



A lifetime of specialist care

Nurse Staffing Indicator Template
Reporting Period: 1st Apr. 2017 – 30th Apr. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	103%	102%	Within expected parameters
	Rose	100%	88%	Within expected parameters
	AICU	77%	80%	On Plan
	Alex	86%	109%	On Plan
	Elizabeth	91%	71%	On Plan
	Paul Wood	99%	93%	On Plan
	Sir Reginald Wilson	77%	87%	On Plan
	York	109%	95%	On Plan
Lung	Foulis	109%	91%	Matched to meet fluctuation in patient occupancy and acuteness
	Lind	91%	100%	For day and night; Patient numbers and staff on plan.
	Victoria	114%	104%	Day and night staff matched patient acuity and activity of level 2 patients.
Harefield	Cedar	160%	81%	345hrs supernumerary hours due to rotation, overseas. Ward sisters and practice facilitator working clinically on ward out of the numbers but appear in the day % fill rate. 81% cover for night shifts was due to numbers of supernumerary nurses who are not medication competent to work nights at the present time. Unfilled bank and agency night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	98%	93%	Safe staffing levels
	HDU	90%	82%	Staffing adjusted according to patient volume and acuity
	ITU	133%	110%	Additional staff due to recruitment drives. Supernumerary staff in training.
	Maple	81%	110%	Unfilled bank and agency day shifts. 1:1 special for night shift of 1 x PP VAD patient.
	Oak/Acorn	90%	88%	Reduced patient activity this month, satisfactory number of trained nurses to deliver safe care
Whole Trust	97%	92%		

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	73%	60%	HCA's are not delivering care and are not counted within our nursing numbers
	Rose	73%	60%	HCA's are not delivering care and are not counted within our nursing numbers
	AICU	64%	47%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
	Alex	66%	147%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
	Elizabeth	63%	47%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
	Paul Wood	63%	105%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
	Sir Reginald Wilson	63%	72%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
	York	63%	80%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
Lung	Foulis	82%	0%	Increase in Registered Nurses to offset care staff
	Lind	N/A	N/A	N/A
	Victoria	84%	67%	Staff was offset by the need for increased registered nurses and accounted for staff on planned annual leave.
Harefield	Cedar	65%	102%	Unfilled band 2 day shifts by bank and agency. Night increased slightly due to 1:1 special for confused patients.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	85%	146%	Utilised student nurses for the day shift. Extra HCA at night due to patient dependency
	HDU	1%	0%	N/A
	ITU	62%	63%	Vacancy gap, currently filled with a Band 5 awaiting pin number.
	Maple	60%	92%	Unfilled band 2 day and night shifts by bank and agency.
	Oak/Acorn	63%	91%	Sufficient trained staff on duty to deliver safe care, reduced patient activity this month.
Whole Trust	65%	79%		

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	5573	553	811	6936	103%	928	678	0	0	678	73%
	Rose	5625	4380	588	644	5612	100%	928	678	3	0	681	73%
	AICU	8250	6147	208	27	6381	77%	720	452	11.5	0	463	64%
	Alex	2730	1763	167	421	2350	86%	720	452	24.5	0	476	66%
	Elizabeth	4680	4005	150	113	4268	91%	720	452	0	0	452	63%
	Paul Wood	2470	2168	105	181	2454	99%	720	452	0	0	452	63%
	Sir Reginald Wilson	3900	2768	182	60	3009	77%	720	452	0	0	452	63%
	York	2340	2063	217	272	2551	109%	720	452	0	0	452	63%
Lung	Foulis	2600	2640	35	153	2828	109%	450	368	0	0	368	82%
	Lind ¹	675	389	206	19	614	91%	0	0	0	0	0	N/A
	Victoria	2340	2318	283	77	2677	114%	420	345	6.5	0	352	84%
Harefield	Cedar	1800	2373	469	46	2888	160%	1140	534.5	202	0	737	65%
	Cherry Tree ²	1300	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4160	3370	429	270	4069	98%	1178	862	140	0	1002	85%
	HDU	2250	1979	42	0	2021	90%	570	0	8	0	8	1%
	ITU	7125	8804	632	42	9478	133%	1175	509	223	0	732	62%
	Maple	3120	2404	69	58	2530	81%	1135	608	73	0	681	60%
	Oak/Acorn	5850	5028	222	0	5250	90%	2325	1253	223	0	1475	63%
Whole Trust		67965	58168	4555	3190	65913	96.98%	14569	8543	913	0	9456	64.90%

* Columns in *italics* will be submitted to NHS England on 15th May. 2017. 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	4606	713	1037	6356	102%	518	311	0	0	311	60%
	Rose	5175	2749	610	1185	4543	88%	518	311	0	0	311	60%
	AICU	7590	5497	472	115	6084	80%	132	61.6	0	0	62	47%
	Alex	1650	726	550	528	1804	109%	132	62	132	0	194	147%
	Elizabeth	3960	2079	440	275	2794	71%	132	62	0	0	62	47%
	Paul Wood	1320	869	176	187	1232	93%	132	62	77	0	139	105%
	Sir Reginald Wilson	1650	880	431	132	1443	87%	132	62	33	0	95	72%
	York	1650	968	430	165	1563	95%	132	62	33	11	106	80%
Lung	Foulis	1980	1375	253	176	1804	91%	330	0	0	0	0	0%
	Lind ¹	308	143	22	143	308	100%	0	0	0	0	0	N/A
	Victoria	1320	1276	52	44	1372	104%	330	132	77	11	220	67%
Harefield	Cedar	1725	828	552	12	1392	81%	690	471.5	183	46	701	102%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2970	1507	959	299	2764	93%	714	828	204	12	1043	146%
	HDU	2070	1610	81	0	1691	82%	345	0	0	0	0	0%
	ITU	6555	5704	1345	173	7222	110%	345	207	12	0	219	63%
	Maple	1650	1610	138	69	1817	110%	690	540.5	83	12	635	92%
	Oak/Acorn	3630	2519	670	0	3189	88%	660	506	57	35	598	91%
Whole Trust		51413	34945	7891	4539	47374	92.14%	5931	3675.6	890	126	4691	79.09%

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, 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 May. 2017. 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	
PICU	0	0	404	0	0	0	0	0	
Rose	0	0	396	0	0	0	0	0	
RBH Heart & Paeds									
AICU	0	0	76	0	0	0	0	0	
Alex	0	0	88	0	17	0	0	0	
Elizabeth	0	0	107	0	1	0	0	0	
Paul Wood	0	1	35	0	8	0	0	0	
Sir Reginald	0	2	63	0	1	0	0	0	
Wilson	0	2	0	0	8	0	0	0	
York	0	2	0	0	8	0	0	0	
Lung									
Foulis	0	0	19	0	7	0	0	0	
Lind	0	0	17	0	5	0	0	0	
Victoria	0	2	8	8	22	0	0	0	
Harefield									
Cedar	0	16	5	17	118	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	0	26	126	13	70	0	0	0	
HDU	0	0	11	0	1	0	0	0	
ITU	0	0	434	0	0	0	0	0	
Maple	1	15	6	16	11	0	0	0	
Oak/Acorn	0	4	123	2	0	0	0	0	
Whole Trust	1	68	1918	56	269	0	0	0	

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

²Cherry 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		
			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 (%)	
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name		Select from from drop down list	Select from from drop down list										Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation
	Select from from drop down list																