Nurse Staffing Indicator Template
Reporting Period: 1st – 30th Sep. 2018

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Day % fill rate	Night % fill rate	Comments
				Registered Nurses
RBH Heart & Paeds	PICU	101%	92%	Both paediatric areas safely staffed for the needs of the patients. There has been a new care plan piloted on Rose ward to bring children in on the day of their procedure, thus saving beds at night, which are kept vacant for the morning admission.
	Rose	103%	84%	
	AICU	93%	88%	
	Alex	116%	92%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Elizabeth	77%	64%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Paul Wood	99%	91%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Sir Reginald Wilson	74%	77%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	York	80%	62%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Lung	Foulis	117%	96%	Increased Registered nurses to maintain safe level of care based on patient acuity.
	Lind	-	-	N/A
	Victoria	114%	108%	Safe care needs met based on Patient acuity and complex care needs of patients'.
Harefield	Cedar	96%	91%	On plan.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	104%	90%	Safe staffing levels maintained.
	HDU	91%	93%	Staffing levels adjusted according to patient levels and acuity. Safe nursing levels maintained.
	ITU	127%	107%	
	Maple	87%	99%	
	Juniper	86%	73%	
	Oak/Acorn	84%	80%	Safe staffing levels maintained.
Whole Trust		**99%**	**89%**	

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	36%	43%	This does not accurately reflect the care staffing levels as health care assistants do not deliver care in the paediatrics areas.
	Rose	36%	43%	This does not accurately reflect the care staffing levels as health care assistants do not deliver care in the paediatrics areas.
	AICU	42%	29%	
	Alex	45%	99%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Elizabeth	42%	36%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Paul Wood	42%	36%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	Sir Reginald Wilson	42%	29%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
	York	42%	33%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care.
Lung	Foulis	49%	–	Care staff offset by Registered nurses to safely meet patient needs.
	Lind	-	-	N/A
	Victoria	70%	40%	Safe care needs met offset by registered nurses to meet complex care needs.
Harefield	Cedar	98%	98%	On plan.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	58%	86%	Supernumary staff and student nurses utilised to cover HCA shortfall. Safe staffing levels maintained.
	HDU	-	-	N/A
	ITU	78%	113%	
	Maple	90%	95%	
	Juniper	79%	71%	
	Oak/Acorn	48%	47%	Sufficient care staff on duty to deliver care to patients.
Whole Trust		**52%**	**66%**	

Table 1: Day Shifts

Ward		Day										
		Registered Nurses						**Care Staff**				
			Actual (hrs)						**Actual (hrs)**			
		Planned (hrs)	Usual roster	Bank	Agency	*Total fill (hrs)*	*Average fill rate (%)*	*Planned (hrs)*	Usual roster	Bank	Agency	*Total fill (hrs)*	*Average fill rate (%)*
RBH Heart & Paeds	PICU	6210	5171	394	719	6283	101%	1446	518	0	0	518	36%
	Rose	5175	4245	427	676	5348	103%	1446	518	0	0	518	36%
	AICU	7245	6423	165	134	6721	93%	1260	534	0	0	534	42%
	Alex	2520	2723	113	80	2915	116%	1260	534	34.5	0	569	45%
	Elizabeth	4320	2618	189	523	3329	77%	1260	534	0	0	534	42%
	Paul Wood	2280	1995	78	195	2268	99%	1260	534	0	0	534	42%
	Sir Reginald Wilson	3600	2535	81	35	2651	74%	1260	534	0	0	534	42%
	York	2160	1523	104	97	1723	80%	1260	534	0	0	534	42%
Lung	Foulis	2040	2348	12	24	2384	117%	900	443	0	0	443	49%
	Lind[1]	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2160	2438	0	24	2462	114%	450	315	0	0	315	70%
Harefield	Cedar	2415	2059	260	0	2319	96%	690	644	35	0	679	98%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3795	3502	416	23	3941	104%	1178	579	109	0	688	58%
	HDU	2070	1877	12	0	1888	91%	-	-	-	-	-	-
	ITU	8625	9897	1009	12	10917	127%	1175	868	49	0	917	78%
	Maple	1725	1346	147	0	1492	87%	690	541	81	0	622	90%
	Juniper	2300	1502	253	229	1983	86%	1070	817	23	0	840	79%
	Oak/Acorn	5400	4009	493	12	4513	84%	2340	933	190	0	1123	48%
Whole Trust		**64040**	**56206**	**4150**	**2780**	**63135**	**98.59%**	**18946**	**9379**	**521**	**0**	**9900**	**52.25%**

* Columns in *italics* will be submitted to NHS Digital on 15th Oct. 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	6210	4063	926	728	5717	92%	345	150	0	0	150	43%
	Rose	5175	2841	817	715	4372	84%	345	150	0	0	150	43%
	AICU	7245	5831	230	333	6393	88%	330	96.8	0	0	97	29%
	Alex	1650	924	374	220	1518	92%	330	97	176	55	328	99%
	Elizabeth	3960	1573	649	330	2552	64%	330	97	11	11	119	36%
	Paul Wood	1320	770	308	121	1199	91%	330	97	22	0	119	36%
	Sir Reginald Wilson	1650	957	264	55	1276	77%	330	97	0	0	97	29%
	York	1650	715	220	90	1025	62%	330	97	0	11	108	33%
Lung	Foulis	1650	1551	11	22	1584	96%	-	-	-	-	-	_
	Lind[1]	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	1320	1397	0	24	1421	108%	220	88	0	0	88	40%
Harefield	Cedar	1725	1208	347	23	1578	91%	690	494.5	138	46	679	98%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	2970	2024	614	35	2673	90%	714	379.5	234	0	613	86%
	HDU	2070	1863	69	0	1932	93%	-	-	-	-	-	-
	ITU	8625	6245	1928	1093	9265	107%	345	368	23	0	391	113%
	Maple	990	828	150	0	978	99%	690	517.5	138	0	656	95%
	Juniper	2415	1104	495	161	1760	73%	713	448.5	58	0	506	71%
	Oak/Acorn	3630	1573	1089	230	2892	80%	660	231	46	35	312	47%
Whole Trust		**54255**	**35465**	**8488**	**4179**	**48132**	**88.71%**	**6702**	**3406.8**	**856**	**169**	**4431**	**66.12%**

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	402	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	0	100	0	0	0	0	0	
	Elizabeth	0	0	157	0	0	0	0	0	
	Paul Wood	0	0	69	0	0	0	0	0	
	Sir Reginald Wilson	0	0	42	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	8	0	0	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	10	60	1	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	3	46	36	35	2	0	0	
	HDU	0	0	6	0	1	0	0	0	
	ITU	0	0	504	0	0	0	0	0	
	Maple	0	1	6	11	9	11	0	0	
	Juniper	4	1	1	5	1	0	0	0	
	Oak/Acorn	0	23	74	46	0	0	0	0	
Whole Trust		**5**	**37**	**1853**	**109**	**154**	**14**	**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				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 (%)	Night			
		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					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	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