**Nurse Staffing Indicator Template**

**Reporting Period:** **1st – 31th May. 2019**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | | **Registered Nurses** | | |
| **Day** | **Night** | **Comments** |
| **% fill rate** | **% fill rate** |
| **RBH Heart & Paeds** | PICU | 104% | 92% | Safe staffing all through this period |
| Rose | 98% | 77% | Safe staffing all through this period |
| AICU | 104% | 105% | On Plan and sufficient registered nurses to deliver safe patient care |
| Alex | 125% | 122% | On Plan and sufficient registered nurses to deliver safe patient care |
| Elizabeth | 100% | 98% | On Plan and sufficient registered nurses to deliver safe patient care |
| Paul Wood | 117% | 121% | On Plan and sufficient registered nurses to deliver safe patient care |
| Sir Reginald Wilson | 77% | 125% | On Plan and sufficient registered nurses to deliver safe patient care |
| York | 88% | 72% | On Plan and sufficient registered nurses to deliver safe patient care |
| **Lung** | Foulis | 119% | 120% | Increase in staff to care for high acuity and higher care needs for some patients. Safe staffing maintained. |
| Lind | - | - | N/A |
| Victoria | 122% | 140% | Increased Registered Nurses due to one to one care of level 2 patient to meet safe level of care needs. |
| **Harefield** | Cedar | 97% | 103% | On plan. |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 114% | 96% | Safe staffing levels |
| HDU | 98% | 91% | Staffing levels adjusted according to patient levels and acuity. Safe nursing levels maintained |
| ITU | 125% | 112% | Additional supernumerary staff due to expansion on days and nights |
| Maple | 105% | 106% | Super numery period for new starter |
| Juniper | 105% | 81% | Safe staffing maintained. Patient’s treatment and care needs met. Day shift phase return and staff non-clinical. Unfilled RGN Night shifts, Reduced requirement for night staff due to day case activity. |
| Oak/Acorn | 99% | 86% | Sufficient trained staff on duty to provide safe care to patients. |
| **Whole Trust** | | **106%** | **100%** |  |

**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 | 42% | 82% | N/A |
| Rose | 42% | 82% | N/A |
| AICU | 52% | 29% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care |
| Alex | 62% | 135% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care Night shift healthcare workers increased to provide 1 to 1 care for patients with additional needs |
| Elizabeth | 56% | 116% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care Night shift healthcare workers increased to provide 1 to 1 care for patients with additional needs |
| Paul Wood | 53% | 97% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care |
| Sir Reginald Wilson | 52% | 61% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care |
| York | 63% | 103% | Healthcare worker shifts not replaced as there is sufficient registered nurses to deliver safe care Night shift healthcare workers increased to provide 1 to 1 care for patients with additional needs |
| **Lung** | Foulis | 50% | 0% | Low fill offset by registered nurses to safely meet patients needs. |
| Lind | - | - | N/A |
| Victoria | 85% | 87% | Care staff offset by registered nurses to meet safe levels of care and ward acuity. |
| **Harefield** | Cedar | 91% | 95% | On plan |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 73% | 98% | Safe staffing levels, more trained nurses on shift to compensate for lack of HCA’s |
| HDU | 0% | 0% | N/A |
| ITU | 60% | 106% | Sickness and supernumerary staff. |
| Maple | 115% | 110% | We needed to special a patient who was at risk of falling due to acute confusion |
| Juniper | 89% | 87% | Safe staffing maintained. Patient’s treatment and care needs met. Unfilled RGN Night shifts. Reduced requirement for night staff due to day case activity. |
| Oak/Acorn | 46% | 66% | Adequate care staff on duty to provide safe care alongside trained staff. |
| **Whole Trust** | | **59%** | **91%** |  |
|  |  |  |  |  |

**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 | 6417 | 5826 | 495 | 380 | 6700 | 104% | 1515 | 642 | 0 | 0 | 642 | 42% |
| Rose | 5348 | 4283 | 393 | 564 | 5239 | 98% | 1515 | 642 | 0 | 0 | 642 | 42% |
| AICU | 7487 | 7395 | 153 | 276 | 7823 | 104% | 1302 | 672 | 0 | 0 | 672 | 52% |
| Alex | 2604 | 2993 | 66 | 210 | 3268 | 125% | 1302 | 672 | 88.5 | 42 | 803 | 62% |
| Elizabeth | 4464 | 3833 | 239 | 412 | 4483 | 100% | 1302 | 672 | 28.5 | 31.5 | 732 | 56% |
| Paul Wood | 2412 | 2723 | 81 | 27 | 2831 | 117% | 1302 | 672 | 0 | 15 | 687 | 53% |
| Sir Reginald Wilson | 3720 | 2604 | 214 | 35 | 2853 | 77% | 1302 | 672 | 0 | 0 | 672 | 52% |
| York | 2412 | 1913 | 179 | 24 | 2115 | 88% | 1302 | 672 | 50 | 94.5 | 817 | 63% |
| **Lung** | Foulis | 2136 | 2498 | 36 | 0 | 2534 | 119% | 930 | 465 | 0 | 0 | 465 | 50% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 2232 | 2438 | 207 | 68 | 2713 | 122% | 405 | 345 | 0 | 0 | 345 | 85% |
| **Harefield** | Cedar | 2496 | 2116 | 280 | 35 | 2431 | 97% | 713 | 517.5 | 132 | 0 | 650 | 91% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 3922 | 3861 | 514 | 81 | 4455 | 114% | 1178 | 701 | 164 | 0 | 864 | 73% |
| HDU | 2139 | 2040 | 46 | 0 | 2086 | 98% | - | - | - | - | - | - |
| ITU | 8913 | 10688 | 442 | 0 | 11130 | 125% | 1258.5 | 724 | 35 | 0 | 759 | 60% |
| Maple | 1783 | 1449 | 388 | 35 | 1872 | 105% | 713 | 702 | 116 | 0 | 818 | 115% |
| Juniper | 2404 | 2179 | 249 | 104 | 2531 | 105% | 978 | 872 | 0 | 0 | 872 | 89% |
| Oak/Acorn | 5580 | 4983 | 461 | 88 | 5531 | 99% | 2418 | 920 | 193 | 0 | 1112 | 46% |
| **Whole Trust** | | **66466** | **63817** | **4439** | **2335** | **70591** | **106.21%** | **19436** | **10560** | **806** | **183** | **11549** | **59.42%** |

\* Columns in *italics* will be submitted to NHS Digital on 15th June.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 | 6417 | 4049 | 941 | 932 | 5921 | 92% | 357 | 293 | 0 | 0 | 293 | 82% |
| Rose | 4991 | 2852 | 552 | 435 | 3839 | 77% | 357 | 293 | 0 | 0 | 293 | 82% |
| AICU | 7487 | 7268 | 288 | 322 | 7878 | 105% | 341 | 99 | 0 | 0 | 99 | 29% |
| Alex | 1705 | 1496 | 517 | 66 | 2079 | 122% | 341 | 99 | 319 | 44 | 462 | 135% |
| Elizabeth | 4092 | 2827 | 715 | 484 | 4026 | 98% | 341 | 99 | 132 | 165 | 396 | 116% |
| Paul Wood | 1364 | 1309 | 297 | 44 | 1650 | 121% | 341 | 99 | 110 | 121 | 330 | 97% |
| Sir Reginald Wilson | 1705 | 1540 | 517 | 77 | 2134 | 125% | 341 | 99 | 55 | 55 | 209 | 61% |
| York | 1705 | 1001 | 187 | 33 | 1221 | 72% | 341 | 99 | 66 | 187 | 352 | 103% |
| **Lung** | Foulis | 1705 | 1760 | 286 | 0 | 2046 | 120% | 0 | 0 | 0 | 0 | 0 | 0% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 1364 | 1573 | 121 | 220 | 1914 | 140% | 341 | 264 | 33 | 0 | 297 | 87% |
| **Harefield** | Cedar | 1783 | 1208 | 548 | 81 | 1836 | 103% | 713 | 356.5 | 288 | 35 | 679 | 95% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 3069 | 2208 | 650 | 92 | 2950 | 96% | 714 | 563.5 | 138 | 0 | 702 | 98% |
| HDU | 2139 | 1909 | 35 | 0 | 1944 | 91% | - | - | - | - | - | - |
| ITU | 8913 | 7659 | 2167 | 138 | 9964 | 112% | 357 | 322 | 55 | 0 | 377 | 106% |
| Maple | 1023 | 897 | 186 | 0 | 1083 | 106% | 713 | 529 | 207 | 46 | 782 | 110% |
| Juniper | 2496 | 1254 | 748 | 23 | 2024 | 81% | 713 | 586.5 | 35 | 0 | 621 | 87% |
| Oak/Acorn | 3751 | 1892 | 1128 | 194 | 3214 | 86% | 682 | 330 | 119 | 0 | 449 | 66% |
| **Whole Trust** | | **55707** | **42701** | **9880** | **3140** | **55721** | **100.02%** | **6992** | **4132** | **1556** | **653** | **6340** | **90.69%** |

**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 | 390 | 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 | 47 | 82 | 0 | 0 | 0 | 0 | 0 |  | | |
| Elizabeth | 0 | 34 | 175 | 0 | 0 | 0 | 0 | 0 |  | | |
| Paul Wood | 0 | 23 | 46 | 0 | 0 | 0 | 0 | 0 |  | | |
| Sir Reginald Wilson | 0 | 10 | 90 | 0 | 0 | 0 | 0 | 0 |  | | |
| York | 0 | 37 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| **Lung** | Foulis | 0 | 0 | 29 | 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 | 2 | 10 | 42 | 95 | 5 | 0 | 0 |  | | |
| Cherry Tree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  | | |
| Rowan/Fir Tree | 0 | 6 | 30 | 3 | 125 | 0 | 0 | 0 |  | | |
| HDU | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |  | | |
| ITU | 0 | 0 | 491 | 0 | 1 | 0 | 0 | 0 |  | | |
| Maple | 0 | 16 | 6 | 23 | 35 | 13 | 0 | 0 |  | | |
| Juniper | 4 | 1 | 1 | 5 | 1 | 0 | 0 | 0 |  |  |  |
| Oak/Acorn | 0 | 45 | 82 | 39 | 0 | 0 | 0 | 0 |  | | |
| **Whole Trust** |  | **5** | **226** | **1851** | **113** | **305** | **18** | **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**