



A lifetime of specialist care

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 31<sup>th</sup> Dec. 2018

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

Ward	Registered Nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	93%	84%	Safe staffing
Rose	100%	81%	Safe staffing
AICU	100%	98%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Alex	112%	86%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Elizabeth	84%	64%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Paul Wood	93%	77%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Sir Reginald Wilson	65%	69%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
York	71%	57%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
Foulis	121%	105%	Safe staffing maintained. Day figure above plan. An additional bed was created to accommodate a patient with high care needs.
Lind	-	-	N/A
Victoria	133%	128%	Increased RN to safely meet complex care needs of patients and an increase in level 2 patients from 5 to 7 attributed by winter pressures.
Cedar	86%	86%	Empty beds during December therefore staffing reviewed on daily basis in relation to patients on ward and dependencies
Cherry Tree	-	-	N/A
Rowan/Fir Tree	98%	86%	Safe staffing levels. Reduced activity
Harefield HDU	90%	81%	Reduced staffing numbers according to level of care required for patients
ITU	126%	109%	Increase in beds and supernumerary staff due to staffing establishment increase
Maple	85%	102%	Due to patient dependency/safety had to have extra nurse on night to cover when no HCA available.
Juniper	100%	80%	Staffing levels lower overnight due to low number of in-patients/low dependency. Patient safety maintained.
Oak/Acorn	82%	71%	Safe staffing levels maintained
<b>Whole Trust</b>	<b>98%</b>	<b>88%</b>	

## 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 Rose	31%	37%	N/A	
	31%	37%	N/A	
RBH Heart & Paeds	AICU	48%	30%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Alex	50%	75%	HCA shifts adjusted according to patient care needs.
	Elizabeth	48%	39%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Paul Wood	48%	33%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Sir Reginald Wilson	48%	30%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	York	48%	43%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Foulis	57%	0%	Low fill rates off set by increase in Day and Night Registered Nurses.
Lung Lind Victoria	-	-	N/A	
	59%	95%	Reduced Care staff offset by RN to safely meet patient acuity and complex patient care needs.	
Harefield	Cedar	87%	69%	Empty beds during December therefore staffing reviewed on daily basis in relation to patients on ward and dependencies
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	58%	89%	Safe staffing levels as activity reduced.
	HDU	-	-	N/A
	ITU	70%	110%	Long term sick on days covered by housekeeper
	Maple	59%	71%	Unable to fill HCA shifts. Patient care/safety maintained.
	Juniper	74%	73%	Unable to fill HCA shifts. Patient care/safety maintained.
	Oak/Acorn	47%	47%	Safe staffing levels maintained
<b>Whole Trust</b>	<b>51%</b>	<b>61%</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	6417	5227	299	426	5952	93%	1501	464	0	0	464	31%
	Rose	5348	4560	354	422	5336	100%	1501	464	0	0	464	31%
	AICU	7487	7429	58	35	7521	100%	1302	624	0	0	624	48%
	Alex	2604	2730	56	132	2918	112%	1302	624	31.5	0	656	50%
	Elizabeth	4464	2910	254	587	3751	84%	1302	624	0	0	624	48%
	Paul Wood	2364	1973	64	166	2202	93%	1302	624	0	0	624	48%
	Sir Reginald Wilson	3720	2340	45	26	2411	65%	1302	624	0	0	624	48%
	York	2244	1418	76	98	1591	71%	1302	624	0	0	624	48%
Lung	Foulis	2112	2475	81	0	2556	121%	930	533	0	0	533	57%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2232	2798	101	72	2970	133%	473	277.5	0	0	278	59%
Harefield	Cedar	2496	1886	270	0	2156	86%	713	609.5	12	0	621	87%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3922	3442	352	58	3851	98%	1178	456	232	0	688	58%
	HDU	2139	1916	12	0	1927	90%	-	-	-	-	-	-
	ITU	8913	10531	686	0	11217	126%	1220.5	807	46	0	853	70%
	Maple	1783	1277	231	0	1508	85%	713	391	30	0	421	59%
	Juniper	2381	2135	191	58	2384	100%	1112	730	92	0	822	74%
	Oak/Acorn	5580	4264	300	0	4564	82%	2418	978	151	0	1129	47%
<b>Whole Trust</b>	<b>66203</b>	<b>59308</b>	<b>3426</b>	<b>2078</b>	<b>64812</b>	<b>97.90%</b>	<b>19571</b>	<b>9453</b>	<b>593</b>	<b>0</b>	<b>10046</b>	<b>51.33%</b>	

\* Columns in *italics* will be submitted to NHS Digital on 14<sup>th</sup> Jan.2019. 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	3982	851	528	5361	84%	357	132	0	0	132	37%	
	Rose	5348	3163	587	591	4340	81%	357	132	0	0	132	37%	
	AICU	7487	7268	46	12	7326	98%	341	101.2	0	0	101	30%	
	Alex	1705	979	220	264	1463	86%	341	101	88	66	255	75%	
	Elizabeth	4092	1606	517	506	2629	64%	341	101	33	0	134	39%	
	Paul Wood	1364	748	187	110	1045	77%	341	101	0	11	112	33%	
	Sir Reginald													
	Wilson	1705	858	264	55	1177	69%	341	101	0	0	101	30%	
York	1705	880	66	33	979	57%	341	101	22	22	145	43%		
Lung	Foulis	1705	1551	209	33	1793	105%	0	0	0	0	0	0%	
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Victoria	1364	1551	121	80	1752	128%	231	110	22	88	220	95%	
Harefield	Cedar	1783	1001	483	46	1530	86%	713	391	92	12	495	69%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	3069	1932	644	69	2645	86%	714	414	219	0	633	89%	
	HDU	2139	1668	69	0	1737	81%	-	-	-	-	-	-	
	ITU	8913	7280	2173	253	9706	109%	357	264.5	127	0	391	110%	
	Maple	1023	897	139	12	1047	102%	713	333.5	173	0	506	71%	
	Juniper	2415	1518	357	58	1932	80%	713	391	127	0	518	73%	
	Oak/Acorn	3751	1947	666	46	2659	71%	682	253	58	12	322	47%	
<b>Whole Trust</b>		<b>55983</b>	<b>38827</b>	<b>7597</b>	<b>2694</b>	<b>49118</b>	<b>87.74%</b>	<b>6882</b>	<b>3028.7</b>	<b>959</b>	<b>210</b>	<b>4197</b>	<b>60.99%</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note that Lind ward have no longer inpatients cases, daycase will not be reported to NHS Digital, as daycase beds are excluded from the reporting requirement. All of Lind's beds are currently for daycases.

<sup>2</sup>Cherry Tree: please note that information on Cherry Tree will not be reported to NHS Digital, 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

Ward		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other
RBH Heart & Paeds	PICU	0	0	312	0	0	0	0	0
	Rose	0	0	400	0	0	0	0	0
	AICU	0	0	0	0	0	0	0	0
	Alex	0	17	64	0	0	0	0	0
	Elizabeth	0	3	168	0	0	0	0	0
	Paul Wood	0	1	51	0	0	0	0	0
	Sir Reginald Wilson	0	0	37	0	0	0	0	0
	York	0	4	0	0	0	0	0	0
Lung	Foulis	0	0	1	0	0	0	0	0
	Lind	0	0	0	0	0	0	0	0
	Victoria	1	5	12	1	48	0	0	0
Harefield	Cedar	0	5	40	28	67	0	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	9	50	57	48	0	0	0
	HDU	0	1	7	3	0	0	0	0
	ITU	0	0	491	0	0	0	0	0
	Maple	0	1	8	37	42	0	0	0
	Juniper	4	1	1	5	1	0	0	0
Oak/Acorn	0	3	56	57	0	0	0	0	
<b>Whole Trust</b>	<b>5</b>	<b>50</b>	<b>1698</b>	<b>188</b>	<b>206</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

**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 Digital. This is a change 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 NHS Digital, and is included in the other tables in this report.

Appendix 2: NHS Digital template

**Fill Rate Indicator Return**  
**Staffing: Nursing, Midwifery, Care Staff & CHPPD**

Hospital Site Details		Hospital Site name	Ward name	Main 2 Specialties on each ward	Day		Night		Day		Night		Care Hours Per Patient Day (CHPPD)						
					Registered midwives/nurses		Care Staff		Registered midwives/nurses		Care Staff		Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/ midwives (%)	Average fill rate - care staff (%)	Cumulative count over the month of patients at 23:59 each day	Registered midwives/ nurses	Care Staff
Site code *The Site code is automatically populated when a Site name is selected		Select from drop down list	Specialty 1	Specialty 2	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	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation
						Select from drop down list	Select from drop down list												