

Nurse staffing indicator template
Reporting Period: 1 Apr 2015 – 30 Apr 2015

Summary of results and commentary – registered nurse staffing levels

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	105%	115%	Appropriately staffed to meet patient numbers and their acuity, were supported by Rose Ward on a number of shifts.	
Rose	110%	88%	Day shift on plan and also supported PICU on a number shifts. Night shift numbers were adjusted due to a number of empty beds with occasional night support being given to PICU.	
RBH Heart & Paeds	AICU	119%	129%	On plan, additional staff needed for 3 patients requiring ECMO therapy.
	Alex	114%	94%	On plan
	Elizabeth	96%	83%	On plan
	Paul Wood	110%	92%	On plan
	Sir Reginald Wilson	121%	93%	On plan
	York	227%	224%	Increased patient acuity requiring additional registered nursing on both day and night shifts.
Lung	Foulis	126%	168%	Staff matched to patient acuity.
	Lind	98%	100%	On Plan.
	Victoria	111%	119%	Staff matched to patient numbers and acuity.
Harefield	Cedar	190%	101%	Over established on Band 5's due to recruitment for Holly ward, band 6 is over established by +1 due to Holly ward recruitment. Ward asked to complete nursing establishment template exercise to review daily staffing levels.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	94%	79%	Additional support from ITU nurses at night for haemofiltration.
	HDU	96%	97%	Level 1 patient's on HDU due to lack of ward beds. Meant that we couldn't admit level 2 patients into these beds
	ITU	113%	106%	Additional staff sent to Rowan for Haemofiltration.
	Maple	81%	106%	Ward sisters included in nursing numbers during the day, backfill due to sickness and maternity leave cover. Ward asked to complete nursing establishment template exercise to review daily staffing levels.
	Oak/Acorn	115%	118%	Staffing reflected the acuity and dependency on the unit.
Whole Trust	114%	109%		

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)		
	Day % fill rate	Night % fill rate	Comments
PICU	95%	57%	PICU appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
Rose	95%	57%	Rose Ward appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
AICU	73%	0%	On Plan, healthcare worker shifts not filled as not necessary.
Alex	47%	67%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
RBH Heart & Paeds Elizabeth	45%	42%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
Paul Wood	45%	42%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
Sir Reginald Wilson	47%	50%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
York	46%	67%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
Lung Foulis	95%	87%	Additional RNs
Lind	N/A	N/A	N/A
Victoria	129%	79%	Staff matched to patient numbers and acuity.
Harefield Cedar	61%	101%	1:1 specialising required
Cherry Tree	-	-	N/A
Rowan/Fir Tree	65%	98%	Day shift shortfall covered by other staff members including student nurses.
HDU	26%	0%	N/A
ITU	122%	90%	Staff moved to other areas.
Maple	42%	88%	Vacancies within HCA establishment, 1:1 specialising required.
Oak/Acorn	81%	206%	Staffing at night reflected the dependency of patients on the unit, including 1:1 every night during the month – recruiting for permanent staff.
Whole Trust	69%	80%	

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	6375	4970	497	1235	6701	105%	1015	968	0	0	968	95%
	Rose	5625	5085	386	690	6161	110%	1015	968	0	0	968	95%
	AICU	6000	5652	507	1001	7160	119%	330	242	0	0	242	73%
	Alex	2730	2895	90	117	3102	114%	540	242	12	0	254	47%
	Elizabeth	3900	2933	249	552	3734	96%	540	242	0	0	242	45%
	Paul Wood	2080	2025	139	132	2296	110%	540	242	0	0	242	45%
	Sir Reginald Wilson	2340	2805	5	33	2843	121%	540	242	12	0	254	47%
	York	2418	5310	44	142	5496	227%	540	242	8	0	249	46%
Lung	Foulis	2626	2978	117	212	3306	126%	450	405	24	0	429	95%
	Lind ¹	750	713	15	8	735	98%	0	0	0	0	0	N/A
	Victoria	2790	2805	140	162	3107	111%	465	525	75	0	600	129%
Harefield	Cedar	1575	2980	12	0	2992	190%	1140	678.5	12	0	690	61%
	Cherry Tree ²	858	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3796	3250	195	116	3560	94%	1178	770	0	0	770	65%
	HDU	2250	2112	57	0	2169	96%	570	150	0	0	150	26%
	ITU	7850	8333	528	0	8861	113%	685	480	359	0	839	122%
	Maple	2912	2127	232	0	2359	81%	1854	696	92	0	788	42%
	Oak/Acorn	5070	5342	496	0	5838	115%	2009	1345	290	0	1635	81%
Whole Trust		61945	62313	3707	4398	70417	113.68%	13410	8433	883	0	9316	69.47%

* Columns in *italics* will be submitted to NHS England on 15 May 2015. For further details about the sources of information and the assumptions made, please see Appendix 1.

Source: Nurse bank databases, E-Roster/MAPPS

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

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

Table 2: Night shifts

* Columns in *italics* will be submitted to NHS England on 15 April 2015. For further details about the sources of information and the assumptions made, please see Appendix 1.

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				
PICU	PICU	5865	4145	865	1760	6769	115%	518	293	0	0	293	57%
	Rose	5175	3692	426	437	4554	88%	518	293	0	0	293	57%
RBH Heart & Paeds	AICU	5520	5474	509	1139	7122	129%	132	0	0	0	0	0%
	Alex	1650	1199	200	154	1553	94%	132	55	33	0	88	67%
	Elizabeth	3300	1474	792	464	2730	83%	132	55	0	0	55	42%
	Paul Wood	1232	792	77	266	1135	92%	132	55	0	0	55	42%
	Sir Reginald	1320	858	353	11	1222	93%	132	55	11	0	66	50%
	Wilson	1232	2442	187	132	2761	224%	132	55	33	0	88	67%
	York	1320	1595	462	154	2211	168%	330	220	66	0	286	87%
Lung	Foulis	1320	1595	462	154	2211	168%	330	220	66	0	286	87%
	Lind ¹	352	352	0	0	352	100%	0	0	0	0	0	N/A
	Victoria	1320	1463	55	55	1573	119%	308	143	99	0	242	79%
Harefield	Cedar	1380	1357	35	0	1392	101%	690	644	56	0	700	101%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2640	1783	219	80	2081	79%	714	586.5	112	0	698	98%
	HDU	1978	1679	242	0	1921	97%	345	0	0	0	0	0%
	ITU	7130	5865	1553	150	7568	106%	345	264.5	46	0	310	90%
	Maple	1650	1553	180	12	1744	106%	908.5	621	183	0	804	88%
	Oak/Acorn	2970	1771	1438	297	3506	118%	330	253	424	2	679	206%
Whole Trust		46034	37493	7591	5109	50192	109.03%	5798	3593.5	1062	2	4657	80.33%

Source: Nurse bank databases, E-Roster/MAPPS

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

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

Table 3: Reasons for use of bank and agency (by no. of shifts)

This information will not be reported to NHS London

Source: Nurse bank databases

	Ward	Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other	
	PICU	0	0	382	0	0	0	0	0	
	Rose	0	0	173	0	0	0	0	0	
RBH Heart & Paeds	AICU	0	0	31	0	258	0	0	0	
	Alex	0	0	44	0	0	0	0	0	
	Elizabeth	0	0	153	0	0	0	0	0	
	Paul Wood	0	0	14	0	0	0	0	0	
	Sir Reginald	0	0	31	0	0	0	0	0	
	Wilson	0	0	31	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	7	56	6	7	0	0	0	
	Lind	0	0	1	0	3	9	0	0	
	Victoria	0	0	5	22	29	0	0	0	
Harefield	Cedar	0	5	0	4	0	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	1	6	29	17	43	0	1	0	
	HDU	0	0	14	1	11	0	0	0	
	ITU	2	0	247	0	2	0	0	0	
	Maple	17	13	8	20	2	0	1	0	
	Oak/Acorn	20	27	114	51	18	33	2	0	
Whole Trust		40	58	1302	121	373	42	4	0	

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. HCAs 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 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

Hospital Site Details		Ward name	Main two specialties on each ward		Day				Night				Day		Night	
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	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
	Select from from drop down list		Select from from drop down list										Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation