Nurse Staffing Indicator Template
Reporting Period: 1st – 31st Jan. 2019

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	104%	89%	There was safe staffing during this period.
	Rose	110%	86%	There was safe staffing during this period.
	AICU	110%	108%	On Plan.
	Alex	121%	103%	On Plan.
	Elizabeth	85%	60%	On Plan and adjusted in accordance with elective activity.
	Paul Wood	104%	90%	On Plan.
	Sir Reginald Wilson	75%	76%	On Plan and adjusted in accordance with elective activity.
	York	71%	57%	On Plan and adjusted in accordance with planned bed closures.
Lung	Foulis	124%	112%	Safe staffing maintained. Increase in staff to meet higher care needs for some patients.
	Lind	-	-	N/A
	Victoria	116%	113%	Safe staffing levels to meet Patient acuity and one to one care needs for level 2 care.
Harefield	Cedar	88%	89%	Safe staging maintained Nursing staff altered in relation to bed occupancy.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	104%	95%	Extra trained nurses utilised to allow for shortfall in HCA's.
	HDU	89%	83%	Staffing adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	ITU	119%	102%	Reduction in supernumerary staff.
	Maple	93%	105%	Safe staffing levels maintained, on plan.
	Juniper	103%	80%	Extra nurse required 1:1 patient care.
	Oak/Acorn	91%	83%	Safe staffing levels maintained.
Whole Trust		**102%**	**91%**	

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	38%	55%	Non applicable not in a patient caring role.
	Rose	38%	55%	Non applicable as not yet in patient caring role.
	AICU	49%	28%	Healthcare support worker shifts not replaced as sufficient registered nurses available for providing safe care
	Alex	51%	122%	Increased healthcare support worker shifts to provide one to one "special "care.
	Elizabeth	49%	48%	Healthcare support worker shifts not replaced as sufficient registered nurses available for providing safe care.
	Paul Wood	49%	28%	Healthcare support worker shifts not replaced as sufficient registered nurses available for providing safe care.
	Sir Reginald Wilson	49%	38%	Healthcare support worker shifts not replaced as sufficient registered nurses available for providing safe care.
	York	52%	93%	Healthcare support worker shifts not replaced as sufficient registered nurses available for providing safe care.
Lung	Foulis	50%	0%	Low fill offset by increase in day and night registered nurses. Safety maintained.
	Lind	-	-	N/A
	Victoria	78%	136%	Safe level of care off set by registered nurses during the day and increase at night, due to new starter and providing training support.
Harefield	Cedar	98%	79%	Safe staffing maintained, adjusted in accordance to patient occupancy.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	66%	71%	Extra trained nurses and supernumary staff utilised to cover shortfall in HCA's.
	HDU	0%	0%	N/A
	ITU	51%	100%	Vacancy for HCA.
	Maple	102%	74%	Unable to fill night HCA shifts. Increased fill rate of registered nurses. Safe staffing levels maintained.
	Juniper	84%	63%	Unable to fill HCA shift. Patient safety maintained
	Oak/Acorn	47%	65%	Safe staffing levels maintained.
Whole Trust		**55%**	**70%**	

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	6417	5640	535	467	6642	104%	1515	576	0	0	576	38%
	Rose	5348	4778	403	685	5865	110%	1515	576	0	0	576	38%
	AICU	7487	7291	448	479	8218	110%	1300.5	641	0	0	641	49%
	Alex	2604	2955	36	156	3147	121%	1301	641	15	12	668	51%
	Elizabeth	4464	2993	162	638	3792	85%	1301	641	0	0	641	49%
	Paul Wood	2412	2340	54	114	2508	104%	1301	641	0	0	641	49%
	Sir Reginald Wilson	3720	2678	77	20	2774	75%	1301	641	0	0	641	49%
	York	2316	1440	93	122	1655	71%	1301	641	0	36	677	52%
Lung	Foulis	2136	2445	92	112	2648	124%	930	458	12	0	470	50%
	Lind[1]	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2232	2438	131	26	2595	116%	518	405	0	0	405	78%
Harefield	Cedar	2496	1748	377	69	2194	88%	713	678.5	12	12	702	98%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3922	3520	403	169	4091	104%	1178	571	210	0	781	66%
	HDU	2139	1863	23	24	1910	89%	-	-	-	-	-	-
	ITU	8913	9990	598	0	10588	119%	1258.5	504	134	0	638	51%
	Maple	1783	1346	314	0	1660	93%	713	702	26	0	727	102%
	Juniper	2404	2266	187	12	2464	103%	1083	830	79	0	909	84%
	Oak/Acorn	5580	4634	441	12	5087	91%	2418	966	170	0	1136	47%
Whole Trust		**66370**	**60511**	**4372**	**3102**	**67985**	**102.21%**	**19644**	**10108**	**668**	**60**	**10835**	**55.16%**

* Columns in *italics* will be submitted to NHS Digital on 14th Feb.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	6417	4250	942	520	5711	89%	357	196	0	0	196	55%
	Rose	5348	2967	863	794	4623	86%	357	196	0	0	196	55%
	AICU	7487	6889	725	449	8062	108%	341	96.8	0	0	97	28%
	Alex	1705	1166	451	132	1749	103%	341	97	154	165	416	122%
	Elizabeth	4092	1661	297	484	2442	60%	341	97	0	66	163	48%
	Paul Wood	1364	891	253	88	1232	90%	341	97	0	0	97	28%
	Sir Reginald Wilson	1705	891	275	132	1298	76%	341	97	0	33	130	38%
	York	1705	902	55	22	979	57%	341	97	0	220	317	93%
Lung	Foulis	1705	1639	220	44	1903	112%	0	0	0	0	0	0%
	Lind[1]	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	1364	1430	44	66	1540	113%	242	198	66	66	330	136%
Harefield	Cedar	1783	1116	455	12	1582	89%	713	356.5	163	46	566	79%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3069	2070	654	194	2918	95%	714	356.5	150	0	506	71%
	HDU	2139	1633	150	0	1783	83%	-	-	-	-	-	-
	ITU	8913	6751	2118	230	9098	102%	357	287.5	69	0	357	100%
	Maple	1023	840	219	12	1070	105%	713	356.5	173	0	529	74%
	Juniper	2496	1426	518	46	1990	80%	713	414	35	0	449	63%
	Oak/Acorn	3751	1837	1126	137	3100	83%	682	308	127	12	446	65%
Whole Trust		**56064**	**38357**	**9361**	**3359**	**51076**	**91.10%**	**6893**	**3248.8**	**935**	**608**	**4791**	**69.51%**

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	333	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	34	54	0	16	0	0	0	
	Elizabeth	0	6	132	0	8	0	0	0	
	Paul Wood	0	5	32	0	11	0	0	0	
	Sir Reginald Wilson	0	4	32	0	17	0	0	0	
	York	0	23	0	0	9	0	0	0	
Lung	Foulis	0	0	0	6	32	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	26	42	41	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	48	35	33	46	0	0	0	
	HDU	0	0	16	0	10	0	0	0	
	ITU	0	0	485	0	0	0	0	0	
	Maple	0	0	9	29	36	6	0	0	
	Juniper	4	1	1	5	1	0	0	0	
	Oak/Acorn	0	25	69	58	0	0	0	0	
Whole Trust		5	155	1636	174	275	6	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
    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 Indictor Return
Staffing: Nursing, Midwifery, Care Staff & CHPPD

Hospital Site Details	Hospital Site name	Main 2 Specialties on each ward		Day				Night				Day				Cumulative count over the month of patients at 23:59 each day	Care Hours Per Patient Day (CHPPD)		
				Registered midwives/nurses		Care Staff		Registered midwives/nurses		Care Staff							Registered midwives/ nurses	Care Staff	Overall
		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	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	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	Automatic calculation