

**Nurse staffing indicator template**  
**Reporting Period: 1 Aug 2015 – 31 Aug 2015**

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

Ward	Registered nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	102%	107%	Within normal fluctuations of care need
Rose	110%	90%	Within normal fluctuations of care need
<b>RBH Heart &amp; Paeds</b>			
AICU	88%	97%	On plan
Alex	112%	97%	On plan
Elizabeth	102%	76%	Day shift nurse staffing on plan. Night shift staffing reduced due to a reduction in activity
Paul Wood	103%	90%	On plan
Sir Reginald Wilson	117%	102%	On plan
York	112%	125%	On plan
<b>Lung</b>			
Foulis	115%	144%	High patient acuity and very high intravenous drug administration on both day and night requiring additional staff
Lind	99%	100%	Staff matched to patient levels and acuity
Victoria	90%	101%	Registered staff numbers matched care needs
<b>Harefield</b>			
Cedar	157%	114%	Staff reflected acuity and increased dependency of patients i.e. 1:1 specialling
Cherry Tree	-	-	N/A
Rowan/Fir Tree	81%	72%	Unable to fill all shifts with bank or agency nurses. Utilised help from specialist nurses, student nurses and extra HCAs
HDU	78%	86%	Level 1 patients in HDU not requiring as many staff
ITU	115%	113%	Additional staff for hemofiltration for Rowan ward
Maple	75%	107%	Staff reflected patient acuity and increased dependency of patients including specialling
Oak/Acorn	100%	113%	Staffing reflected acuity and dependency of patients on ACCU
<b>Whole Trust</b>	<b>101%</b>	<b>101%</b>	

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)		
	Day % fill rate	Night % fill rate	Comments
PICU	84%	46%	The role of care staff on the paediatric intensive care is not in direct care delivery but supports nursing
Rose	82%	46%	The role of care staff on the paediatric ward care is not in direct care delivery but supports nursing
<b>RBH Heart &amp; Paeds</b>			
AICU	115%	48%	On plan
Alex	48%	65%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Elizabeth	49%	56%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Paul Wood	48%	81%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Sir Reginald Wilson	49%	48%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
York	48%	65%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
<b>Lung</b>			
Foulis	75%	90%	Ward safely staffed with extra RN support
Lind	N/A	N/A	N/A
Victoria	77%	213%	Care staff numbers matched patient / ward needs
<b>Harefield</b>			
Cedar	77%	103%	1:1 specialising reflects dependency of patients
Cherry Tree	-	-	N/A
Rowan/Fir Tree	99%	101%	Ward safely staffed with HCAs
HDU	12%	0%	N/A
ITU	121%	80%	Busy workload with ECMO patients requiring additional ancillary staff.
Maple	51%	60%	New staff on supernumerary status need back fill for nights, recruitment for permanent staff ongoing
Oak/Acorn	89%	222%	Staffing at night reflected dependency of patients on ACCU – 1:1 care. Recruitment of permanent staff continues
<b>Whole Trust</b>	<b>73%</b>	<b>80%</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				
	PICU	6588	4805	490	1413	6708	102%	964	783	23	0	806	84%
	Rose	5813	5250	503	633	6387	110%	964	783	4.5	0	788	82%
RBH Heart & Paeds	AICU	6200	5227	198	23	5447	88%	330	266	113.5	0	379	115%
	Alex	2821	3045	80	46	3171	112%	558	266	0	0	266	48%
	Elizabeth	4030	3053	409	635	4096	102%	558	266	0	7.5	273	49%
	Paul Wood	2093	1710	100	347	2157	103%	558	266	0	0	266	48%
	Sir Reginald Wilson	2418	2753	25	44	2821	117%	558	266	7.5	0	273	49%
	York	2431	2145	127	462	2734	112%	558	266	0	0	266	48%
	Lung	Foulis	2691	2685	168	251	3103	115%	465	338	12	0	350
Lind <sup>1</sup>		750	705	31	8	743	99%	0	0	0	0	0	N/A
Victoria		2883	2513	68	20	2600	90%	467	337.5	20.5	0	358	77%
Harefield	Cedar	1628	2448	55	46	2549	157%	1178	792	57	55	904	77%
	Cherry Tree <sup>2</sup>	819	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3900	2722	427	0	3149	81%	1178	1124	45	0	1168	99%
	HDU	2325	1748	76	0	1824	78%	589	69	0	0	69	12%
	ITU	8025	8156	605	448	9209	115%	658	325	474	0	799	121%
	Maple	2964	1997	234	0	2231	75%	1380	663	37	0	700	51%
	Oak/Acorn	5239	4587	614	48	5249	100%	2038	1270	536	16	1821	89%
<b>Whole Trust</b>		<b>63617</b>	<b>55547</b>	<b>4208</b>	<b>4421</b>	<b>64176</b>	<b>100.88%</b>	<b>13001</b>	<b>8075</b>	<b>1329</b>	<b>79</b>	<b>9483</b>	<b>72.94%</b>

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

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, day-case beds are excluded.

<sup>2</sup>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 September 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	6061	4258	840	1403	6501	107%	535	236	11.5	0	247	46%
	Rose	5348	3841	529	437	4807	90%	535	236	11.5	0	247	46%
RBH Heart & Paeds	AICU	5704	4899	337	311	5546	97%	136.4	66	0	0	66	48%
	Alex	1705	1364	209	77	1650	97%	136	66	22	0	88	65%
	Elizabeth	3410	1441	946	200	2587	76%	136	66	11	0	77	56%
	Paul Wood	1254	726	200	200	1126	90%	136	66	33	11	110	81%
	Sir Reginald												
	Wilson	1364	1001	276	110	1387	102%	136	66	0	0	66	48%
	York	1254	924	440	209	1573	125%	136	66	22	0	88	65%
Lung	Foulis	1364	1243	451	276	1970	144%	341	198	110	0	308	90%
	Lind <sup>1</sup>	352	176	176	0	352	100%	0	0	0	0	0	N/A
	Victoria	1364	1331	33	11	1375	101%	124	176	88	0	264	213%
Harefield	Cedar	1426	1518	69	35	1622	114%	713	483	150	104	736	103%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2728	1426	529	0	1955	72%	714	667	57	0	724	101%
	HDU	2024	1576	127	35	1737	86%	357	0	0	0	0	0%
	ITU	7268	6026	1265	943	8234	113%	357	138	148	0	286	80%
	Maple	1705	1449	375	0	1824	107%	1069.5	586.5	58	0	644	60%
	Oak/Acorn	3069	1573	1657	230	3460	113%	341	275	390	92	757	222%
<b>Whole Trust</b>	<b>47399</b>	<b>34772</b>	<b>8456</b>	<b>4476</b>	<b>47703</b>	<b>100.64%</b>	<b>5903</b>	<b>3391</b>	<b>1110</b>	<b>207</b>	<b>4707</b>	<b>79.74%</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, day-case beds are excluded.

<sup>2</sup> 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

Source: Nurse bank databases

		Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other	
Ward										
	PICU	0	0	247	0	0	0	0	0	
	Rose	0	0	94	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>	AICU	0	0	72	0	0	0	0	0	
	Alex	0	0	23	0	0	0	0	0	
	Elizabeth	0	0	163	0	0	0	0	0	
	Paul Wood	0	0	4	0	0	0	0	0	
	Sir Reginald	0	0	27	0	0	0	0	0	
	Wilson	0	0	27	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	0	41	0	21	0	3	0	
	Lind	0	0	0	0	0	0	0	0	
	Victoria	0	0	13	0	0	0	5	0	
<b>Harefield</b>	Cedar	0	27	5	16	0	0	1	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	2	11	40	16	22	1	0	0	
	HDU	2	1	14	2	4	0	0	0	
	ITU	0	0	359	0	0	0	0	0	
	Maple	1	2	7	21	18	1	9	0	
	Oak/Acorn	8	30	144	37	78	24	1	0	
<b>Whole Trust</b>		<b>13</b>	<b>71</b>	<b>1253</b>	<b>92</b>	<b>143</b>	<b>26</b>	<b>19</b>	<b>0</b>	

**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 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	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				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