

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

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	95%	92%	Within normal parameters
	Rose	97%	83%	Staffing was maintained safely throughout this period.
	AICU	90%	89%	8 beds closed for refurbishment, nurse staffing adjusted as appropriate.
	Alex	89%	86%	On plan nurse staffing levels delivering safe nursing care for patients.
	Elizabeth	82%	59%	On plan nurse staffing levels delivering safe nursing care for patients – beds reduced over xmas
	Paul Wood	70%	65%	On plan nurse staffing levels delivering safe nursing care for patients – closed for xmas period
	Sir Reginald	73%	87%	
	Wilson			On plan nurse staffing levels delivering safe nursing care for patients.
	York	107%	83%	On plan nurse staffing levels delivering safe nursing care for patients.
Lung	Foulis	102%	82%	Safe staffing maintained to meet patient acuity and care needs.
	Lind	95%	92%	Lind did not have any in patients from the period Dec 21- January 1, 2018 due to the holiday season. 2 members of Night shift nurses were re deployed to other wards to cover. All other shifts were covered with appropriate skill mix. Safety maintained at all times.
	Victoria	110%	114%	Safe nursing care given based on ward acuity and high care needs of level 2 patients.
Harefield	Cedar	123%	79%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts. 2 supernumery staff in month.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	87%	87%	Safe staffing level, supernumery staff utilised.
	HDU	81%	85%	Patient levels lower due to seasonal variation. Safe staffing levels maintained.
	ITU	140%	127%	Additional beds and supernumerary staff in training.
	Maple	78%	104%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day shifts. 1 supernumery staff in month.
	Oak/Acorn	76%	80%	Ward relocated due to essential repairs, less beds in total, sufficient staff on duty to deliver safe patient care.
Whole Trust	93%	90%		

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%	46%	HCA's are not counted in nursing numbers and do no care delivery.
	Rose	64%	46%	HCA's are not counted in nursing numbers and do no care delivery.
	AICU	36%	19%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
	Alex	36%	81%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
	Elizabeth	36%	26%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
	Paul Wood	36%	19%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
	Sir Reginald Wilson	36%	45%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
	York	37%	23%	HCA shifts not filled as appropriate registered nurses available to provide safe care.
Lung	Foulis	63%	0%	This is offset by registered nurses. Safety maintained and care needs met.
	Lind	N/A	N/A	N/A
	Victoria	60%	94%	This is offset by registered nurses and safe care maintained.
Harefield	Cedar	100%	89%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	92%	125%	Safe staffing levels.
	HDU	0%	0%	N/A
	ITU	79%	113%	New starters supernumerary.
	Maple	137%	85%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA night shifts. 3 new HCAs for Juniper started in month (hence over on day shift fill rate).
	Oak/Acorn	56%	66%	Ward relocated due to essential repairs, less beds in total, sufficient staff on duty to deliver safe patient care
Whole Trust	58%	65%		

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	5624	422	564	6609	95%	964	616	0	0	616	64%
	Rose	5813	4680	422	515	5617	97%	964	616	0	0	616	64%
	AICU	7750	6756	133	77	6966	90%	1302	471	0	0	471	36%
	Alex	2821	1845	170	499	2513	89%	1302	471	0	0	471	36%
	Elizabeth	4836	3330	162	484	3976	82%	1302	471	0	0	471	36%
	Paul Wood	2561	1275	170	359	1804	70%	1302	471	0	0	471	36%
	Sir Reginald Wilson	4030	2805	103	28	2936	73%	1302	471	0	0	471	36%
	York	2431	2033	223	344	2599	107%	1302	471	8	0	479	37%
	Lung	Foulis	2691	2670	38	36	2744	102%	465	293	0	0	293
Lind ¹		600	428	134	8	569	95%	0	0	0	0	0	N/A
Victoria		2418	2468	157	26	2650	110%	435	262.5	0	0	263	60%
Harefield	Cedar	1860	2093	187	12	2291	123%	713	690	23	0	713	100%
	Cherry Tree ²	1365	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4303	3331	390	41	3762	87%	1178	943	136	0	1079	92%
	HDU	2325	1878	0	0	1878	81%	0	0	0	0	0	0%
	ITU	7363	9598	719	0	10317	140%	1220.5	953	12	0	965	79%
	Maple	3224	2454	46	0	2500	78%	821	1093	31	0	1124	137%
	Oak/Acorn	6045	4402	205	0	4607	76%	2410	1214	139	0	1353	56%
Whole Trust		69410	57668	3680	2989	64337	92.69%	17571	9633	348	0	9981	58.3%

* Columns in *italics* will be submitted to NHS England on 15th Jan. 2018. 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	920	932	5936	92%	535	247	0	0	247	46%
	Rose	5348	3209	805	426	4439	83%	535	247	0	0	247	46%
	AICU	7130	6314	12	0	6325	89%	341	66	0	0	66	19%
	Alex	1705	704	440	319	1463	86%	341	66	209	0	275	81%
	Elizabeth	4092	1760	352	286	2398	59%	341	66	22	0	88	26%
	Paul Wood	1364	473	264	153	890	65%	341	66	0	0	66	19%
	Sir Reginald Wilson	1705	1034	355	99	1488	87%	341	66	88	0	154	45%
	York	1705	935	363	121	1419	83%	341	66	11	0	77	23%
Lung	Foulis	2046	1452	209	11	1672	82%	341	0	0	0	0	0%
	Lind ¹	264	121	88	33	242	92%	0	0	0	0	0	N/A
	Victoria	1364	1353	154	44	1551	114%	341	154	165	0	319	94%
Harefield	Cedar	1783	1219	150	35	1403	79%	713	575	46	12	633	89%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	2139	453	81	2672	87%	714	701.5	190	0	892	125%
	HDU	2139	1760	56	0	1816	85%	0	0	0	0	0	0%
	ITU	6774	6199	2126	276	8600	127%	357	356.5	45	0	401	113%
	Maple	1705	1530	232	12	1773	104%	713	483	127	0	610	85%
	Oak/Acorn	3751	2420	597	0	3017	80%	682	418	35	0	453	66%
Whole Trust		52360	36704	7575	2826	47104	89.96%	7333	3578.5	937	12	4527	64.89%

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

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 Jan. 2018. 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	0	339	0	0	0	0	0	
Rose	0	0	354	0	0	0	0	0	
RBH Heart & Paeds									
AICU	0	0	0	0	0	0	0	0	
Alex	0	26	0	0	173	0	0	0	
Elizabeth	0	3	120	0	87	0	0	0	
Paul Wood	0	0	0	0	127	0	0	0	
Sir Reginald Wilson	0	9	0	0	69	0	0	0	
York	0	2	0	0	137	0	0	0	
Lung									
Foulis	0	0	3	0	12	0	0	0	
Lind	1	0	14	0	12	0	0	0	
Victoria	0	3	1	12	50	0	0	0	
Harefield									
Cedar	1	9	4	19	39	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	4	11	83	21	84	0	0	0	
HDU	0	0	5	6	0	0	0	0	
ITU	0	0	480	0	0	0	0	0	
Maple	0	1	4	27	1	0	0	0	
Oak/Acorn	1	12	94	24	1	0	0	0	
Whole Trust	7	76	1501	109	792	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 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		
			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 (%)	
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name		Select from from drop down list	Select from from drop down list										Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation
	Select from from drop down list																