Nurse staffing indicator template

Reporting Period: 1 Feb 2015 – 28 Feb 2015

Summary of results and commentary – registered nurse staffing levels

Ward		Registered nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	94%	100%	PICU appropriately staffed for the number and patients and their acuity.
	Rose	112%	98%	Rose ward required higher staffing levels during the day to fulfil patient requirements and their acuity. Night shift adjusted as a number of beds were empty.
	AICU	129%	137%	The staffing levels were appropriate for both day and night shifts for the number of patients on AICU
	Alex	108%	99%	On plan.
	Elizabeth	120%	101%	Increase patient numbers on the ward during the day, therefore additional nurses required. Night shift on plan.
	Paul Wood	124%	106%	Increased patient acuity requiring additional registered nursing on the day shift. Night shift on plan.
	Sir Reginald Wilson	125%	118%	Increased patient acuity requiring additional registered nursing on both day and night shifts.
	York	128%	138%	Increased patient acuity requiring additional registered nursing on both day and night shifts.
Lung	Foulis	107%	126%	Additional staff required to ensure timely care delivery of set drug regimes.
	Lind	83%	100%	Staff in line with care needs for day. Night on plan.
	Victoria	96%	122%	Several patients fully dependent on nursing care to meet their needs, in addition to level 2 care and IV therapy. Plus Night care staff fill 46% offset with Registered Nurse.
Harefield	Cedar	151%	98%	Additional staff in post to support new ward opening, training and orientation
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	79%	Unable to cover shortfall as bank and agency not available.
	HDU	95%	102%	Shortfalls covered by ITU nursing team
	ITU	115%	106%	ITU team provided cover for other wards as well as the hospital wide dialysis team
	Maple	91%	108%	Ward Sisters covering short fall, night staff increased dependency.
	Oak/Acorn	96%	109%	Staffing reflected the acuity & dependency of patients on the unit
Whole Trust		**108%**	**108%**	

Summary of results and commentary –care staffing levels

Ward		Day % fill rate	Night % fill rate	Care staff (NB this is a small proportion of the overall nurse staffing complement)
				Comments
RBH Heart & Paeds	PICU	91%	45%	PICU appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
	Rose	93%	45%	Rose Ward appropriately staffed on day shift, decision made not to replace night shift with unknown temporary staff.
	AICU	68%	0%	AICU was appropriately staffed with healthcare assistants on both shifts
	Alex	69%	156%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
	Elizabeth	51%	66%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
	Paul Wood	46%	57%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
	Sir Reginald Wilson	46%	84%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
	York	53%	254%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a number of patient require 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
Lung	Foulis	77%	25%	Care Staff required in line with care needs.
	Lind	-	-	N/A
	Victoria	99%	46%	Night care staff fill 46% offset with Registered Nurse.
Harefield	Cedar	57%	98%	Vacancies and short term absence covered by Bank Nursing staff to provide safe nursing care.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	74%	100%	Unable to cover shortfall during the day as bank and agency staff are not available
	HDU	0%	0%	N/A
	ITU	114%	89%	Difficulties arranging night cover – duties covered by nursing team / redistributed to day staff
	Maple	36%	58%	Short term absence on ward covered by bank staff.
	Oak/Acorn	87%	146%	Increased staff on nights due to dependency of patients on unit, recruiting for permanent staff
Whole Trust		**68%**	**73%**	

Table 1: Day shifts

Ward		Day											
		Registered nurses						Care staff					
			Actual (hrs)						Actual (hrs)				
		Planned (hrs)	Usual roster	Bank	Agency	*Total fill (hrs)*	*Average fill rate (%)*	*Planned (hrs)*	Usual roster	Bank	Agency	*Total fill (hrs)*	*Average fill rate (%)*
RBH Heart & Paeds	PICU	5950	4523	403	686	5611	94%	877	801	0	0	801	91%
	Rose	5250	4440	373	1082	5894	112%	877	801	11.5	0	813	93%
	AICU	5600	4957	623	1634	7213	129%	330	225	0	0	225	68%
	Alex	2548	2333	78	354	2765	108%	504	225	112.5	11	349	69%
	Elizabeth	3640	3053	245	1083	4380	120%	504	225	31.5	0	257	51%
	Paul Wood	1924	1920	120	350	2390	124%	504	225	8	0	233	46%
	Sir Reginald Wilson	2184	2565	42	129	2736	125%	504	225	7.5	0	233	46%
	York	2236	2385	64	416	2864	128%	504	225	44	0	269	53%
Lung	Foulis	2444	2363	36	211	2609	107%	420	323	0	0	323	77%
	Lind[1]	750	578	47	0	625	83%	0	0	0	0	0	N/A
	Victoria	2604	2123	168	209	2499	96%	420	390	24	0	414	99%
Harefield	Cedar	1470	2200	18	0	2218	151%	1064	582.5	29	0	612	57%
	Cherry Tree[2]	780	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3536	2950	106	150	3205	91%	1178	763	105	0	868	74%
	HDU	2100	1976	24	0	2000	95%	532	115	0	0	115	22%
	ITU	7300	7641	674	58	8373	115%	624	337	373	0	710	114%
	Maple	2704	2178	272	0	2449	91%	1848	617	40	0	657	36%
	Oak/Acorn	4732	3882	642	0	4524	96%	1863	1166	440	11	1617	87%
Whole Trust		**57752**	**52063**	**3932**	**6358**	**62353**	**107.97%**	**12554**	**7244**	**1225**	**22**	**8491**	**67.64%**

* Columns in *italics* will be submitted to NHS England on 15 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 15 November 2014. 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		
RBH Heart & Paeds	PICU	5474	3648	828	1000	5475	100%	483	219	0	0	219	45%
	Rose	4830	3048	760	917	4725	98%	483	219	0	0	219	45%
	AICU	5152	4934	732	1369	7034	137%	123.2	0	0	0	0	0%
	Alex	1540	957	308	264	1529	99%	123	59	133	0	192	156%
	Elizabeth	3080	1331	902	891	3124	101%	123	59	22	0	81	66%
	Paul Wood	1144	682	330	198	1210	106%	123	59	11	0	70	57%
	Sir Reginald Wilson	1232	792	430	231	1453	118%	123	59	33	11	103	84%
	York	1144	1078	319	176	1573	138%	123	59	253	0	312	254%
Lung	Foulis	1232	1122	187	242	1551	126%	308	77	0	0	77	25%
	Lind[1]	352	352	0	0	352	100%	0	0	0	0	0	N/A
	Victoria	1232	1166	177	154	1497	122%	308	0	143	0	143	46%
Harefield	Cedar	1288	1219	46	0	1265	98%	644	575	58	0	633	98%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2464	1645	219	81	1944	79%	714	506	195	12	713	100%
	HDU	1840	1668	173	35	1875	102%	322	0	0	0	0	0%
	ITU	6624	5302	1425	311	7037	106%	322	230	57	0	287	89%
	Maple	1540	1392	273	0	1665	108%	966	529	35	0	564	58%
	Oak/Acorn	2772	1408	1445	161	3014	109%	308	231	92	127	450	146%
Whole Trust		**42940**	**31741**	**8553**	**6028**	**46321**	**107.87%**	**5597**	**2882**	**1031**	**149**	**4062**	**72.57%**

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	250	0	10	0	0	0	
	Rose	0	0	273	0	8	0	0	0	
	AICU	0	0	8	0	399	0	0	0	
	Alex	0	0	73	0	0	0	0	0	
	Elizabeth	0	0	216	0	0	0	0	0	
	Paul Wood	0	0	7	0	0	0	0	0	
	Sir Reginald Wilson	0	0	42	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	3	18	0	1	0	0	0	
	Lind	0	0	2	0	1	0	0	0	
	Victoria	0	0	57	0	0	0	0	0	
Harefield	Cedar	1	6	0	2	2	0	3	0	
	Cherry Tree	1	0	3	5	0	0	3	0	
	Rowan/Fir Tree	1	14	36	20	10	0	2	0	
	HDU	1	1	12	4	2	0	0	0	
	ITU	19	0	220	9	1	1	9	0	
	Maple	16	5	6	16	12	1	0	0	
	Oak/Acorn	22	64	85	51	27	18	5	0	
Whole Trust		**61**	**93**	**1308**	**107**	**473**	**20**	**22**	**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

					Day				Night				Day		Night	
Hospital Site Details			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 *The Site code is automatically populated when a Site name is selected	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