: Reasons for Use of Bank and Agency** (by no. of shifts)

This information will not be reported to NHS London

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ward** | | **Annual leave** | **Patient acuity** | **Patient Volume** | **Sickness** | **Vacancy** | **Maternity cover** | **Study Leave** | **Other** |  | | |
| **RBH Heart & Paeds** | PICU | 0 | 0 | 389 | 0 | 0 | 0 | 0 | 0 |  | | |
| Rose | 0 | 0 | 400 | 0 | 0 | 0 | 0 | 0 |  | | |
| AICU | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| Alex | 0 | 29 | 78 | 0 | 0 | 0 | 0 | 0 |  | | |
| Elizabeth | 0 | 11 | 215 | 0 | 0 | 0 | 0 | 0 |  | | |
| Paul Wood | 0 | 4 | 59 | 0 | 0 | 0 | 0 | 0 |  | | |
| Sir Reginald Wilson | 0 | 3 | 59 | 0 | 0 | 0 | 0 | 0 |  | | |
| York | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| **Lung** | Foulis | 0 | 1 | 26 | 0 | 0 | 0 | 0 | 0 |  | | |
| Lind | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| Victoria | 1 | 5 | 12 | 1 | 48 | 0 | 0 | 0 |  | | |
| **Harefield** | Cedar | 0 | 4 | 4 | 26 | 113 | 0 | 0 | 0 |  | | |
| Cherry Tree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| Rowan/Fir Tree | 0 | 4 | 40 | 32 | 110 | 0 | 0 | 0 |  | | |
| HDU | 0 | 0 | 21 | 2 | 1 | 0 | 0 | 0 |  | | |
| ITU | 0 | 0 | 413 | 0 | 0 | 0 | 0 | 0 |  | | |
| Maple | 0 | 0 | 6 | 16 | 43 | 4 | 0 | 0 |  | | |
| Juniper | 4 | 1 | 1 | 5 | 1 | 0 | 0 | 0 |  |  |  |
| Oak/Acorn | 0 | 48 | 88 | 39 | 0 | 0 | 0 | 0 |  | | |
| **Whole Trust** |  | **5** | **113** | **1811** | **121** | **316** | **4** | **0** | **0** |  | | |

**Source: Nurse Bank Databases, E-Roster/MAPPS**

**Table 4: Use of RMNs** (by no. of hours)

This is included in the tables above, and will form part of the numbers reported to NHS Digital. This is a change following the publication of further guidance from NHS England.

|  |  |
| --- | --- |
| **Ward** | **Number of hours** |
| - | 0 |

**Source: Nurse Bank Databases**

**Appendix 1:** Data sources, definitions and assumptions made

**Tables 1 and 2: Day and Night Shifts**

This data is compiled from a number of sources:

1. Planned hours. This is the number of hours each ward is funded for (from nurse recruitment office) and should match the posters up on each ward.
2. Actual hours
   1. Usual roster. These are the hours that have been recorded on e-roster/MAPPS.
   2. Bank. These are staff booked through the bank office, and are recorded on the Nurse Bank/Agency spreadsheets. Where wards have booked bank staff directly (i.e. not through the bank office), these are not included – as accurate information is not held / easily available.
   3. Agency. These are staff booked through the bank office, and are recorded on the Nurse Bank/Agency spreadsheets. Where wards have booked agency staff directly (i.e. not through the bank office), these are not included - as accurate information is not held / easily available.
   4. Care staff. HCA’s working on the adult wards in Sydney Street are pooled and rotate between the 5 wards. Therefore, the planned and actual hours worked hours have been averaged out to be equal across all these wards.
3. Total fill. This is the sum of the actual hours worked (i.e. usual roster, bank, agency)
4. Average fill rate. This is total fill divided by the planned hours, expressed as a %.

**Table 3: Reasons for Bank and Agency Use**

These are the reasons, as documented on the Nurse Bank spreadsheets.

For RBH, there were a number of blank entries, which have been excluded.

**Table 4: Use of RMNs**

If a patient needs RMN input, then this can equate to a notable number of additional hours**.** Details of RMN use is reported here for internal use only – it is also required to be reported to NHS Digital, and is included in the other tables in this report.

**Appendix 2:** NHS Digital template

**Fill Rate Indictor Return**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |  |  |  |  |  |  |  | | | |  | | | |  | |  | | |  | |
|  | | | **Ward name** | **Main 2 Specialties on each ward** | **Day** | | | | **Night** | | | **Day** | | | | **Night** | | | **Care Hours Per Patient Day (CHPPD)** | | | | | | | |
| **Hospital Site Details** | | **Hospital Site name** | **Main 2 Specialties on each ward** | | **Registered midwives/nurses** | | **Care Staff** | | **Registered midwives/nurses** | | **Care Staff** | | | **Average fill rate - registered nurses/ midwives (%)** | **Average fill rate - care staff (%)** | | | **Average fill rate - registered nurses/ midwives (%)** | **Average fill rate - care staff (%)** | **Cumulative count over the month of patients at 23:59 each day** | | **Registered midwives/ nurses** | | **Care Staff** | **Overall** | |
| **Site code \*The Site code is automatically populated when a Site name is selected** |  |  | **Specialty 1** | **Specialty 2** | **Total monthly planned staff hours** | **Total monthly actual staff hours** | **Total monthly planned staff hours** | **Total monthly actual staff hours** | **Total monthly planned staff hours** | **Total monthly actual staff hours** | **Total monthly planned staff hours** | **Total monthly actual staff hours** | |
|  | **Select from drop down list** | **Select from drop down list** | **Select from drop down list** |  |  |  |  |  |  |  |  | | **Automatic calculation** | **Automatic calculation** | | | **Automatic calculation** | **Automatic calculation** |  | | **Automatic calculation** | | **Automatic calculation** | **Automatic calculation** | |

**Staffing: Nursing, Midwifery, Care Staff & CHPPD**