Nurse Staffing Indicator Template

Reporting Period: 1 Aug 2014 – 31 Aug 2014

Summary of results and commentary – registered nurse staffing levels

Ward		Registered nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	101%	116%	PICU appropriately staffed on the day shifts and staffing adjusted to accommodate acuity of patients on night shifts.
	Rose	108%	95%	Day ward staffing was appropriate for the patients and acuity both on day and night shifts.
	AICU	102%	102%	AICU was staffed appropriately for the number of patients and acuity both on day and night shifts.
	Alex	104%	91%	Day and night shift on plan
	Elizabeth	109%	85%	Day shift on plan. Night shift registered nurse staffing reduced as a small number of beds empty.
	Paul Wood	98%	91%	Day and night shift on plan
	Sir Reginald Wilson	69%	89%	Day and night shift nurse staffing reduced as small number of beds empty
	York	112%	105%	Day and night shift on plan.
Lung	Foulis	92%	111%	Required additional nursing support to manage bariatric patients.
	Lind	100%	100%	Appropriate staffing for number of patients.
	Victoria	81%	99%	Appropriate staffing for number of patients.
Harefield	Cedar	134%	98%	Day: Increased nurse vacancy level causing higher fill rate. Interviews continue, making good progress, new starters appointed. Night: judged adequate
	Cherry Tree	-	-	Day care ward
	Rowan/Fir Tree	86%	86%	Day shifts covered by clinical facilitators. Support from ITU at night for sick patients.
	HDU	82%	87%	Staffing levels adjusted as per patient acuity, cross cover provided between ITU and HDU to cover shortfalls in either area.
	ITU	119%	102%	Activity above planned levels.
	Maple	88%	108%	Day: on plan. Night: increased staffing to care for sick patients
	Oak/Acorn	103%	108%	On plan, allowing for recent increase in level 2 patients.
Whole Trust		**100%**	**100%**	

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	86%	40%	PICU staffed appropriately with health care staff both on day and night shifts.
	Rose	89%	40%	Rose ward staffed appropriately on day and night shifts. There was no need to replace care workers.
	AICU	44%	100%	Day shift care workers not replaced .Night shift appropriately staffed.
	Alex	64%	203%	Day shift care workers shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a small number of patients required 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts
	Elizabeth	57%	69%	Day and night shift care workers shifts not filled as sufficient registered nurse available to provide safe nursing care
	Paul Wood	57%	109%	Day shift care workers shifts not filled as sufficient registered nurses available to provide safe nursing care. Night shift a small number of patient required 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
	Sir Reginald Wilson	57%	151%	Day shift care workers shifts not filled as sufficient registered nurses available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
	York	59%	96%	Day shift care workers shifts not filled as sufficient registered nurses available to provide safe care Night shift on plan.
Lung	Foulis	61%	106%	Required additional care support to manage bariatric patients.
	Lind	100%	100%	Appropriate staffing for number of patients.
	Victoria	92%	124%	Appropriate staffing for number of patients
Harefield	Cedar	73%	103%	Day: on discussion with ward staff there was an agreement not to fill empty shifts with unknown and unqualified care workers. Night: Slight increase due to confused patients requiring observation
	Cherry Tree	-	-	Day care unit
	Rowan/Fir Tree	47%	152%	Day: shift covered by utilisation of housekeepers. Extra care staff on night shift due to a patient requiring 1:1 nursing.
	HDU	100%	100%	On plan
	ITU	108%	73%	Sickness absence amongst night care staff.
	Maple	19%	40%	On discussion with ward staff there was agreement not to fill empty care worker shifts with unknown care workers.
	Oak/Acorn	84%	163%	Day: on discussion with ward staff there was agreement not to fill empty care worker shifts. Night: increased number of dependent long term patients requiring basic observational care.
Whole Trust		**61%**	**80%**	

Table 1: Day shifts

* Columns in *italics* will be submitted to NHS England on 15 September 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	5137	647	897	6680	101%	998	863	0	0	863	86%
	Rose	5813	4388	663	1238	6288	108%	998	863	26	0	889	89%
	AICU	6200	5946	160	223	6328	102%	330	146	0	0	146	44%
	Alex	2821	2490	152	288	2930	104%	372	213	0	24	237	64%
	Elizabeth	4030	3585	371	428	4384	109%	372	213	0	0	213	57%
	Paul Wood	2366	1973	58	289	2319	98%	372	213	0	0	213	57%
	Sir Reginald Wilson	4030	2648	77	48	2772	69%	372	213	0	0	213	57%
	York	2431	2258	199	273	2729	112%	372	213	0	7.5	221	59%
Lung	Foulis	3020	2460	217	106	2783	92%	465	218	48	20	286	61%
	Lind [1]	750	711	39	0	750	100%	0	368	0	0	368	100%
	Victoria	3020	2190	239	32	2460	81%	435	285	115	0	400	92%
Harefield	Cedar	1628	1862	284	35	2180	134%	1178	789.5	69	0	858	73%
	Cherry Tree [2]	819	0	86	0	86	11%	-	-	-	-	-	-
	Rowan/Fir Tree	3900	3260	90	0	3350	86%	1521	659	50	0	708	47%
	HDU	2325	1880	35	0	1914	82%	589	150	0	0	150	100%
	ITU	8025	7634	913	96	8642	119%	654.5	356	353	0	709	108%
	Maple	2964	2410	210	0	2620	88%	3247	387	234	0	621	19%
	Oak/Acorn	5239	4521	807	74	5402	103%	2006	1271	394	12	1676	84%
Whole Trust		**65968**	**55349**	**5243**	**4023**	**64615**	**97.95%**	**14281**	**7418**	**1288**	**63**	**8769**	**61.40%**

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, 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 15th September 2014. 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	5865	4809	840	1139	6788	116%	535	213	0	0	213	40%
	Rose	5348	2841	749	1507	5096	95%	535	213	0	0	213	40%
	AICU	5704	5233	357	230	5819	102%	0	0	0	0	0	100%
	Alex	1705	1210	192	154	1556	91%	83	57	77	33	167	203%
	Elizabeth	3410	1683	679	535	2897	85%	83	57	0	0	57	69%
	Paul Wood	1254	814	189	132	1135	91%	83	57	0	33	90	109%
	Sir Reginald Wilson	1364	869	260	88	1217	89%	83	57	45.5	22	125	151%
	York	1254	869	286	165	1320	105%	231	57	165	0	222	96%
Lung	Foulis	1364	1221	143	154	1518	111%	155	121	44	0	165	106%
	Lind [1]	360	330	0	0	330	100%	0	0	0	0	0	100%
	Victoria	1364	1309	47	0	1356	99%	124	154			154	124%
Harefield	Cedar	1426	1116	276	12	1403	98%	713	529	207	0	736	103%
	Cherry Tree [2]	0	0	0	0	0	0%	0	0	0	0	0	100%
	Rowan/Fir Tree	2728	2082	253	0	2335	86%	357	425.5	115	0	541	152%
	HDU	2024	1530	218	12	1759	87%	0	0	0	0	0	100%
	ITU	7268	5543	1357	483	7383	102%	357	80.5	181	0	261	73%
	Maple	1705	1737	104	0	1840	108%	1426	471.5	92	0	564	40%
	Oak/Acorn	3069	1650	1552	115	3316	108%	341	165	358	33	556	163%
Whole Trust		**47212**	**34843**	**7501**	**4724**	**47067**	**99.69%**	**5103**	**2658**	**1283**	**121**	**4062**	**79.61%**

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, 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 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	309	0	1	0	0	0
	Rose	0	0	371	0	0	0	0	0
	AICU	0	0	32	0	108	0	0	0
	Alex	0	0	35	0	0	0	0	0
	Elizabeth	0	0	116	0	0	0	0	0
	Paul Wood	0	0	16	1	0	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	23	0	27	0	3	0
	Lind	0	0	7	0	1	0	0	0
	Victoria	0	0	15	0	32	0	0	0
Harefield	Cedar	8	0	3	5	52	5	4	0
	Cherry Tree	13	0	6	1	7	0	0	0
	Rowan/Fir Tree	3	2	17	19	1	0	0	3
	HDU	0	0	19	0	4	0	0	0
	ITU	1	1	307	0	1	0	0	0
	Maple	20	3	6	20	6	0	1	1
	Oak/Acorn	35	41	78	46	79	17	3	1
Whole Trust		**80**	**47**	**1393**	**91**	**319**	**22**	**11**	**5**

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. HCAs working on the adult wards in Sydney Street are pooled and rotate between the five 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			Main two specialties on each ward		Day				Night				Day		Night	
					Registered nurses/ midwives		Care Staff		Registered nurses/ midwives		Care Staff					
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name	Ward 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	Select from from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation