



A lifetime of specialist care

Nurse staffing indicator template
Reporting period: 1 Dec 2015 – 31 Dec 2015

Summary of results and commentary – registered nurse staffing levels

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	102%	109%	Within normal limits	
Rose	93%	81%	According to patient needs, partly due to reduction in patients over Christmas	
RBH Heart & Paeds	AICU	120%	129%	On plan
	Alex	120%	101%	On plan
	Elizabeth	103%	83%	On plan
	Paul Wood	85%	89%	On plan
	Sir Reginald Wilson	116%	114%	On plan
	York	106%	83%	On plan
	Lung	Foulis	89%	140%
Lind		88%	100%	Ward closed from 25 December onwards. Staff on plan
Victoria		93%	110%	Day: The ward required one-to-one care for two patients. The ward closed and staff merged with another respiratory ward for Christmas 24 Dec until 5 Jan. Night: The ward required one-to-one care for two patients.
Harefield	Cedar	160%	100%	Day rate - 414.5 hours of sickness and increased patient dependency. Phased return to work – one staff member (unable to be clinical). Night fill rate on plan
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	106%	Supernumerary clinical facilitator utilised during the day to cover shortfall
	HDU	84%	89%	Reduction in level of patients on HDU, some level one patients day and night
	ITU	116%	106%	Supernumerary staff on the unit day. Staff sent to other wards to do haemofiltration
	Maple	83%	119%	Day rate on plan. Night rate increased due to sickness
	Oak/Acorn	100%	110%	Day on plan. Night to cover increase level two patients
Whole Trust	102%	105%		

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	69%	56%	Not delivering direct patient care	
	69%	65%	Not delivering direct patient care	
RBH Heart & Paeds	AICU	55%	44%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	Alex	53%	52%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	Elizabeth	53%	44%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	Paul Wood	53%	44%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	Sir Reginald Wilson	53%	44%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	York	54%	60%	Sufficient registered nurses on both day and night therefore HCA shifts not required
	Lung	Foulis	52%	26%
Lind		N/A	N/A	N/A
Victoria		55%	186%	Day: healthcare assistant sickness and one vacancy. Night: support: the ward required one-to-one care for two patients
Harefield	Cedar	68%	87%	Day rate on plan. Night rate on plan
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	94%	135%	HCA cover increased at night due to high patient dependency
	HDU	23%	0%	N/A
	ITU	105%	97%	Supernumerary staff in training, on days and nights
	Maple	103%	105%	New starters supernumerary status hence day and night rates slightly increased
	Oak/Acorn	96%	230%	Day on plan. Night increase to support cover of level two patients and one-to-one care
Whole Trust	73%	87%		

Table one: 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	6588	5045	632	1070	6746	102%	957	663	0	0	663	69%
	Rose	5813	4320	360	702	5382	93%	957	663	0	0	663	69%
	AICU	6200	6595	499	349	7443	120%	558	294	14.5	0	309	55%
	Alex	2821	3188	77	126	3390	120%	558	294	0	0	294	53%
	Elizabeth	4030	3210	463	488	4161	103%	558	294	0	0	294	53%
	Paul Wood	2158	1410	71	344	1825	85%	558	294	0	0	294	53%
	Sir Reginald Wilson	2418	2534	90	171	2794	116%	558	294	0	0	294	53%
	York	2509	2108	71	470	2648	106%	558	294	5	0	299	54%
Lung	Foulis	2717	2318	14	79	2410	89%	465	240	0	0	240	52%
	Lind ¹	675	563	9	23	594	88%	0	0	0	0	0	N/A
	Victoria	2883	2160	238	282	2680	93%	466	210	47	0	257	55%
Harefield	Cedar	1628	2470	110	23	2603	160%	1178	756.5	0	46	803	68%
	Cherry Tree ²	897	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3926	3274	175	111	3560	91%	1178	969	126	12	1106	94%
	HDU	2325	1936	12	12	1959	84%	589	138	0	0	138	23%
	ITU	8125	8821	496	111	9428	116%	715.5	652	102	0	753	105%
	Maple	3016	2089	293	127	2509	83%	1187	1120	87	12	1219	103%
	Oak/Acorn	5239	4839	333	92	5264	100%	2081	1721	252	35	2007	96%
Whole Trust		63967	56876	3941	4574	65391	102.23%	13122	8897	633	104	9633	73.41%

* Columns in *italics* will be submitted to NHS England on 15 Jan 2016. For further details about the sources of information and the assumptions made, please see Appendix 1.

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, 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 two: Night shifts

* Columns in *italics* will be submitted to NHS England on 15 Jan 2016. 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	6061	4506	667	1441	6613	109%	535	299	0	0	299	56%
	Rose	5348	3151	289	886	4325	81%	535	299	46	0	345	65%
RBH Heart & Paeds	AICU	5704	6072	540	771	7382	129%	136.4	59.4	0	0	59	44%
	Alex	1705	1320	165	231	1716	101%	136	59	11	0	70	52%
	Elizabeth	3410	1485	572	783	2840	83%	136	59	0	0	59	44%
	Paul Wood	1276	726	165	241	1132	89%	136	59	0	0	59	44%
	Sir Reginald Wilson	1364	957	520	78	1555	114%	136	59	0	0	59	44%
	York	1276	803	253		1056	83%	136	59	22	0	81	60%
Lung	Foulis	1364	1485	275	143	1903	140%	341	88	0	0	88	26%
	Lind ¹	286	154	132	0	286	100%	0	0	0	0	0	N/A
	Victoria	1364	1177	165	165	1507	110%	124	154	55	22	231	186%
Harefield	Cedar	1426	1323	46	58	1426	100%	713	586.5	34	0	620	87%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2046	1737	288	138	2162	106%	714	701.5	217	46	964	135%
	HDU	2047	1656	58	115	1829	89%	357	0	0	0	0	0%
	ITU	7383	5785	1300	771	7855	106%	357	322	23	0	345	97%
	Maple	1705	1495	252	276	2023	119%	713	471.5	253	23	748	105%
	Oak/Acorn	3069	1694	1185	506	3385	110%	341	429	264	92	785	230%
Whole Trust		46833	35524	6868	6601	48993	104.61%	5547	3706.9	924	183	4814	86.79%

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, day-case beds are excluded.

²Cherry 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 three: 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	
PICU	0	0	335	0	0	0	0	0	
Rose	0	0	199	0	0	0	0	0	
RBH Heart & Paeds									
AICU	0	0	194	0	0	0	0	0	
Alex	0	0	30	0	0	0	0	0	
Elizabeth	0	0	170	0	0	0	0	0	
Paul Wood	0	0	18	0	0	0	0	0	
Sir Reginald									
Wilson	0	0	60	0	0	0	0	0	
York	0	0	0	0	0	0	0	0	
Lung									
Foulis	1	0	26	0	1	0	2	0	
Lind	0	0	4	0	0	0	0	0	
Victoria	0	0	43	0	0	0	29	0	
Harefield									
Cedar	0	1	8	12	10	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	5	5	53	12	32	0	0	0	
HDU	0	0	12	2	3	0	0	0	
ITU	0	1	238	15	5	0	15	0	
Maple	2	3	66	24	21	1	0	0	
Oak/Acorn	1	2	68	47	124	7	0	0	
Whole Trust	9	12	1524	112	196	8	46	0	

Table four: 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 one and two: 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. 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 three: Reasons for bank and agency use

These are the reasons, as documented on the nurse bank spreadsheets.

For Royal Brompton Hospital, there were a number of blank entries, which have been excluded.

Table four: 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	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