Nurse Staffing Indicator Template

Reporting Period: 1st July 2014 – 31st July 2014

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day	Night	Comments
		% fill rate	% fill rate	
RBH Heart & Paeds	PICU	104%	115%	PICU was appropriately staffed for the number of patients, with support being given to Rose Ward on some night shifts.
	Rose	105%	86%	Day shift on plan; night shifts adjusted as a number of beds were empty and assistance provided by PICU nurses.
	AICU	128%	120%	Registered nurse staffing levels raised to accommodate ECMO patients who require 2 nurse 24/7
	Alex	110%	100%	Day and night shift on plan
	Elizabeth	115%	89%	Day shift on plan Night shift, nurse staffing reduced as a small number of beds were empty.
	Paul Wood	98%	105%	Day and night shift on plan
	Sir Reginald Wilson	62%	90%	Day and night shift nurse staffing adjusted as a number of beds were empty
	York	111%	110%	Day and night shift on plan.
Lung	Foulis	105%	112%	Level 2 baraitric patient in isolation.
	Lind	100%	100%	On plan
	Victoria	85%	103%	Reduced staff numbers due to LTS & maternity leave.
Harefield	Cedar	140%	102%	Day: Increased nurse vacancy level causing higher fill rate. Interviews currently taking place. Night: judged adequate
	Cherry Tree	-	-	
	Rowan/Fir Tree	92%	89%	On plan, assistance given by ITU nurses
	HDU	84%	89%	On plan, assistance given by ITU nurses
	ITU	122%	109%	High number of acutely sick patients, assistance given to Rowan ward and HDU
	Maple	86%	107%	Day: on plan night: increased staffing to care for sick patients
	Oak/Acorn	105%	115%	More long term level 2 patients than planned, night staffing increased to care for sicker patients
Whole Trust		**102%**	**104%**	

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	81%	47%	Small vacancy level and decision not to fill empty care worker shifts with unknown and unqualified care workers, as sufficient registered nurses to provide safe care.
	Rose	81%	47%	Small vacancy level and decision not to fill empty care worker shifts with unknown and unqualified care workers as sufficient registered nurses to provide safe care.
	AICU	84%	100%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care Night shift on plan
	Alex	58%	197%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care Night shift: Additional care workers needed on 10 occasions to provide 1:1 supervision of patients
	Elizabeth	54%	77%	Day and night shift care workers not replaced as there were sufficient registered nurses to provide safe care
	Paul Wood	79%	411%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care Night shift 1 patient required 1:1 care for 3 week admission
	Sir Reginald Wilson	55%	144%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care Night shift private patients booked additional care worker support for 1 patients
	York	56%	94%	Day shift care workers not replaced as thee were sufficient registered nurses to provide safe care Night shift on plan.
Lung	Foulis	91%	199%	Additional HCA cover to swap with Lind Ward to release RN for IV administration support
	Lind	100%	100%	On plan
	Victoria	120%	142%	Staff matched to care needs. Low acuity, high personal care needs patients
Harefield	Cedar	76%	100%	Day: on discussion with ward staff there was an agreement not to fill empty shifts with unknown and unqualified care workers.
	Cherry Tree	-	-	
	Rowan/Fir Tree	64%	203%	Day: on discussion with ward staff there was an agreement not to fill empty shifts with unknown care workers as the wards were safe. Night: long term patient requires one-to-one care and one long term sick care worker.
	HDU	100%	100%	On plan
	ITU	91%	99%	On plan
	Maple	25%	42%	On discussion with ward staff there was agreement not to fill empty care worker shifts with unknown and care workers.
	Oak/Acorn	89%	154%	Day: on discussion with ward staff there was agreement not to fill empty care worker shifts. Night: increased volume of dependent long term patients.
Whole Trust		**66%**	**94%**	

Table 1: Day Shifts

* Columns in *italics* will be submitted to NHS England on 15th August 2014. For further details about the sources of information and the assumptions made, please see Appendix 1.

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	6588	5306	557	966	6829	104%	990	803	0	0	803	81%
	Rose	5813	4478	355	1254	6086	105%	990	803	0	0	803	81%
	AICU	6200	6360	531	1073	7963	128%	330	279	0	0	279	84%
	Alex	2821	2670	234	194	3098	110%	372	201	4.5	12	218	58%
	Elizabeth	4030	3908	276	468	4652	115%	372	201	0	0	201	54%
	Paul Wood	2457	1815	135	451	2401	98%	372	201	8	84	293	79%
	Sir Reginald Wilson	4030	2393	61	30	2483	62%	372	201	5	0	206	55%
	York	2509	2190	290	303	2782	111%	372	201	0	7.5	209	56%
Lung	Foulis	3020	2888	202	90	3180	105%	376	323	0	20	343	91%
	Lind[1]	863	766	97	0	863	100%	0	0	0	0	0	100%
	Victoria	3020	2145	315	112	2572	85%	360	375	58	0	433	120%
Harefield	Cedar	1628	1805	445	35	2284	140%	1178	743	150	0	893	76%
	Cherry Tree[2]	897	-	207	0	207	23%	-	-	-	-	-	-
	Rowan/Fir Tree	3926	3514	89	8	3611	92%	1535	904	83	0	986	64%
	HDU	2325	1878	67	19	1963	84%	0	0	0	0	0	100%
	ITU	8125	8043	826	146	9015	122%	715.5	249	403	0	652	91%
	Maple	3016	2481	107	12	2599	86%	3248	733	71	0	804	25%
	Oak/Acorn	5239	5016	459	23	5498	105%	2081	1475	373	0	1849	89%
Whole Trust		**66505**	**57653**	**5252**	**5180**	**68085**	**102.38%**	**13663**	**7690**	**1154**	**124**	**8967**	**65.63%**

Source: Nurse Bank Databases, E-Roster/MAPPS

[1] Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

[2] Cherry Tree: please note that information on Cherry Tree will not be reported to NHS London, as daycase beds are excluded from the reporting requirement. All of Cherry Tree's beds are currently for daycases.

Table 2: Night Shifts

* Columns in *italics* will be submitted to NHS England on 15th August 2014. For further details about the sources of information and the assumptions made, please see Appendix 1.

Ward		Night											
		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	5865	4635	955	1162	6751	115%	529	249	0	0	249	47%
	Rose	5348	2910	451	1254	4614	86%	529	249	0	0	249	47%
	AICU	5704	5601	368	886	6854	120%	0	0	0	0	0	100%
	Alex	1705	1144	338	220	1702	100%	83	64	55	44	163	197%
	Elizabeth	3410	1980	674	376	3030	89%	83	64	0	0	64	77%
	Paul Wood	1276	924	187	231	1342	105%	83	64	77	198	339	411%
	Sir Reginald Wilson	1364	869	319	44	1232	90%	83	64	44	11	119	144%
	York	1276	660	550	198	1408	110%	231	64	121	33	218	94%
Lung	Foulis	1364	1342	110	77	1529	112%	155	88	11	209	308	199%
	Lind[1]	418	418	0	0	418	100%	0	0	0	0	0	100%
	Victoria	1364	1342	33	33	1408	103%	124	99	77	0	176	142%
Harefield	Cedar	1426	1185	230	46	1461	102%	713	586.5	128	0	714	100%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	100%
	Rowan/Fir Tree	2728	2277	138	0	2415	89%	357	437	160	127	724	203%
	HDU	2047	1599	172	46	1816	89%	0	0	0	0	0	100%
	ITU	7383	6003	1464	587	8053	109%	357	149.5	203	0	352	99%
	Maple	1705	1576	253	0	1829	107%	1426	540.5	58	0	598	42%
	Oak/Acorn	3069	1738	1713	80	3531	115%	341	319	196	12	526	154%
Whole Trust		**47452**	**36201**	**7953**	**5238**	**49392**	**104.09%**	**5091**	**3036.5**	**1128**	**633**	**4798**	**94.25%**

Source: Nurse Bank Databases, E-Roster/MAPPS

[1] Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

[2] Cherry Tree: please note that information on Cherry Tree will not be reported to NHS London, 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	281	0	37	0	0	0
	Rose	0	0	271	0	22	0	0	1
	AICU	0	0	5	0	335	0	0	0
	Alex	0	0	64	0	0	0	0	0
	Elizabeth	0	0	108	0	0	0	0	0
	Paul Wood	0	0	33	1	1	0	0	0
	Sir Reginald Wilson	0	0	33	0	0	0	0	0
	York	0	0	0	0	0	0	0	0
Lung	Foulis	0	0	9	1	16	0	0	2
	Lind	0	0	3	0	4	0	0	0
	Victoria	0	0	9	0	47	0	0	0
Harefield	Cedar	1	5	7	21	56	0	1	0
	Cherry Tree	12	0	8	2	10	0	3	0
	Rowan/Fir Tree	9	28	9	11	0	0	1	0
	HDU	1	1	9	1	16	0	0	0
	ITU	0	0	332	0	0	0	0	0
	Maple	10	1	2	26	0	0	2	4
	Oak/Acorn	28	24	93	23	65	29	1	0
Whole Trust		**61**	**59**	**1276**	**86**	**609**	**29**	**8**	**7**

Source: Nurse Bank Databases

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 London. This is a change to last month, 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 (ie 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 (ie 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 (ie 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 UNIFY, and is included in the other tables in this report.

Appendix 2: UNIFY template

DRAFT not for use - final version to be made available via the UNIFY system

Fill rate indicator return

Staffing: Nursing, midwifery and care staff

Reporting Period: 1/5/2014 to 31/05/2014

Please provide the URL to the page on your trust website where your staffing information is available

| | | | | | Day | | | | Night | | | | Day | | Night | |
| | Hospital Site Details | | Ward name | Main two specialties on each ward | | Registered nurses/ midwives | | Care Staff | | Registered nurses/ midwives | | Care Staff | | 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	Hospital Site name			S1	S2	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 from drop down list			Select from from drop down list	Select from from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation