



A lifetime of specialist care

Nurse staffing indicator template
Reporting period: 1 Dec 2014 – 31 Dec 2014

Summary of results and commentary – registered nurse staffing levels

Ward	Registered nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	98%	103%	PICU appropriately staffed for the number of patients and their acuity. PICU also provided support to Rose Ward on some night shifts.
Rose	102%	84%	Day shift was on plan. Night shift adjusted as a number of empty beds with some nights being supported by PICU staff.
RBH Heart & Paeds			
AICU	123%	133%	Appropriate staff numbers to number of patients on both night and day shifts
Alex	107%	94%	Day and night shift on plan.
Elizabeth	106%	93%	Day and night shift on plan.
Paul Wood	86%	89%	Ward closed from 24 th – 31 December, staff re-deployed, on plan.
Sir Reginald Wilson	108%	99%	Day and night shift on plan.
York	100%	112%	Day and night shift on plan.
Lung			
Foulis	116%	108%	Increased staffing to care for higher acuity levels required
Lind	100%	100%	Day and night shift on plan.
Victoria	95%	107%	6 beds closed for 14 days for works. Number of nurses matched care needs
Harefield			
Cedar	148%	103%	Day: increased nurse vacancy rates, interviews continue in anticipation of new ward (Holly), making good progress, some starters appointed. Night: slight increase to increase in workload.
Cherry Tree	-	-	N/A
Rowan/Fir Tree	89%	80%	Extra care staff booked to cover shortfall of registered nurses and registered nurses from ITU utilised to cover dialysis.
HDU	86%	94%	Patient activity below planned levels.
ITU	122%	117%	Patient activity above planned levels including for the hospital wide dialysis service staffed by ITU nurses
Maple	77%	102%	Day and night on plan
Oak/Acorn	103%	110%	On plan, allowing for planned increase of level 2 patients
Whole Trust	104%	104%	

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
PICU	94%	44%	PICU appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
Rose	94%	44%	Rose Ward appropriately staffed on day shift, decision made not to replace night shift with unknown temporary staff.
AICU	59%	0%	Appropriate staffing with care staff on both night and day shifts
Alex	66%	139%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 2 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
RBH Heart & Paeds Elizabeth	58%	123%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 1 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
Paul Wood	55%	106%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift on plan.
Sir Reginald Wilson	98%	252%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 3 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
York	111%	332%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 5 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
Lung Foulis	116%	74%	Increased staffing to care for higher acuity levels required
Lind	N/A	N/A	
Victoria	148%	58%	Day: Help with care needs for 5 level 2 patients. Night: Number of nurses matched care needs. 6 beds closed for 14 days for works.
Cedar	74%	102%	Day: agreement not to fill empty shifts with unknown care workers. Night: on plan
Cherry Tree	-	-	N/A
Rowan/Fir Tree	117%	118%	Extra care staff booked to cover registered nurse shortfall and patient's needing one to one supervision.
Harefield HDU	-	-	N/A
ITU	89%	90%	High levels of sickness amongst this group. Duties covered by nursing and housekeeping staff.
Maple	41%	47%	Day and Night shift; following discussion there was agreement not to fill empty shifts with unknown care workers.
Oak/Acorn	89%	137%	Day; on plan. Night; increased volume of dependent patients requiring one to one basic observation.
Whole Trust	80%	76%	

Table 1: Day Shifts

Ward		Day											
		Registered nurses						Care staff					
		Planned (hrs)	Actual (hours)			Total fill (hrs)	Average fill rate (%)	Planned (hrs)	Actual (hours)			Total fill (hrs)	Average fill rate (%)
Usual roster	Bank		Agency	Usual roster	Bank				Agency				
RBH Heart & Paeds	PICU	6588	5070	474	920	6463	98%	964	903	0	0	903	94%
	Rose	5813	4515	404	989	5908	102%	964	903	0	0	903	94%
	AICU	6200	5422	466	1767	7655	123%	330	194	0	0	194	59%
	Alex	2821	2595	125	300	3020	107%	372	194	52.5	0	246	66%
	Elizabeth	4030	3233	319	709	4260	106%	372	194	22	0	216	58%
	Paul Wood	2457	1740	46	329	2115	86%	372	194	11	0	205	55%
	Sir Reginald Wilson	2418	2408	45	168	2621	108%	372	194	172.5	0	366	98%
	York	2509	1950	112	440	2502	100%	372	194	218	0	412	111%
Lung	Foulis	2652	2805	212	72	3089	116%	345	345	56	0	401	116%
	Lind ¹	788	630	155	0	785	100%	0	0	0	0	0	N/A
	Victoria	2781	2273	184	179	2635	95%	405	405	193	0	598	148%
Harefield	Cedar	1628	2168	207	35	2410	148%	1178	693.5	184	0	877	74%
	Cherry Tree ²	897	0	54	0	54	6%	-	-	-	-	-	-
	Rowan/Fir Tree	3926	3054	236	211	3500	89%	1178	744	301	334	1379	117%
	HDU	2325	1948	46	0	1993	86%	589	161	0	0	161	27%
	ITU	8125	9080	738	100	9918	122%	719	321	322	0	643	89%
	Maple	3016	2164	153	0	2317	77%	2396	836	154	0	989	41%
	Oak/Acorn	5239	4976	412	12	5399	103%	2081	1406	388	68	1863	89%
Whole Trust		64211	56028	4385	6228	66641	103.78%	13010	7878	2074	402	10353	79.58%

* Columns in *italics* will be submitted to NHS England on 15th Dec 2014. For further details about the sources of information and the assumptions made, please see Appendix 1.

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, 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 January 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	4421	610	1219	6249	103%	535	236	0	0	236	44%	
	Rose	5348	3082	460	959	4501	84%	535	236	0	0	236	44%	
RBH Heart & Paeds	AICU	5704	5405	691	1472	7568	133%	68.2	0	0	0	0	0%	
	Alex	1705	1243	198	154	1595	94%	68	62	33	0	95	139%	
	Elizabeth	3410	1716	627	816	3159	93%	68	62	22	0	84	123%	
	Paul Wood	1276	858	88	187	1133	89%	68	62	11	0	73	106%	
	Sir Reginald													
	Wilson	1364	880	323	154	1357	99%	68	62	110	0	172	252%	
	York	1276	880	320	231	1431	112%	68	62	165	0	227	332%	
Lung	Foulis	1364	1331	132	11	1474	108%	341	220	33	0	253	74%	
	Lind ¹	352	352	0	0	352	100%	0	0	0	0	0	N/A	
	Victoria	1364	1243	44	178	1465	107%	341	143	55	0	198	58%	
Harefield	Cedar	1426	1346	127	0	1472	103%	713	632.5	92	0	725	102%	
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%	
	Rowan/Fir Tree	2728	1829	217	127	2172	80%	714	414	196	230	840	118%	
	HDU	2047	1840	80	12	1932	94%	357	0	0	0	0	0%	
	ITU	7383	6463	1599	564	8626	117%	357	253	69	0	322	90%	
	Maple	1705	1553	184	0	1736	102%	1391.5	586.5	69	0	656	47%	
Oak/Acorn	3069	1980	1258	149	3387	110%	341	308	104	57	468	137%		
Whole Trust		47581	36420	6956	6231	49607	104.26%	6033	3336.5	958	287	4581	75.93%	

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, 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 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

Ward		Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other
RBH Heart & Paeds	PICU	0	0	222	0	66	0	0	0
	Rose	0	0	205	0	41	0	0	0
	AICU	0	0	20	0	407	0	0	0
	Alex	0	0	41	0	0	0	0	0
	Elizabeth	0	0	167	0	0	0	0	0
	Paul Wood	0	0	10	0	0	0	0	0
	Sir Reginald Wilson	0	0	53	0	0	0	0	0
	York	0	0	0	0	0	0	0	0
Lung	Foulis	0	0	18	0	0	0	0	0
	Lind	0	0	6	0	1	0	0	0
	Victoria	0	0	40	0	0	0	0	0
Harefield	Cedar	3	0	8	13	16	6	2	0
	Cherry Tree	6	0	2	4	0	0	1	0
	Rowan/Fir Tree	1	75	30	25	0	0	0	0
	HDU	0	1	10	2	0	0	0	0
	ITU	0	1	307	0	0	0	0	0
	Maple	5	3	9	23	1	1	2	0
	Oak/Acorn	22	47	66	40	23	8	0	0
Whole Trust	37	127	1214	107	555	15	5	0	

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. 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