**Nurse Staffing Indicator Template**

**Reporting Period:** **1st – 30th Nov. 2019**

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

|  |  |
| --- | --- |
| **Ward** | **Registered Nurses** |
| **Day** | **Night** | **Comments** |
| **% fill rate** | **% fill rate** |
| **RBH Heart & Paeds** | PICU | 101% | 87% | This is within normal limits, intensive care safely staffed |
| Rose | 116% | 83% | This is within normal limits, ward safely staffed |
| AICU | 109% | 102% | Registered nurse staffing is on plan with activity |
| Alex | 134% | 115% | Registered nurse staffing is on plan with activity |
| Elizabeth | 117% | 84% | Registered nurse staffing is on plan with activity |
| Paul Wood | 118% | 143% | Registered nurse staffing is on plan with activity |
| Sir Reginald Wilson | 78% | 123% | Registered nurse staffing is on plan with activity |
| York | 130% | 83% | Registered nurse staffing is on plan with activity |
| **Lung** | Foulis | 134% | 128% | Safe staffing maintained to meet acuity and higher care needs for some patients. Also, for escorting patients to other hospitals for treatment. |
| Lind | - | - | N/A |
| Victoria | 130% | 113% | Increased RN staffing levels to provide safe care to meet care needs of level 2 patients and increased ward acuity.  |
| **Harefield** | Cedar | 95% | 97% | Staffed according to patient levels. Patient safety maintained.  |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 117% | 105% | Safe staffing levels, extra trained nurses to compensate for shortfall in HCA’s |
| HDU | 95% | 97% | Staffing numbers flexed according to patient acuity |
| ITU | 121% | 99% | Supernumerary staff in training during the day |
| Maple | 103% | 105% | Our Nurse educator is on long term sick, she has been replaced with a nurse on a secondment into the role. This is an agreed over spend. |
| Juniper | 112% | 90% | Safe staffing maintained, patient’s treatment and care needs met supernuemuary staff. Unfilled RGN Night shifts. Reduced requirement for night staff due to decreased Private Patient admissions. 1:1 nursing |
| Oak/Acorn | 93% | 89% |  Sufficient registered nurses on duty to provide safe care to patients.  |
| **Whole Trust** | **111%** | **98%** |  |

**Summary of Results and Commentary –Care Staffing Levels**

|  |  |
| --- | --- |
| **Ward** | **Care Staff (NB this is a small proportion of the overall nurse staffing complement)** |
| **Day** | **Night** | **Comments** |
| **% fill rate** | **% fill rate** |
| **RBH Heart & Paeds** | PICU | 35% | 60% | N/A |
| Rose | 35% | 60% | N/A |
| AICU | 56% | 59% |  HCA do not provide direct patient care therefore shifts when vacant are not replaced |
| Alex | 58% | 86% |  A higher levels of registered nurse staffing on shift to accommodate for reduced HCA support. |
| Elizabeth | 56% | 66% |  A higher levels of registered nurse staffing on shift to accommodate for reduced HCA support. |
| Paul Wood | 56% | 59% |  A higher levels of registered nurse staffing on shift to accommodate for reduced HCA support. |
| Sir Reginald Wilson | 56% | 59% |  A higher levels of registered nurse staffing on shift to accommodate for reduced HCA support. |
| York | 57% | 73% |  A higher levels of registered nurse staffing on shift to accommodate for reduced HCA support. |
| **Lung** | Foulis | 63% | 0% | Reduced care offset by registered nurses to safely meet patients needs |
| Lind | - | - | N/A |
| Victoria | 66% | 37% | Reduced care staff as offset by increased RN staffing to meeting safe levels of care.  |
| **Harefield** | Cedar | 93% | 91% | Unfilled HCA shifts, patient safety maintained at all times. Care provided by registered nurses. |
| Cherry Tree | - | - | N/A |
| Rowan/Fir Tree | 44% | 90% | Safe staffing levels, extra trained nurses to cover shortfall in HCA’s. |
| HDU | 0% | 0% | N/A |
| ITU | 67% | 107% | Sickness in team |
| Maple | 78% | 87% | 2 HCA vacancies employed and due to start 6.1.2020. 1 HCA given unpaid leave to sort out a family emergency. Unable to get bank / agency cover for all shifts.  |
| Juniper | 93% | 65% | Safe staffing maintained, patient’s treatment and care needs met. Unfilled HCA day/night shifts. Staffing reduced according to decreased patients. staff cover also includes private patient outpatients. |
| Oak/Acorn | 38% | 45% | Sufficient care staff on duty to provide safe care. Shifts covered with registered staff. |
| **Whole Trust** | **55%** | **71%** |  |

**Table 1: Day Shifts**

|  |  |
| --- | --- |
| ***Ward*** | **Day** |
| **Registered Nurses** | **Care Staff** |
| ***Planned (hrs)*** | **Actual (hrs)** |  |  | ***Planned (hrs)*** | **Actual (hrs)** |  |  |
| Usual roster  | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** | Usual roster  | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** |
| **RBH Heart & Paeds** | PICU | 6210 | 5788 | 381 | 115 | 6284 | 101% | 1457 | 508 | 0 | 0 | 508 | 35% |
| Rose | 5175 | 5130 | 511 | 385 | 6026 | 116% | 1457 | 508 | 0 | 0 | 508 | 35% |
| AICU | 7245 | 7596 | 204 | 77 | 7876 | 109% | 1437 | 806 | 0 | 0 | 806 | 56% |
| Alex | 2520 | 3195 | 54 | 140 | 3389 | 134% | 1437 | 806 | 25 | 0 | 831 | 58% |
| Elizabeth | 4320 | 4725 | 206 | 128 | 5058 | 117% | 1437 | 806 | 0 | 0 | 806 | 56% |
| Paul Wood | 2304 | 2160 | 428 | 134 | 2721 | 118% | 1437 | 806 | 0 | 0 | 806 | 56% |
| Sir Reginald Wilson | 3600 | 2618 | 120 | 62 | 2799 | 78% | 1437 | 806 | 0 | 0 | 806 | 56% |
| York | 2304 | 2610 | 302 | 74 | 2986 | 130% | 1437 | 806 | 8 | 0 | 813 | 57% |
| **Lung** | Foulis | 2052 | 2445 | 261 | 48 | 2754 | 134% | 900 | 563 | 0 | 0 | 563 | 63% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 2160 | 2438 | 369 | 0 | 2807 | 130% | 375 | 247.5 | 0 | 0 | 248 | 66% |
| **Harefield** | Cedar | 2415 | 1898 | 362 | 45 | 2304 | 95% | 690 | 517.5 | 44 | 81 | 642 | 93% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 3795 | 3954 | 395 | 81 | 4429 | 117% | 1178 | 459 | 58 | 0 | 517 | 44% |
| HDU | 2070 | 1924 | 35 | 0 | 1959 | 95% | 0 | 0 | 0 | 0 | 0 | 0% |
| ITU | 9315 | 10626 | 651 | 0 | 11277 | 121% | 1194 | 751 | 46 | 0 | 797 | 67% |
| Maple | 1725 | 1687 | 90 | 0 | 1776 | 103% | 690 | 518 | 19 | 0 | 537 | 78% |
| Juniper | 2312 | 2255 | 329 | 12 | 2596 | 112% | 932 | 813 | 55 | 0 | 868 | 93% |
| Oak/Acorn | 5400 | 4433 | 540 | 69 | 5041 | 93% | 2340 | 723 | 164 | 0 | 887 | 38% |
| **Whole Trust** | **64922** | **65479** | **5235** | **1366** | **72080** | **111.03%** | **19835** | **10439** | **417** | **81** | **10936** | **55.14%** |

\* Columns in *italics* will be submitted to NHS Digital on 14th Dec.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)** |  |  | ***Planned (hrs)*** | **Actual (hrs)** |  |  |
| Usual roster  | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** | Usual roster  | Bank | Agency | ***Total fill (hrs)*** | ***Average fill rate (%)*** |
| **RBH Heart & Paeds** | PICU | 6210 | 4019 | 771 | 587 | 5376 | 87% | 345 | 207 | 0 | 0 | 207 | 60% |
| Rose | 4830 | 2680 | 679 | 645 | 4003 | 83% | 345 | 207 | 0 | 0 | 207 | 60% |
| AICU | 7245 | 6958 | 391 | 58 | 7406 | 102% | 330 | 195.8 | 0 | 0 | 196 | 59% |
| Alex | 1650 | 1529 | 297 | 66 | 1892 | 115% | 330 | 196 | 77 | 11 | 284 | 86% |
| Elizabeth | 3960 | 2618 | 594 | 98 | 3310 | 84% | 330 | 196 | 22 | 0 | 218 | 66% |
| Paul Wood | 1320 | 1287 | 551 | 55 | 1893 | 143% | 330 | 196 | 0 | 0 | 196 | 59% |
| Sir Reginald Wilson | 1650 | 1496 | 495 | 44 | 2035 | 123% | 330 | 196 | 0 | 0 | 196 | 59% |
| York | 1650 | 1067 | 242 | 66 | 1375 | 83% | 330 | 196 | 33 | 11 | 240 | 73% |
| **Lung** | Foulis | 1650 | 1573 | 494 | 44 | 2111 | 128% | 0 | 0 | 0 | 0 | 0 | 0% |
| Lind1 | - | - | - | - | - | - | - | - | - | - | - | - |
| Victoria | 1320 | 1320 | 143 | 33 | 1496 | 113% | 330 | 121 | 0 | 0 | 121 | 37% |
| **Harefield** | Cedar | 1725 | 1081 | 563 | 35 | 1678 | 97% | 690 | 368 | 246 | 12 | 626 | 91% |
| Cherry Tree2 | - | - | - | - | - | - | - | - | - | - | - | - |
| Rowan/Fir Tree | 2970 | 2300 | 761 | 46 | 3107 | 105% | 714 | 483 | 161 | 0 | 644 | 90% |
| HDU | 2070 | 1817 | 196 | 0 | 2013 | 97% | - | - |  | - | - |  - |
| ITU | 9315 | 7303 | 1834 | 58 | 9194 | 99% | 345 | 356.5 | 12 | 0 | 368 | 107% |
| Maple | 990 | 1024 | 12 | 0 | 1035 | 105% | 690 | 448.5 | 150 | 0 | 598 | 87% |
| Juniper | 2415 | 1725 | 428 | 12 | 2164 | 90% | 713 | 402.5 | 58 | 0 | 460 | 65% |
| Oak/Acorn | 3630 | 1936 | 1285 | 0 | 3221 | 89% | 660 | 253 | 33 | 12 | 297 | 45% |
| **Whole Trust** | **54600** | **41731** | **9732** | **1845** | **53307** | **97.63%** | **6812** | **4021.3** | **790** | **45** | **4856** | **71.29%** |

**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 | 282 | 0 | 1 | 0 | 0 | 0 |   |
| Rose | 0 | 0 | 400 | 0 | 0 | 0 | 0 | 0 |   |
| AICU | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   |
| Alex | 0 | 7 | 43 | 0 | 0 | 0 | 0 | 0 |   |
| Elizabeth | 0 | 3 | 92 | 0 | 1 | 0 | 0 | 0 |   |
| Paul Wood | 0 | 0 | 14 | 2 | 67 | 0 | 0 | 0 |   |
| Sir Reginald Wilson | 0 | 4 | 7 | 0 | 10 | 0 | 0 | 0 |   |
| York | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |   |
| **Lung** | Foulis | 0 | 0 | 1 | 6 | 56 | 0 | 0 | 0 |   |
| Lind | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   |
| Victoria | 1 | 5 | 12 | 1 | 48 | 0 | 0 | 0 |   |
| **Harefield** | Cedar | 0 | 2 | 0 | 34 | 131 | 0 | 0 | 0 |   |
| Cherry Tree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   |
| Rowan/Fir Tree | 0 | 8 | 80 | 26 | 36 | 0 | 0 | 0 |   |
| HDU | 0 | 0 | 19 | 1 | 1 | 0 | 0 | 0 |   |
| ITU | 0 | 0 | 489 | 0 | 1 | 0 | 0 | 0 |   |
| Maple | 0 | 0 | 0 | 8 | 28 | 0 | 0 | 0 |   |
| Juniper | 4 | 1 | 1 | 5 | 1 | 0 | 0 | 0 |   |   |   |
| Oak/Acorn | 0 | 22 | 63 | 50 | 0 | 0 | 0 | 0 |   |
| **Whole Trust** |  | **5** | **54** | **1503** | **133** | **381** | **0** | **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
	1. Usual roster. These are the hours that have been recorded on e-roster/MAPPS.
	2. 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.
	3. 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.
	4. 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Ward name** | **Main 2 Specialties on each ward** | **Day** | **Night** | **Day** | **Night** | **Care Hours Per Patient Day (CHPPD)** |
| **Hospital Site Details** | **Hospital Site name**  | **Main 2 Specialties on each ward** | **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** | **Overall** |
| **Site code \*The Site code is automatically populated when a Site name is selected** |   |  | **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** |
|  | **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** |

**Staffing: Nursing, Midwifery, Care Staff & CHPPD**