



A lifetime of specialist care

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 31<sup>st</sup> Aug. 2018

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	76%	71%	There has been a reduction in post op PICU activity due to surgeon annual leave.
	Rose	104%	77%	Rose ward has started to bring more children in on day of procedure allowing a small reduction in bed occupancy at night.
	AICU	92%	88%	On Plan
	Alex	121%	88%	On Plan
	Elizabeth	86%	63%	On Plan
	Paul Wood	101%	85%	On Plan
	Sir Reginald Wilson York	77%	95%	On Plan
Lung	Foulis	122%	104%	Safe staffing maintained, patient care needs met. Increase in staff to meet acuity of ward.
	Lind	-	-	N/A
	Victoria	122%	109%	Safe staffing met based on Patient acuity and complex care needs of patients'.
Harefield	Cedar	73%	73%	Reduction of activity due to surgeon leave- therefore beds closed for deep cleans- nursing staff scaled down relatively.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	98%	90%	Safe staffing levels. Bed occupancy slightly reduced.
	HDU	89%	89%	Fill rate low due to reduced patient volumes. Staffing adjusted accordingly. Safe staffing levels maintained.
	ITU	118%	101%	High levels of supernumery staff (i.e. new staff departmental induction programme).
	Maple	86%	101%	Safe staffing maintained, patient's treatment and care needs met. Unfilled RGN day shifts. Reduced activity due to surgeons leave.
	Juniper	85%	76%	Safe staffing maintained, patient's treatment and care needs met. Unfilled RGN shifts, however reduced requirement due to decreased private patient admissions and surgeons annual leave.
Oak/Acorn	92%	80%	Safe staffing levels maintained to care for the patients on the unit.	
<b>Whole Trust</b>	<b>96%</b>	<b>85%</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%	HCA's are not part of nursing numbers in this area.
	Rose	39%	53%	HCA's are not part of nursing numbers in this area.
	AICU	49%	30%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
	Alex	53%	106%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
	Elizabeth	49%	46%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
	Paul Wood	49%	36%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
	Sir Reginald Wilson	49%	26%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
	York	49%	43%	Healthcare worker shifts not replace as appropriate registered nurses on shift.
Lung	Foulis	60%	-	Care staff offset by registered nurses to safely meet patients needs.
	Lind	-	-	N/A
	Victoria	77%	87%	Safe staffing met and offset by registered nurses to meet complex care needs.
Harefield	Cedar	71%	68%	Reduction of activity due to surgeon leave- therefore beds closed for deep cleans- nursing staff scaled down relatively.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	57%	86%	Safe staffing levels maintained, supernumary and student nurses utilised. Bed occupancy slightly reduced.
	HDU	0%	0%	N/A
	ITU	71%	113%	Sufficient registered nurses including supernumery, to deliver the necessary care. Nights – additional care staff utilised in response to high acuity / dependency levels e.g. ECMO activity.
	Maple	70%	84%	Safe staffing maintained. Patient's treatment and care needs met. Unfilled HCA day/night shifts. Reduced activity due to surgeons leave.
	Juniper	63%	67%	Safe staffing maintained. Patient's treatment and care needs met. Unfilled HCA day/night shifts. Reduced activity due to surgeons leave.
Oak/Acorn	40%	51%	Sufficient care staff on duty to deliver safe nursing care.	
<b>Whole Trust</b>	<b>52%</b>	<b>65%</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	4368	218	263	4848	76%	1504	584	0	0	584	39%	
	Rose	5348	4643	461	484	5588	104%	1504	584	0	0	584	39%	
	AICU	7487	6808	77	0	6885	92%	1300.5	636	0	0	636	49%	
	Alex	2604	2955	127	61	3143	121%	1301	636	51	0	687	53%	
	Elizabeth	4464	3233	224	370	3826	86%	1301	636	0	0	636	49%	
	Paul Wood	2388	2078	101	231	2409	101%	1301	636	0	0	636	49%	
	Sir Reginald													
	Wilson	3720	2685	118	48	2851	77%	1301	636	0	0	636	49%	
York	2280	1785	181	131	2097	92%	1301	636	0	0	636	49%		
Lung	Foulis	2124	2430	65	104	2598	122%	930	533	25	0	558	60%	
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Victoria	2232	2445	232	48	2725	122%	518	397.5	3	0	401	77%	
Harefield	Cedar	2496	1622	211	0	1833	73%	713	483	23	0	506	71%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	3922	3502	315	12	3829	98%	1178	452	204	11	667	57%	
	HDU	2139	1907	0	0	1907	89%	0	0	0	0	0	0%	
	ITU	9269	10096	819	58	10972	118%	1258.5	876	23	0	899	71%	
	Maple	1783	1219	317	0	1536	86%	713	460	43	0	503	70%	
	Juniper	2392	1715	242	69	2025	85%	1128	681	35	0	716	63%	
	Oak/Acorn	5580	4712	398	12	5122	92%	2418	710	256	0	966	40%	
<b>Whole Trust</b>		<b>66643</b>	<b>58200</b>	<b>4103</b>	<b>1888</b>	<b>64191</b>	<b>96.32%</b>	<b>19668</b>	<b>9575</b>	<b>662</b>	<b>11</b>	<b>10248</b>	<b>52.10%</b>	

\* Columns in *italics* will be submitted to NHS Digital on 06<sup>th</sup> Sep. 2018. 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	3556	771	242	4568	71%	357	190	0	0	190	53%	
	Rose	5348	2737	989	368	4094	77%	357	190	0	0	190	53%	
	AICU	7487	6348	207	0	6555	88%	341	90.2	11.5	0	102	30%	
	Alex	1705	1056	220	231	1507	88%	341	90	227.5	44	362	106%	
	Elizabeth	4092	1650	485	440	2575	63%	341	90	66	0	156	46%	
	Paul Wood	1364	737	283	143	1163	85%	341	90	22	11	123	36%	
	Sir Reginald													
	Wilson	1705	1023	451	145	1619	95%	341	90	0	0	90	26%	
	York	1705	847	198	121	1166	68%	341	90	44	11	145	43%	
Lung	Foulis	1705	1452	253	64	1769	104%	0	0	0	0	0	-	
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Victoria	1364	1232	129	132	1493	109%	253	187	0	33	220	87%	
Harefield	Cedar	1783	874	393	35	1302	73%	713	379.5	104	0	483	68%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	3069	2231	541	0	2772	90%	714	368	248	0	616	86%	
	HDU	2139	1875	12	12	1898	89%	0	0	0	0	0	0%	
	ITU	9269	6808	1680	874	9362	101%	357	356.5	46	0	403	113%	
	Maple	1023	840	196	0	1035	101%	713	494.5	104	0	598	84%	
	Juniper	2496	1051	644	196	1890	76%	713	452	23	0	475	67%	
	Oak/Acorn	3751	1826	1057	127	3010	80%	682	121	173	58	351	51%	
<b>Whole Trust</b>		<b>56420</b>	<b>36141</b>	<b>8506</b>	<b>3128</b>	<b>47775</b>	<b>84.68%</b>	<b>6904</b>	<b>3279.2</b>	<b>1067</b>	<b>157</b>	<b>4503</b>	<b>65.22%</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	315	2	45	0	0	0
	Rose	0	0	400	0	0	0	0	0
	AICU	0	0	0	0	0	0	0	0
	Alex	0	30	0	0	65	0	0	0
	Elizabeth	0	7	10	0	137	0	0	0
	Paul Wood	0	3	0	0	75	0	0	0
	Sir Reginald Wilson	0	0	1	0	78	0	0	0
York	0	5	0	0	75	0	0	0	
Lung	Foulis	0	3	1	1	43	0	0	0
	Lind	0	0	32	0	9	0	0	0
	Victoria	1	5	12	1	48	0	0	0
Harefield	Cedar	0	0	7	16	143	0	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	7	37	43	28	5	0	0
	HDU	0	2	1	1	0	0	0	0
	ITU	0	0	533	0	0	0	0	0
	Maple	0	0	2	20	22	16	0	0
	Juniper	4	1	1	5	1	0	0	0
Oak/Acorn	0	11	98	24	0	0	0	0	
<b>Whole Trust</b>	<b>5</b>	<b>74</b>	<b>1450</b>	<b>113</b>	<b>769</b>	<b>21</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	Main 2 Specialties on each ward	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			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