

**Nurse Staffing Indicator Template**  
**Reporting Period: 1<sup>st</sup> Dec. 2016 – 31<sup>th</sup> Dec. 2016**

**Summary of Results and Commentary – Registered Nurse Staffing Levels**

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
<b>RBH Heart &amp; Paeds</b>	PICU	81%	90%	One bay closed over period therefore staffing at appropriate levels for numbers and acuity of children
	Rose	93%	80%	Within normal parameters
	AICU	75%	80%	On plan
	Alex	84%	74%	On plan
	Elizabeth	93%	73%	On plan
	Paul Wood	85%	83%	On plan
	Sir Reginald Wilson	74%	99%	On plan
	York	111%	85%	On plan
<b>Lung</b>	Foulis	118%	97%	On plan matched to patient acuity and high volume IV's.
	Lind	91%	110%	Day Care needs matched patient activity. Night increased staff to match extra night sleep study activity
	Victoria	119%	112%	Increased acuity due to complex care needs of level 2 patients.
<b>Harefield</b>	Cedar	137%	71%	Reduced activity levels with super-numery staff on days
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	85%	82%	Reduced activity levels
	HDU	87%	91%	Reduced activity levels
	ITU	124%	118%	High levels of sickness and annual leave
	Maple	77%	105%	Reduced activity / high sickness amongst night staff
	Oak/Acorn	89%	89%	Slightly reduced elective activity levels
<b>Whole Trust</b>	<b>91%</b>	<b>89%</b>		

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	64%	62%	HCA's in paediatrics do not give direct patient care
	Rose	64%	62%	HCA's in paediatrics do not give direct patient care
	AICU	39%	39%	Registered nurse providing care for vacant HCA shifts
	Alex	40%	184%	Registered nurse providing care for vacant HCA shifts
	Elizabeth	39%	39%	Registered nurse providing care for vacant HCA shifts
	Paul Wood	39%	47%	Registered nurse providing care for vacant HCA shifts
	Sir Reginald Wilson	40%	47%	Registered nurse providing care for vacant HCA shifts
	York	39%	79%	Registered nurse providing care for vacant HCA shifts
Lung	Foulis	86%	4%	Higher % Registered nurses utilised due to patient acuity to offset care staff.
	Lind	N/A	N/A	N/A
	Victoria	77%	106%	Increased night acuity due to complex care needs of level 2 patients but reduced day fill as offset by registered nurses.
Harefield	Cedar	68%	98%	Sufficient qualified staff to deliver care on days / usual staffing on nights
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	75%	146%	Increased patient dependency
	HDU	-	-	N/A
	ITU	70%	81%	Sufficient qualified staff to deliver care
	Maple	64%	97%	Sufficient qualified staff to deliver care on days / usual staffing on nights
	Oak/Acorn	59%	61%	Reduced activity levels / sufficient qualified staff to deliver care
<b>Whole Trust</b>	<b>57%</b>	<b>78%</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				
RBH Heart & Paeds	PICU	6975	4721	359	550	5629	81%	1095	696	0	0	696	64%
	Rose	5813	4365	275	759	5399	93%	1095	696	0	0	696	64%
	AICU	8525	6239	88	79	6405	75%	744	288	0	0	288	39%
	Alex	2821	1913	71	388	2371	84%	744	288	12	0	300	40%
	Elizabeth	4836	4215	98	168	4481	93%	744	288	0	0	288	39%
	Paul Wood	2587	1988	50	151	2188	85%	744	288	0	0	288	39%
	Sir Reginald Wilson	4030	2550	200	237	2987	74%	744	288	7	0	295	40%
	York	2470	2640	44	71	2754	111%	744	288	0	0	288	39%
Lung	Foulis	2704	2910	137	152	3199	118%	465	278	7.5	114	399	86%
	Lind <sup>1</sup>	825	585	131	38	754	91%	0	0	0	0	0	N/A
	Victoria	2418	2655	112	119	2885	119%	458	307.5	34.5	12	354	77%
Harefield	Cedar	1860	1775	514	265	2553	137%	1178	659.5	104	35	798	68%
	Cherry Tree <sup>2</sup>	1430	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4316	3268	290	100	3657	85%	1178	759	124	0	883	75%
	HDU	2325	2008	23	0	2031	87%	589	127	0	0	127	21%
	ITU	7363	8532	515	84	9131	124%	1239.5	769	101	0	870	70%
	Maple	3224	2392	90	12	2493	77%	1187	696	69	0	765	64%
	Oak/Acorn	6045	5087	265	12	5363	89%	2432	1241	194	12	1446	59%
<b>Whole Trust</b>	<b>70566</b>	<b>57840</b>	<b>3259</b>	<b>3180</b>	<b>64278</b>	<b>91.09%</b>	<b>15379</b>	<b>7955</b>	<b>652</b>	<b>172</b>	<b>8779</b>	<b>57.09%</b>	

\* Columns in *italics* will be submitted to NHS England on 14<sup>th</sup> Jan. 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	4084	748	932	5763	90%	535	334	0	0	334	62%	
	Rose	5348	2979	587	690	4255	80%	535	334	0	0	334	62%	
	AICU	7843	5808	230	230	6268	80%	136.4	52.8	0	0	53	39%	
	Alex	1705	814	176	264	1254	74%	136	53	198	0	251	184%	
	Elizabeth	4092	2090	594	297	2981	73%	136	53	0	0	53	39%	
	Paul Wood	1364	847	154	132	1133	83%	136	53	11	0	64	47%	
	Sir Reginald													
	Wilson	1705	891	517	286	1694	99%	136	53	11	0	64	47%	
York	1705	1177	198	66	1441	85%	136	53	55	0	108	79%		
Lung	Foulis	2046	1793	121	77	1991	97%	341	0	0	12	12	4%	
	Lind <sup>1</sup>	374	352	44	15	411	110%	0	0	0	0	0	N/A	
	Victoria	1364	1331	88	110	1529	112%	341	231	110	22	363	106%	
Harefield	Cedar	1783	909	351	11	1270	71%	713	460	194	46	700	98%	
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%	
	Rowan/Fir Tree	3069	1794	653	58	2505	82%	714	644	402	0	1046	146%	
	HDU	2139	1932	12	0	1944	91%	357	0	0	0	0	0%	
	ITU	6774	6199	1196	598	7993	118%	357	264.5	23	0	288	81%	
	Maple	1705	1564	162	58	1783	105%	713	540.5	127	23	690	97%	
	Oak/Acorn	3751	2365	932	46	3343	89%	682	264	115	35	414	61%	
<b>Whole Trust</b>		<b>53183</b>	<b>36927</b>	<b>6760</b>	<b>3869</b>	<b>47556</b>	<b>89.42%</b>	<b>6105</b>	<b>3387.8</b>	<b>1245</b>	<b>138</b>	<b>4770</b>	<b>78.14%</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, daycase beds are excluded

<sup>2</sup>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 14<sup>th</sup> Jan. 2017. For further details about the sources of information and the assumptions made, please see Appendix 1.

		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
	PICU	0	0	227	0	0	0	0	0	
	Rose	0	0	193	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>	AICU	0	0	56	0	0	0	0	0	
	Alex	0	0	47	0	0	0	0	0	
	Elizabeth	0	0	89	0	0	0	0	0	
	Paul Wood	0	0	8	0	0	0	0	0	
	Sir Reginald Wilson	0	0	87	0	1	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	0	14	2	4	5	0	0	
	Lind	0	0	22	0	12	0	0	0	
	Victoria	0	0	2	0	1	0	0	0	
<b>Harefield</b>	Cedar	0	0	14	18	99	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	2	5	97	10	32	0	0	0	
	HDU	0	0	3	0	0	0	0	0	
	ITU	0	0	229	0	0	0	0	0	
	Maple	1	1	11	11	22	0	0	0	
	Oak/Acorn	3	15	120	8	2	0	0	0	
<b>Whole Trust</b>	<b>6</b>	<b>21</b>	<b>1219</b>	<b>49</b>	<b>173</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</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, daycase beds are excluded

<sup>2</sup>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

**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			Day				Night				Day		Night			
			Main two specialties on each ward		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 <small>*The Site code is automatically populated when a Site name is selected</small>	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				
	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