



A lifetime of specialist care

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 28<sup>th</sup> Feb. 2019

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	96%	87%	Nurse staffing is representative of activity and is on plan
	Rose	100%	82%	Nurse staffing is representative of activity and is on plan
	AICU	114%	116%	Nurse staffing is representative of activity and is on plan
	Alex	127%	129%	Nurse staffing is representative of activity and is on plan
	Elizabeth	94%	93%	Nurse staffing is representative of activity and is on plan
	Paul Wood	119%	125%	Nurse staffing is representative of activity and is on plan
	Sir Reginald Wilson	77%	108%	Nurse staffing is representative of activity and is on plan
	York	86%	64%	Nurse staffing is representative of activity and is on plan
Lung	Foulis	128%	108%	Increase in registered nurses needed to escort patients to other hospitals for procedures. Safe staffing maintained to meet patient acuity and needs.
	Lind	-	-	N/A
	Victoria	125%	123%	Safe level of care to meet patient acuity and one to one care for patients requiring specific care needs.
Harefield	Cedar	98%	96%	Ward safely staffed.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	99%	89%	Safe staffing levels maintained
	HDU	94%	93%	Safe staffing levels maintained for patient levels
	ITU	131%	115%	
	Maple	98%	101%	Ward safely staffed
	Juniper	100%	84%	Ward safely staffed. Day cases discharged prior to night shift so staffing reduced.
	Oak/Acorn	93%	76%	Safe staffing levels maintained.
<b>Whole Trust</b>	<b>106%</b>	<b>99%</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 Rose	34%	45%	Safe care given and offset by registered nurses to safely meet patients needs	
	34%	45%	Safe care given and offset by registered nurses to safely meet patients needs	
<b>RBH Heart &amp; Paeds</b>	AICU	57%	35%	Safe care given and offset by registered nurses to safely meet patients needs
	Alex	62%	171%	Safe care given and offset by registered nurses to safely meet patients needs
	Elizabeth	58%	74%	Safe care given and offset by registered nurses to safely meet patients needs
	Paul Wood	57%	49%	Safe care given and offset by registered nurses to safely meet patients needs
	Sir Reginald Wilson	58%	35%	Safe care given and offset by registered nurses to safely meet patients needs
	York	58%	53%	Safe care given and offset by registered nurses to safely meet patients needs
	<b>Lung</b>	Foulis	38%	0%
Lind		-	-	N/A
Victoria		47%	200%	Day care staff low fill rate offset by day registered nurses. Additional care staff required for 1-1 care at night. Safe level of care maintained.
<b>Harefield</b>	Cedar	109%	88%	Ward safely staffed. Unable to fill some HCA shifts at night.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	69%	82%	Safe staffing levels maintained, students and other supernumary staff utilised during the day shift.
	HDU	0%	0%	N/A
	ITU	53%	100%	
	Maple	100%	95%	Ward safely staffed
	Juniper	76%	56%	Safe staffing levels maintained. Day case patients discharged prior to night shift so staffing reduced.
	Oak/Acorn	46%	64%	Safe staffing levels maintained.
<b>Whole Trust</b>	<b>56%</b>	<b>77%</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				
PICU	PICU	5796	4704	587	285	5575	96%	1363	468	0	0	468	34%
	Rose	4830	3330	733	745	4808	100%	1363	468	0	0	468	34%
RBH Heart & Paeds	AICU	6762	6618	245	853	7716	114%	1176	669	0	0	669	57%
	Alex	2352	2753	89	144	2985	127%	1176	669	46.5	12	728	62%
	Elizabeth	4032	2865	324	597	3786	94%	1176	669	0	12	681	58%
	Paul Wood	2160	2385	138	44	2567	119%	1176	669	0	0	669	57%
	Sir Reginald Wilson	3360	2483	102	7	2592	77%	1176	669	7.5	0	677	58%
	York	2064	1508	189	72	1769	86%	1176	669	0	7.5	677	58%
	Foulis	1920	2280	147	32	2459	128%	840	315	0	0	315	38%
Lung	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2016	2438	76	15	2529	125%	450	210	0	0	210	47%
Harefield	Cedar	2254	1817	313	81	2211	98%	644	690	0	12	702	109%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3542	2870	448	188	3506	99%	1178	650	165	0	815	69%
	HDU	1932	1813	12	0	1824	94%	-	-	-	-	-	-
	ITU	8050	9760	785	0	10545	131%	1122	557	34	0	591	53%
	Maple	1610	1070	483	23	1576	98%	644	598	46	0	644	100%
	Juniper	2162	1839	277	46	2161	100%	874	634	34	0	668	76%
	Oak/Acorn	5040	4193	493	0	4685	93%	2184	894	116	0	1010	46%
<b>Whole Trust</b>		<b>59882</b>	<b>54723</b>	<b>5438</b>	<b>3129</b>	<b>63290</b>	<b>105.69%</b>	<b>17718</b>	<b>9497</b>	<b>456</b>	<b>43</b>	<b>9995</b>	<b>56.41%</b>

\* Columns in *italics* will be submitted to NHS Digital on 15<sup>th</sup> Mar.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				
	PICU	5796	3592	805	644	5041	87%	322	144	0	0	144	45%
	Rose	4830	2289	851	840	3979	82%	322	144	0	0	144	45%
RBH Heart & Paeds	AICU	6762	6900	456	472	7828	116%	308	107.8	0	0	108	35%
	Alex	1540	1342	473	176	1991	129%	308	108	187	231	526	171%
	Elizabeth	3696	2244	462	748	3454	93%	308	108	66	55	229	74%
	Paul Wood	1232	1232	275	33	1540	125%	308	108	0	44	152	49%
	Sir Reginald Wilson	1540	1243	418	0	1661	108%	308	108	0	0	108	35%
	York	1540	836	121	33	990	64%	308	108	0	55	163	53%
Lung	Foulis	1540	1529	132	0	1661	108%	0	0	0	0	0	0%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	1232	1353	66	99	1518	123%	220	330	77	33	440	200%
Harefield	Cedar	1610	978	471	92	1540	96%	644	333.5	219	12	564	88%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	2772	1668	759	46	2473	89%	714	345	242	0	587	82%
	HDU	1932	1587	207	12	1806	93%	-	-	-	-	-	-
	ITU	8050	6659	2491	81	9230	115%	322	241.5	81	0	322	100%
	Maple	924	748	173	12	932	101%	644	506	108	0	614	95%
	Juniper	2254	1070	666	150	1885	84%	713	322	75	0	397	56%
	Oak/Acorn	3388	1584	933	69	2586	76%	616	308	89	0	397	64%
<b>Whole Trust</b>		<b>50638</b>	<b>36851</b>	<b>9758</b>	<b>3504</b>	<b>50113</b>	<b>98.96%</b>	<b>6365</b>	<b>3320.3</b>	<b>1142</b>	<b>430</b>	<b>4892</b>	<b>76.85%</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	
PICU	0	0	203	0	0	0	0	0	
Rose	0	0	400	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>									
AICU	0	0	0	0	0	0	0	0	
Alex	0	44	78	0	3	0	0	0	
Elizabeth	0	12	177	2	13	0	0	0	
Paul Wood	0	4	49	0	1	0	0	0	
Sir Reginald Wilson	0	1	45	1	6	0	0	0	
York	0	6	0	0	1	0	0	0	
<b>Lung</b>									
Foulis	0	0	11	12	7	0	0	0	
Lind	0	0	0	0	0	0	0	0	
Victoria	1	5	12	1	48	0	0	0	
<b>Harefield</b>									
Cedar	0	0	14	29	38	2	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	0	7	34	33	52	2	0	0	
HDU	0	0	18	1	3	0	0	0	
ITU	0	0	309	0	0	0	0	0	
Maple	0	0	11	28	16	7	0	0	
Juniper	4	1	1	5	1	0	0	0	
Oak/Acorn	0	13	40	43	0	0	0	0	
<b>Whole Trust</b>	<b>5</b>	<b>93</b>	<b>1402</b>	<b>155</b>	<b>189</b>	<b>11</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 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
						Select from drop down list	Select from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation