



A lifetime of specialist care

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 31<sup>th</sup> Mar. 2019

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	99%	88%	Safe staffing
	Rose	89%	76%	Safe staffing
	AICU	106%	109%	Nurse staffing is representative of activity and is on plan.
	Alex	126%	148%	Nurse staffing is representative of activity and is on plan.
	Elizabeth	100%	113%	Nurse staffing is representative of activity and is on plan.
	Paul Wood	122%	140%	Nurse staffing is representative of activity and is on plan.
	Sir Reginald Wilson	80%	122%	Nurse staffing is representative of activity and is on plan.
	York	89%	74%	Nurse staffing is representative of activity and is on plan.
Lung	Foulis	127%	116%	Safe staffing maintained to meet patient acuity and care needs. Increase in staff to meet higher care needs for some patients.
	Lind	-	-	N/A
	Victoria	123%	107%	On Plan to meet safe care needs for level 2 patients. One to one patient requiring level 2 care.
Harefield	Cedar	101%	98%	On plan. Safe staffing maintained.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	108%	92%	Safe staffing levels.
	HDU	96%	93%	Nursing levels adjusted according to patient levels and acuity. Safe staffing levels maintained.
	ITU	127%	113%	Increase in beds to 24. Increase in supernumerary staff to fill vacancy gaps.
	Maple	98%	104%	Unable to fill all day shifts, senior sister Covered some shifts, a few left uncovered if patient safety uncompromised. All night shifts covered. Did have a shift where we had no HCA's on duty and were unable to get a bank / agency HCA and had a band 5 bank nurse instead as we needed the man power to ensure patient safety.
	Juniper	102%	82%	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	91%	78%	Safe staffing levels maintained.
<b>Whole Trust</b>	<b>105%</b>	<b>101%</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	
RBH Heart & Paeds	PICU	39%	53%	N/A
	Rose	39%	53%	N/A
	AICU	55%	33%	Safe care given and offset by registered nurses to safely meet patients needs.
	Alex	60%	220%	Additional healthcare worker support given to support increased patient dependency.
	Elizabeth	57%	65%	Safe care given and offset by registered nurses to safely meet patients needs.
	Paul Wood	57%	75%	Safe care given and offset by registered nurses to safely meet patients needs.
	Sir Reginald Wilson	56%	49%	Safe care given and offset by registered nurses to safely meet patients needs.
	York	57%	59%	Safe care given and offset by registered nurses to safely meet patients needs.
Lung	Foulis	48%	0%	Safe care given and offset by registered nurses to safely meet patients needs
	Lind	-	-	N/A
	Victoria	54%	143%	Night care staff increased over weekend to safely meet care needs of patients and offset by registered nurses in the day.
Harefield	Cedar	102%	90%	On plan. Safe staffing maintained.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	67%	82%	Safe staffing levels.
	HDU	0%	0%	N/A
	ITU	61%	100%	Reduction due to vacancies.
	Maple	86%	87%	We had 3 HCA's off sick for much of the month, we were unable to fill all these vacancies, Patient safety maintained as we had 4 student nurses.
	Juniper	78%	50%	Health care assistant unfilled shifts. Safe staffing maintained, patient's treatment and care needs met.
	Oak/Acorn	45%	67%	Safe staffing levels maintained.
<b>Whole Trust</b>	<b>57%</b>	<b>80%</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	6417	5254	662	466	6382	99%	1501	587	0	0	587	39%
	Rose	5348	2948	769	1020	4737	89%	1501	587	0	0	587	39%
	AICU	7487	7515	419	12	7946	106%	1302	720	0	0	720	55%
	Alex	2604	2970	140	159	3269	126%	1302	720	31.5	36	788	60%
	Elizabeth	4464	3465	220	771	4456	100%	1302	720	12	7.5	740	57%
	Paul Wood	2364	2700	161	35	2895	122%	1302	720	0	27	747	57%
	Sir Reginald Wilson	3720	2855	99	35	2988	80%	1302	720	5	0	725	56%
	York	2244	1733	121	142	1995	89%	1302	720	23	0	743	57%
Lung	Foulis	2112	2415	242	36	2693	127%	930	443	0	0	443	48%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2232	2438	294	12	2744	123%	473	255	0	0	255	54%
Harefield	Cedar	2496	1967	462	104	2532	101%	713	690	23	12	725	102%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3922	3419	642	175	4236	108%	1178	574	213	0	787	67%
	HDU	2139	2001	58	0	2058	96%	-	-	-	-	-	-
	ITU	8913	10160	1197	0	11357	127%	1220.5	654	92	0	746	61%
	Maple	1783	1311	429	12	1752	98%	713	541	74	0	615	86%
	Juniper	2381	1922	320	183	2425	102%	955	720	30	0	749	78%
	Oak/Acorn	5580	4495	549	12	5055	91%	2418	893	192	0	1084	45%
<b>Whole Trust</b>		<b>66203</b>	<b>59565</b>	<b>6780</b>	<b>3172</b>	<b>69517</b>	<b>105.01%</b>	<b>19413</b>	<b>10262</b>	<b>694</b>	<b>82</b>	<b>11038</b>	<b>56.86%</b>

\* Columns in *italics* will be submitted to NHS Digital on 15<sup>th</sup> Apr.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	3889	955	805	5648	88%	357	190	0	0	190	53%
	Rose	5348	2151	1139	752	4041	76%	357	190	0	0	190	53%
	AICU	7487	7406	759	22	8187	109%	341	112.2	0	0	112	33%
	Alex	1705	1727	528	275	2530	148%	341	112	451	187	750	220%
	Elizabeth	4092	3080	726	825	4631	113%	341	112	99	11	222	65%
	Paul Wood	1364	1452	407	44	1903	140%	341	112	55	88	255	75%
	Sir Reginald Wilson	1705	1518	528	33	2079	122%	341	112	44	11	167	49%
	York	1705	957	242	55	1254	74%	341	112	33	55	200	59%
Lung	Foulis	1705	1639	330	11	1980	116%	0	0	0	0	0	0%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	1364	1342	33	88	1463	107%	308	286	143	11	440	143%
Harefield	Cedar	1783	1058	621	69	1748	98%	713	356.5	276	12	644	90%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3069	1771	968	92	2831	92%	714	379.5	207	0	587	82%
	HDU	2139	1863	127	0	1990	93%	-	-	-	-	-	-
	ITU	8913	6843	2949	299	10091	113%	357	345	12	0	357	100%
	Maple	1023	805	263	0	1068	104%	713	563.5	58	0	621	87%
	Juniper	2496	1081	795	173	2048	82%	713	299	57	0	356	50%
	Oak/Acorn	3751	1606	1159	150	2915	78%	682	330	115	12	457	67%
<b>Whole Trust</b>		<b>56064</b>	<b>40187</b>	<b>12527</b>	<b>3692</b>	<b>56405</b>	<b>100.61%</b>	<b>6959</b>	<b>3612.2</b>	<b>1549</b>	<b>386</b>	<b>5547</b>	<b>79.71%</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	343	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	64	103	0	0	0	0	0
Elizabeth	0	12	229	0	0	0	0	0
Paul Wood	0	16	65	0	0	0	0	0
Sir Reginald Wilson	0	6	73	0	0	0	0	0
York	0	11	0	0	0	0	0	0
<b>Lung</b>								
Foulis	0	0	55	0	0	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	1	21	46	73	4	0	0
Cherry Tree	0	0	0	0	0	0	0	0
Rowan/Fir Tree	0	1	32	28	158	2	0	0
HDU	0	1	15	0	0	0	0	0
ITU	0	0	599	1	1	0	1	0
Maple	0	0	5	26	22	13	0	0
Juniper	4	1	1	5	1	0	0	0
Oak/Acorn	0	10	56	41	0	0	0	0
<b>Whole Trust</b>	<b>5</b>	<b>128</b>	<b>2009</b>	<b>148</b>	<b>303</b>	<b>19</b>	<b>1</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
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								
			Select from drop down list	Select from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation