

Nurse Staffing Indicator Template
Reporting Period: 1st – 31st July 2018

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	95%	93%	Within normal parameters.	
	Rose	103%	89%	Within normal parameters.
RBH Heart & Paeds	AICU	91%	87%	
	Alex	111%	94%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Elizabeth	84%	64%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Paul Wood	85%	86%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Sir Reginald Wilson	77%	101%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	York	99%	74%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Lung	Foulis	113%	97%
Lind		-	-	N/A
Victoria		114%	105%	Safe staffing level to meet patients' complex care needs and ward acuity.
Harefield	Cedar	97%	95%	Safe staffing maintained, patient's treatment and care needs met.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	86%	89%	Safe staffing levels, bed occupancy slightly reduced.
	HDU	92%	92%	Staffing levels adjusted according to patient acuity. Safe staffing levels maintained.
	ITU	156%	138%	Expansion to 24 beds, supernumerary new staff employed to fill vacancy gaps.
	Maple	77%	98%	Safe staffing maintained, patient's treatment and care needs met. Unfilled RGN Day shifts.
	Juniper	91%	72%	Safe staffing maintained, patient's treatment and care needs met. Unfilled RGN Night shifts. Reduced requirement for night staff due to decreased Private Patient admissions.
	Oak/Acorn	78%	83%	Patient acuity level high, but slightly lower occupancy. Safe staffing levels maintained. Unfilled SN bank shifts.
Whole Trust	99%	93%		

Summary of Results and Commentary –Care Staffing Levels

Ward	Care Staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	29%	56%	Non – registered staff (i.e. HCA’s) do not deliver patient care in Paediatrics.
	Rose	29%	56%	Non – registered staff (i.e. HCA’s) do not deliver patient care in Paediatrics.
	AICU	48%	25%	
	Alex	50%	70%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Elizabeth	49%	25%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Paul Wood	48%	25%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Sir Reginald Wilson	48%	41%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	York	49%	37%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
Lung	Foulis	47%	-	N/A
	Lind	-	-	N/A
	Victoria	68%	105%	Safe staffing level increased and off set when needed by Registered nurses to meet complex care needs of patients’.
Harefield	Cedar	94%	74%	Safe staffing maintained, patient’s treatment and care needs met. Unfilled HCA day/night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	65%	96%	Student nurses utilised during the day to cover shortfall in HCA’s.
	HDU	0%	0%	N/A
	ITU	98%	139%	Additional HCA cover on nights due to patient acuity.
	Maple	81%	90%	Safe staffing maintained, patient’s treatment and care needs met. Unfilled HCA day/night shifts.
	Juniper	89%	89%	Safe staffing maintained, patient’s treatment and care needs met. Unfilled HCA day/night shifts.
	Oak/Acorn	49%	46%	Sufficient care staff on duty to deliver safe nursing care.
Whole Trust	55%	68%		

Table 1: Day Shifts

Ward		Day											
		Registered Nurses						Care Staff					
		Planned (hrs)	Actual (hrs)			Total fill (hrs)	Average fill rate (%)	Planned (hrs)	Actual (hrs)			Total fill (hrs)	Average fill rate (%)
Usual roster	Bank		Agency	Usual roster	Bank				Agency				
PICU	PICU	6975	5584	294	752	6629	95%	1515	442	0	0	442	29%
	Rose	5813	4650	583	747	5980	103%	1515	442	0	0	442	29%
RBH Heart & Paeds	AICU	7487	6802	11	0	6813	91%	1299	629	0	0	629	48%
	Alex	2821	2783	108	234	3125	111%	1299	629	15	0	644	50%
	Elizabeth	4836	3375	243	423	4041	84%	1299	629	12	0	641	49%
	Paul Wood	2587	1808	171	229	2207	85%	1299	629	0	0	629	48%
	Sir Reginald Wilson	4030	2805	239	79	3123	77%	1299	629	0	0	629	48%
	York	2470	1988	298	149	2434	99%	1299	629	12	0	641	49%
	Victoria	2418	2573	172	12	2756	114%	495	337.5	0	0	338	68%
Lung	Foulis	2301	2550	23	32	2604	113%	930	435	0	0	435	47%
	Lind ¹	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2418	2573	172	12	2756	114%	495	337.5	0	0	338	68%
Harefield	Cedar	2496	1875	523	23	2421	97%	713	552	121	0	673	94%
	Cherry Tree ²	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4433	3446	340	12	3797	86%	1178	656	116	0	771	65%
	HDU	2325	2118	23	0	2141	92%	0	0	0	0	0	0%
	ITU	7363	10761	702	35	11497	156%	1239.5	1192	17	0	1209	98%
	Maple	2015	1346	212	0	1557	77%	713	575	0	0	575	81%
	Juniper	2392	1884	232	58	2173	91%	1000	826	59	0	885	89%
	Oak/Acorn	6045	4332	401	0	4733	78%	2418	939	257	0	1196	49%
Whole Trust		68805	60675	4572	2780	68028	98.87%	19511	10168	609	0	10776	55.23%

* Columns in *italics* will be submitted to NHS England on 15th Aug. 2018. 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)			Total fill (hrs)	Average fill rate (%)	Planned (hrs)	Actual (hrs)			Total fill (hrs)	Average fill rate (%)
Usual roster	Bank		Agency	Usual roster	Bank				Agency				
PICU	PICU	6417	4158	782	1026	5966	93%	357	201	0	0	201	56%
	Rose	5348	2852	1105	819	4776	89%	357	201	0	0	201	56%
RBH Heart & Paeds	AICU	7487	6475	58	0	6532	87%	341	83.6	0	0	84	25%
	Alex	1705	946	385	264	1595	94%	341	84	77	77	238	70%
	Elizabeth	4092	1716	572	314	2602	64%	341	84	0	0	84	25%
	Paul Wood	1364	649	407	121	1177	86%	341	84	0	0	84	25%
	Sir Reginald Wilson	1705	990	539	187	1716	101%	341	84	22	33	139	41%
	York	1705	1012	176	75	1263	74%	341	84	22	22	128	37%
	Foulis	1705	1529	99	24	1652	97%	0	0	0	0	0	-
Lung	Lind ¹	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	1364	1375	44	13	1432	105%	242	165	55	33	253	105%
Harefield	Cedar	1783	1185	467	46	1697	95%	713	414	115	0	529	74%
	Cherry Tree ²	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3069	2162	517	46	2725	89%	714	425.5	259	0	684	96%
	HDU	2139	1967	0	0	1967	92%	0	0	0	0	0	0%
	ITU	6774	7176	1638	518	9332	138%	357	379.5	115	0	495	139%
	Maple	1023	828	173	0	1001	98%	713	552	92	0	644	90%
	Juniper	2496	1051	704	46	1800	72%	713	531.1	104	0	635	89%
	Oak/Acorn	3751	1881	1109	127	3116	83%	682	198	115	0	313	46%
Whole Trust		53925	37950	8772	3624	50347	93.37%	6893	3569.2	975	165	4709	68.32%

Source: Nurse Bank Databases, E-Roster/MAPPS

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

²Cherry Tree: please note that information on Cherry Tree will not be reported to NHS Improvement, 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	366	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	25	139	0	1	0	0	0
	Elizabeth	0	1	254	0	0	0	0	0
	Paul Wood	0	0	0	0	153	0	0	0
	Sir Reginald	0	5	114	0	0	0	0	0
	Wilson	0	5	0	0	117	0	0	0
	York	0	5	0	0	117	0	0	0
Lung	Foulis	0	0	22	0	0	0	0	0
	Lind	0	0	33	0	0	0	0	0
	Victoria	1	5	12	1	48	0	0	0
Harefield	Cedar	0	2	10	8	165	0	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	4	62	30	35	0	0	0
	HDU	0	0	2	1	0	0	0	0
	ITU	0	1	360	2	17	0	2	0
	Maple	0	1	12	3	20	25	0	0
	Juniper	4	1	1	5	1	0	0	0
	Oak/Acorn	0	10	147	55	50	0	0	0
Whole Trust	5	60	1934	105	607	25	2	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 London. 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
 - a. Usual roster. These are the hours that have been recorded on e-roster/MAPPS.
 - b. 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.
 - c. 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.
 - d. 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

DRAFT not for use - final version to be made available via the UNIFY system

Fill rate indicator return

Staffing: Nursing, midwifery and care staff



Reporting Period: 1/5/2014 to 31/05/2014

Please provide the URL to the page on your trust website where your staffing information is available

Hospital Site Details			Main two specialties on each ward		Day				Night				Day		Night	
					Registered nurses/ midwives		Care Staff		Registered nurses/ midwives		Care Staff		Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name	Ward name	S1	S2	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				
	Selection from drop down list		Select from drop down list	Select from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation