

Nurse Staffing Indicator Template
Reporting Period: 1st – 31st Aug. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	93%	93%	Within normal parameters
	Rose	83%	82%	Lower than normal, long term sickness affected the staffing levels, resolved now. Patient safety not effected.
	AICU	74%	78%	Reduced bed capacity due to refurbishment. Nurse staffing matches available bed capacity.
	Alex	102%	102%	On plan
	Elizabeth	85%	63%	On plan
	Paul Wood	87%	95%	On plan
	Sir Reginald Wilson	69%	101%	Nurse staffing increased at night to meet patient need.
	York	111%	98%	On plan
Lung	Foulis	103%	87%	Matched to patient acuity. Safe staffing maintained. Patient care needs and treatment met.
	Lind	100%	101%	On plan
	Victoria	104%	106%	Planned and matched to patient acuity and to meet safe care needs of level 2 patients.
Harefield	Cedar	104%	63%	2 new starters requiring supervision. Increase in band 5 rotation nurses. Supporting Maple due to unexpected increase in sickness.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	92%	Safe staffing levels.
	HDU	87%	86%	Staffing levels adjusted according to patient levels and acuity.
	ITU	118%	112%	Supernumerary staff awaiting Pin and new to ITU.
	Maple	72%	88%	Occupancy below plan. Increase in sickness, support given from Cedar ward.
	Oak/Acorn	92%	95%	Safe staffing levels achieved.
Whole Trust	89%	89%		

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	71%	44%	Not delivering patient care.
	Rose	71%	44%	Not delivering patient care.
	AICU	31%	21%	Sufficient registered nurse staffing to meet patient need.
	Alex	31%	34%	Sufficient registered nurse staffing to meet patient need.
	Elizabeth	31%	25%	Sufficient registered nurse staffing to meet patient need.
	Paul Wood	31%	21%	Sufficient registered nurse staffing to meet patient need.
	Sir Reginald Wilson	31%	25%	Sufficient registered nurse staffing to meet patient need.
	York	31%	21%	Sufficient registered nurse staffing to meet patient need.
	Lung	Foulis	94%	0%
Lind		N/A	N/A	N/A
Victoria		32%	52%	This is offset by registered nurses and matched to give safe patient care.
Harefield	Cedar	50%	65%	Supporting Maple due to an increase in sickness.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	95%	134%	Extra HCA at night due to patient dependency.
	HDU	0%	0%	N/A
	ITU	60%	97%	Vacancies and unable to cover shifts with band HCA.
	Maple	68%	95%	Increase in sickness, support given from Cedar ward.
	Oak/Acorn	49%	87%	Sufficient registered nurses on shift to safely care for the number of patients on the unit.
Whole Trust	48%	57%		

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	6975	5356	393	771	6519	93%	957	682	0	0	682	71%
	Rose	5813	3435	748	649	4831	83%	957	682	0	0	682	71%
RBH Heart & Paeds	AICU	7750	5445	180	81	5706	74%	1302	407	0	0	407	31%
	Alex	2821	1995	159	721	2875	102%	1302	407	0	0	407	31%
	Elizabeth	4836	3338	197	592	4126	85%	1302	407	0	0	407	31%
	Paul Wood	2613	1478	335	468	2280	87%	1302	407	0	0	407	31%
	Sir Reginald Wilson	4030	2333	255	188	2775	69%	1302	407	0	0	407	31%
	York	2509	2100	167	527	2793	111%	1302	407	0	0	407	31%
Lung	Foulis	2717	2663	80	48	2791	103%	465	435	0	0	435	94%
	Lind ¹	825	677	137	15	828	100%	0	0	0	0	0	N/A
	Victoria	2418	2205	157	161	2522	104%	488	142.5	0	15	158	32%
Harefield	Cedar	1860	1890	39	0	1929	104%	1178	583.5	0	0	584	50%
	Cherry Tree ²	1495	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4329	3311	558	65	3933	91%	1178	947	177	0	1124	95%
	HDU	2325	1990	33	0	2022	87%	0	0	0	0	0	0%
	ITU	7363	8338	359	0	8697	118%	1258.5	675	85	0	759	60%
	Maple	3224	2322	0	0	2322	72%	1176	804	0	0	804	68%
	Oak/Acorn	6045	5291	245	0	5536	92%	2453	938	260	0	1198	49%
Whole Trust		69947	54162	4038	4282	62482	89.33%	18511	8325	522	15	8862	47.87%

* Columns in *italics* will be submitted to NHS England on 14th Sep. 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	6417	4322	704	935	5960	93%	535	236	0	0	236	44%
	Rose	5348	2507	1039	822	4368	82%	535	236	0	0	236	44%
	AICU	7130	5279	180	81	5539	78%	341	72.6	0	0	73	21%
	Alex	1705	715	297	725	1737	102%	341	73	44	0	117	34%
	Elizabeth	4092	1672	429	473	2574	63%	341	73	11	0	84	25%
	Paul Wood	1364	616	297	385	1298	95%	341	73	0	0	73	21%
	Sir Reginald Wilson	1705	1001	451	275	1727	101%	341	73	11	0	84	25%
	York	1705	957	308	408	1673	98%	341	73	0	0	73	21%
Lung	Foulis	2046	1287	439	55	1781	87%	341	0	0	0	0	0%
	Lind ¹	396	319	5	77	401	101%	0	0	0	0	0	N/A
	Victoria	1364	1298	44	110	1452	106%	341	154	0	22	176	52%
Harefield	Cedar	1783	1081	35	0	1116	63%	713	437	23	0	460	65%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1932	885	12	2828	92%	714	655.5	298	0	954	134%
	HDU	2139	1794	46	0	1840	86%	0	0	0	0	0	0%
	ITU	6774	6394	1154	23	7571	112%	357	287.5	58	0	345	97%
	Maple	1705	1472	35	0	1507	88%	713	667	12	0	679	95%
	Oak/Acorn	3751	2772	772	11	3555	95%	682	396	162	35	593	87%
Whole Trust		52492	35418	7117	4390	46924	89.39%	7333	3504.1	618	57	4179	56.99%

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

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 2: Night Shifts

* Columns in *italics* will be submitted to NHS England on 14th Sep. 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	2	395	0	11	0	0	0	
Rose	0	2	366	0	19	0	0	0	
RBH Heart & Paeds									
AICU	0	0	0	0	0	0	0	0	
Alex	0	0	254	0	0	0	0	0	
Elizabeth	0	0	282	0	0	0	0	0	
Paul Wood	0	0	175	0	0	0	0	0	
Sir Reginald Wilson	0	0	142	0	0	0	0	0	
York	0	0	0	0	0	0	0	0	
Lung									
Foulis	0	0	26	9	28	0	0	0	
Lind	0	4	0	0	24	0	0	0	
Victoria	0	0	61	7	0	0	0	0	
Harefield									
Cedar	0	2	1	5	104	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	0	17	117	20	103	0	0	0	
HDU	0	0	6	6	0	0	0	0	
ITU	0	0	372	0	1	0	0	0	
Maple	0	0	1	5	1	0	0	0	
Oak/Acorn	1	11	152	12	9	0	0	0	
Whole Trust	1	38	2350	64	300	0	0	0	

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

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 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