

**Nurse staffing indicator template**  
**Reporting Period: 1 Apr. 2016 – 30 Apr. 2016**

**Summary of results and commentary – registered nurse staffing levels**

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	99%	102%	Within normal expectations
	Rose	96%	79%	Reflective of 2 beds being closed for the last month
	AICU	81%	84%	The patient activity for the month in AICU was electively reduced and therefore nurse staffing was adjusted on both the day and night shifts to reflect this.
	Alex	123%	110%	The day and night shift fill rate is above average for the month as it includes a number of supernumery new starter staff nurses awaiting there NMC registration.
	Elizabeth	95%	71%	Day shift staffing is on- plan, night staffing is reduced in accordance with activity and acuity.
	Paul Wood	106%	102%	On Plan
	Sir Reginald Wilson	76%	93%	Day shift activity was slightly reduced this month with a reduced number of day cases admitted. Night shift staffing is on plan.
	York	127%	93%	The day fill rate is above average for the month as it includes a number of supernumery new starter staff nurses awaiting there NMC registration. Night shift is on plan.
Lung	Foulis	113%	99%	Day- high intravenous drug administration requiring more RGN cover.
	Lind	125%	100%	Nights on Plan, Day on plan and reflects RN's working clinically alongside new staff
	Victoria	121%	100%	Staff matched patient acuity and care.
Harefield	Cedar	147%	77%	Day fill - Staff members unable to work clinically on ward x 2 + patient acuity Night Fill – On target
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	98%	88%	Shortfall covered by ITU nurses for haemofiltration and extra HCA's at nigh
	HDU	92%	85%	Level 1 patients requiring reduced staffing levels
	ITU	144%	116%	Super nummery nurses on shift on days. Staff sent to Rowan to filter.
	Maple	80%	104%	Day and Night fill – on target
	Oak/Acorn	99%	102%	On plan
<b>Whole Trust</b>	<b>101%</b>	<b>94%</b>		

Ward	Care Staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	62%	42%	HCA's not counted in nursing numbers as not giving direct patient care	
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AICU	61%	52%	Healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care.	
<b>RBH Heart &amp; Paeds</b>	Alex	68%	177%	Day shift healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care. Night shift healthcare worker shifts increased to support the care of a number of patients with complex nursing needs.
	Elizabeth	59%	60%	Healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care.
	Paul Wood	59%	52%	Healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care.
	Sir Reginald Wilson	59%	52%	Healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care.
	York	59%	52%	Healthcare worker posts not replaces as sufficient registered nurses available to deliver safe patient care.
<b>Lung</b>	Foulis	67%	0%	Day- Care staff match patients needs. Night- ward fully staffed with RGN.
	Lind	N/A	N/A	N/A
	Victoria	95%	93%	Day & Night care staff matched patient care needs.
<b>Harefield</b>	Cedar	75%	90%	Day and Night fill – On target
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	100%	133%	Extra HCA at night to cover a patient requiring one to one nursing
	HDU	-	-	N/A
	ITU	130%	90%	Large quantities of high level patient requiring additional ancillary staff to support
	Maple	78%	96%	Day and Night fill – On target
	Oak/Acorn	59%	139%	Day; on plan Night; reflected dependency of patients.
<b>Whole Trust</b>	<b>69%</b>	<b>77%</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	6750	5002	311	1338	6651	99%	943	584	0	0	584	62%
	Rose	5625	4028	407	955	5389	96%	943	584	0	0	584	62%
	AICU	8250	6377	215	58	6649	81%	720	422	19.5	0	441	61%
	Alex	2730	3023	132	199	3353	123%	720	422	66	0	488	68%
	Elizabeth	4680	3915	506	20	4441	95%	720	422	0	0	422	59%
	Paul Wood	2496	2580	35	20	2635	106%	720	422	0	0	422	59%
	Sir Reginald Wilson	3900	2775	90	97	2962	76%	720	422	0	0	422	59%
	York	2379	2625	220	168	3013	127%	720	422	0	0	422	59%
Lung	Foulis	2613	2948	0	12	2960	113%	450	300	0	0	300	67%
	Lind <sup>1</sup>	788	983	5	0	988	125%	-	-	-	-	-	N/A
	Victoria	2340	2768	60	0	2828	121%	435	412.5	0	0	413	95%
Harefield	Cedar	1800	2359	204	81	2644	147%	1140	677.5	169	12	858	75%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4173	3467	206	419	4091	98%	1178	973	152	58	1182	100%
	HDU	2250	2036	44	0	2079	92%	-	-	-	-	-	-
	ITU	7125	9641	587	27	10254	144%	730	701	249	0	950	130%
	Maple	3120	2346	104	35	2484	80%	1143	829	65	0	894	78%
	Oak/Acorn	5850	5370	343	70	5783	99%	2707	1386	209	12	1607	59%
<b>Whole Trust</b>		<b>68234</b>	<b>62240</b>	<b>3467</b>	<b>3495</b>	<b>69201</b>	<b>101.42%</b>	<b>14557</b>	<b>9032</b>	<b>929</b>	<b>81</b>	<b>10041</b>	<b>68.97%</b>

\* Columns in *italics* will be submitted to NHS England on 17<sup>th</sup> May, 2016. 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				
RBH Heart & Paeds	PICU	6210	4648	656	1051	6354	102%	633	265	0	0	265	42%
	Rose	5175	2369	487	1233	4088	79%	633	265	0	0	265	42%
	AICU	7590	5842	506	12	6360	84%	132	68.2	0	0	68	52%
	Alex	1650	1254	385	176	1815	110%	132	68	165	0	233	177%
	Elizabeth	3960	1661	660	497	2818	71%	132	68	11	0	79	60%
	Paul Wood	1320	1089	132	121	1342	102%	132	68	0	0	68	52%
	Sir Reginald Wilson	1650	891	430	220	1541	93%	132	68	0	0	68	52%
	York	1650	1001	264	275	1540	93%	132	68	0	0	68	52%
Lung	Foulis	1980	1947	11	0	1958	99%	330	0	0	0	0	0%
	Lind <sup>1</sup>	396	352	44	0	396	100%	-	-	-	-	-	N/A
	Victoria	1320	1287	33	0	1320	100%	330	231	77	0	308	93%
Harefield	Cedar	1725	1139	127	58	1323	77%	690	368	242	12	622	90%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	2970	1944	345	325	2614	88%	714	770.5	148	35	953	133%
	HDU	2070	1691	71	0	1762	85%	-	-	-	-	-	-
	ITU	6555	5497	1737	357	7591	116%	345	287.5	22	0	309	90%
	Maple	1650	1576	127	12	1714	104%	690	632.5	31	0	663	96%
	Oak/Acorn	3630	1760	1646	290	3696	102%	473	418	206	35	659	139%
<b>Whole Trust</b>		<b>51501</b>	<b>35946</b>	<b>7659</b>	<b>4624</b>	<b>48229</b>	<b>93.65%</b>	<b>5974</b>	<b>3645.7</b>	<b>901</b>	<b>81</b>	<b>4627</b>	<b>77.45%</b>

Source: Nurse Bank Databases, E-Roster/MAPPS

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

<sup>2</sup>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 17<sup>th</sup> May, 2016. For further details about the sources of information and the assumptions made, please see Appendix 1.

	Ward	Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
<b>RBH Heart &amp; Paeds</b>	PICU	0	0	292	0	0	0	0	0	
	Rose	0	0	276	0	0	0	0	0	
	AICU	0	0	73	0	0	0	0	0	
	Alex	0	0	66	0	0	0	0	0	
	Elizabeth	0	0	126	0	0	0	0	0	
	Paul Wood	0	0	3	0	0	0	0	0	
	Sir Reginald Wilson	0	0	66	0	1	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	0	1	0	0	0	0	0	
	Lind	0	0	2	1	3	0	0	0	
	Victoria	0	0	12	3	2	0	0	0	
<b>Harefield</b>	Cedar	3	4	12	12	47	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	1	37	63	17	31	0	0	0	
	HDU	1	0	9	2	0	0	0	0	
	ITU	0	0	274	1	0	0	1	0	
	Maple	0	3	10	7	13	0	0	0	
	Oak/Acorn	6	16	86	24	120	3	0	0	
<b>Whole Trust</b>		<b>11</b>	<b>60</b>	<b>1371</b>	<b>67</b>	<b>217</b>	<b>3</b>	<b>1</b>	<b>0</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

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

<sup>2</sup>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

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 (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 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