

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 30<sup>th</sup> Apr. 2019

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	98%	88%	Safe staffing maintained at all times.	
	Rose	101%	80%	Safe staffing maintained at all times.
RBH Heart & Paeds	AICU	103%	102%	Staffing is on plan in relation to activity.
	Alex	128%	147%	Staffing is on plan in relation to activity.
	Elizabeth	97%	108%	Staffing is on plan in relation to activity.
	Paul Wood	130%	139%	Staffing is on plan in relation to activity.
	Sir Reginald Wilson	70%	95%	Staffing is on plan in relation to activity.
	York	90%	83%	Staffing is on plan in relation to activity.
	Lung	Foulis	120%	111%
Lind		-	-	N/A
Victoria		126%	104%	Increased registered nurses due to one to one level 2 care with increased high care needs to meet safe patient acuity.
Harefield	Cedar	85%	78%	Nurses altered around number of patients due to bed closures for deep cleaning.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	110%	89%	Safe staffing levels maintained
	HDU	94%	83%	Staffing levels adjusted each day according to patient levels and acuity. Safe staffing levels maintained.
	ITU	123%	101%	Supernumerary staff in progress
	Maple	91%	107%	Increase due to supper numery period for new starters.
	Juniper	105%	81%	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	96%	86%	Safe staffing levels to provide care for patients.
<b>Whole Trust</b>	<b>104%</b>	<b>96%</b>		

## 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
PICU	43%	68%	Not applicable as not a care giving HCA role.
Rose	43%	68%	Not applicable as not a care giving HCA role.
AICU	53%	31%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care.
Alex	59%	191%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care Night shift HCA support increased to support safe patient care.
<b>RBH Heart &amp; Paeds</b> Elizabeth	55%	91%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care.
Paul Wood	62%	131%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care Night shift HCA support increased to support safe patient care.
Sir Reginald Wilson	53%	37%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care.
York	69%	131%	Healthcare support worker shifts not filled as sufficient registered nurses available to provide safe care Night shift HCA support increased to support safe patient care.
<b>Lung</b> Foulis	64%	0%	Off set by registered nurses. Safety and care needs met.
Lind	-	-	N/A
Victoria	75%	120%	Day Care staff offset by registered nurses and night care increased to meet safe levels of care.
<b>Harefield</b> Cedar	84%	82%	Nurses altered around number of patients due to bed closures for deep cleaning.
Cherry Tree	-	-	N/A
Rowan/Fir Tree	81%	95%	Safe staffing levels maintained.
HDU	-	-	N/A
ITU	75%	100%	Vacancies and long term sickness
Maple	95%	90%	Bank booked as required to ensure patient safety.
Juniper	83%	65%	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	44%	42%	Sufficient care staff on duty to ensure safe patient care.
<b>Whole Trust</b>	<b>61%</b>	<b>86%</b>	

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				
RBH Heart & Paeds	PICU	6210	5118	675	293	6085	98%	1465	631	0	0	631	43%
	Rose	5175	4028	505	672	5205	101%	1465	631	0	0	631	43%
	AICU	7245	7084	199	184	7467	103%	1260	666	0	0	666	53%
	Alex	2520	2865	162	195	3222	128%	1260	666	38	44	748	59%
	Elizabeth	4320	3398	260	534	4191	97%	1260	666	0	23	689	55%
	Paul Wood	2328	2678	194	152	3023	130%	1260	666	11	100	777	62%
	Sir Reginald Wilson	3600	2370	162	0	2532	70%	1260	666	7	0	673	53%
	York	2232	1635	182	196	2013	90%	1260	666	10	193	869	69%
Lung	Foulis	2064	2408	66	0	2474	120%	900	578	0	0	578	64%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2160	2438	263	11	2712	126%	495	367.5	5	0	373	75%
Harefield	Cedar	2415	1829	215	0	2043	85%	690	552	2	23	577	84%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3795	3671	441	73	4185	110%	1178	812	141	0	953	81%
	HDU	2070	1923	30	0	1953	94%	-	-	-	-	-	-
	ITU	8625	10230	388	12	10630	123%	1213	903	11	0	914	75%
	Maple	1725	1277	297	0	1574	91%	690	564	92	0	655	95%
	Juniper	2323	1981	316	138	2435	105%	943	782	0	0	782	83%
Oak/Acorn	5400	4698	422	59	5179	96%	2340	905	136	0	1041	44%	
<b>Whole Trust</b>		<b>64207</b>	<b>59628</b>	<b>4775</b>	<b>2516</b>	<b>66919</b>	<b>104.22%</b>	<b>18938</b>	<b>10719</b>	<b>452</b>	<b>383</b>	<b>11554</b>	<b>61.01%</b>

\* Columns in *italics* will be submitted to NHS Digital on 15<sup>th</sup> May.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)			Total fill (hrs)	Average fill rate (%)	Planned (hrs)	Actual (hrs)			Total fill (hrs)	Average fill rate (%)	
Usual roster	Bank		Agency	Usual roster	Bank				Agency					
RBH Heart & Paeds	PICU	6210	4061	817	617	5495	88%	345	236	0	0	236	68%	
	Rose	5175	2818	724	589	4130	80%	345	236	0	0	236	68%	
	AICU	7245	6981	374	66	7421	102%	330	101.2	0	0	101	31%	
	Alex	1650	1606	374	440	2420	147%	330	101	407	121	629	191%	
	Elizabeth	3960	2937	517	803	4257	108%	330	101	88	110	299	91%	
	Paul Wood	1320	1463	297	77	1837	139%	330	101	121	209	431	131%	
	Sir Reginald													
	Wilson	1650	1177	385	0	1562	95%	330	101	22	0	123	37%	
York	1650	1045	187	132	1364	83%	330	101	88	242	431	131%		
Lung	Foulis	1650	1617	209	0	1826	111%	0	0	0	0	0	0%	
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Victoria	1320	1298	77	0	1375	104%	330	275	121	0	396	120%	
Harefield	Cedar	1725	1035	265	46	1345	78%	690	402.5	127	35	564	82%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	2970	2082	547	23	2651	89%	714	563.5	115	0	679	95%	
	HDU	2070	1691	23	0	1714	83%	-	-	-	-	-	-	
	ITU	8625	7245	1403	46	8694	101%	345	310.5	35	0	345	100%	
	Maple	990	667	380	12	1058	107%	690	506	115	0	621	90%	
	Juniper	2415	1035	817	115	1967	81%	713	448.5	12	0	460	65%	
	Oak/Acorn	3630	1639	1269	205	3112	86%	660	231	35	12	277	42%	
<b>Whole Trust</b>		<b>54255</b>	<b>40395</b>	<b>8662</b>	<b>3169</b>	<b>52226</b>	<b>96.26%</b>	<b>6812</b>	<b>3815.7</b>	<b>1284</b>	<b>728</b>	<b>5828</b>	<b>85.55%</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup> 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.

<sup>2</sup> 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	343	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	56	111	0	0	0	0	0
	Elizabeth	0	20	198	0	0	0	0	0
	Paul Wood	0	42	73	0	0	0	0	0
	Sir Reginald Wilson	0	3	58	0	0	0	0	0
	York	0	57	0	0	0	0	0	0
Lung	Foulis	0	0	25	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	1	25	32	29	13	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	0	10	8	152	0	0	0
	HDU	0	0	5	0	0	0	0	0
	ITU	0	0	497	0	0	0	0	0
	Maple	0	1	9	33	27	12	0	0
	Juniper	4	1	1	5	1	0	0	0
	Oak/Acorn	0	27	87	45	0	0	0	0
<b>Whole Trust</b>	<b>5</b>	<b>213</b>	<b>1854</b>	<b>124</b>	<b>257</b>	<b>25</b>	<b>0</b>	<b>0</b>	

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
  - 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

**Fill Rate Indicator Return**  
**Staffing: Nursing, Midwifery, Care Staff & CHPPD**

Hospital Site Details		Hospital Site name	Ward name	Main 2 Specialties on each ward	Day		Night		Day		Night		Care Hours Per Patient Day (CHPPD)						
					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
Site code *The Site code is automatically populated when a Site name is selected		Select from drop down list	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	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation