Nurse Staffing Indicator Template

Reporting Period: 1st Feb. 2016 – 29th Feb. 2016

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	96%	108%	Within normal parameters
	Rose	101%	94%	Within normal parameters
	AICU	121%	134%	On Plan
	Alex	112%	104%	On Plan
	Elizabeth	113%	86%	On Plan
	Paul Wood	121%	108%	On Plan
	Sir Reginald Wilson	134%	126%	On Plan
	York	119%	93%	On Plan
Lung	Foulis	116%	158%	High Intravenous drug administration requiring more RGN cover, special 1-1 at Night
	Lind	109%	100%	Nights on Plan, percentage on days reflects mentoring and support of new starters
	Victoria	99%	112%	Day on plan / Night Level 2 care needs high.
Harefield	Cedar	170%	102%	Day – Increased patient dependency. 2 x staff unable to work clinically currently. New starter supernumerary status. Night – on target
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	95%	108%	Safe staffing levels, extra nurses on night shift to cover haemofiltration
	HDU	81%	82%	Level one patients at times requiring lower ratio of nurse to patient. Some night shifts with empty beds
	ITU	123%	118%	Super-nummery staff on shift. Additional staff due to specialing patients.
	Maple	87%	115%	Day – on plan. Night – Increased patient dependency
	Oak/Acorn	110%	121%	On plan, increase increased acuity
Whole Trust		**109%**	**111%**	

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	63%	48%	Not delivering patient care
	Rose	64%	53%	Not delivering patient care
	AICU	57%	53%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan.
	Alex	54%	79%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan.
	Elizabeth	54%	62%	Night and day shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
	Paul Wood	56%	71%	Day and nights shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
	Sir Reginald Wilson	55%	53%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
	York	54%	62%	Night and day shift healthcare worker posts not replaced as sufficient RN on shifts to provide nursing care. Nights shift on plan
Lung	Foulis	74%	58%	Safely staff with more Registered Nurses cover
	Lind	N/A	N/A	N/A
	Victoria	94%	219%	Day care matched patient needs / Night Care support required over the weekend to match patients' needs.
Harefield	Cedar	75%	112%	On plan – day. Increased patient dependency at night
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	88%	137%	Extra HCA at night due to increased patient dependency. Day shortfall covered by utilising supernumary staff.
	HDU	15%	0%	N/A
	ITU	106%	110%	Special in a room requiring a HCA only night and day.
	Maple	79%	98%	On plan day and night
	Oak/Acorn	90%	212%	Day, on plan - night, staff reflects patient acuity
Whole Trust		**71%**	**93%**	

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	6163	4207	305	1392	5904	96%	906	569	0	0	569	63%
	Rose	5438	3645	429	1432	5506	101%	906	569	7	0	576	64%
	AICU	5800	5785	434	815	7033	121%	696	378	16	0	394	57%
	Alex	2639	2715	95	152	2962	112%	696	378	0	0	378	54%
	Elizabeth	3770	3420	513	331	4264	113%	696	378	0	0	378	54%
	Paul Wood	2002	2115	86	231	2432	121%	696	378	12	0	390	56%
	Sir Reginald Wilson	2262	2820	77	129	3025	134%	696	378	4.5	0	383	55%
	York	2327	2363	180	225	2768	119%	696	378	0	0	378	54%
Lung	Foulis	2535	2933	17	0	2949	116%	435	323	0	0	323	74%
	Lind[1]	788	810	41	8	858	109%	0	0	0	0	0	N/A
	Victoria	2697	2483	178	0	2661	99%	390	360	7	0	367	94%
Harefield	Cedar	1523	2188	399	0	2587	170%	1102	533.5	242	46	821	75%
	Cherry Tree[2]	819	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3666	2881	282	332	3494	95%	1178	757	193	91	1041	88%
	HDU	2175	1702	53	0	1755	81%	551	81	0	0	81	15%
	ITU	7575	8617	527	138	9281	123%	801.5	704	145	0	849	106%
	Maple	2808	2160	167	115	2442	87%	1187	900	23	12	934	79%
	Oak/Acorn	4901	4899	513	0	5412	110%	2128	1672	252	0	1923	90%
Whole Trust		**59887**	**55740**	**4294**	**5296**	**65330**	**109.09%**	**13761**	**8735**	**901**	**149**	**9784**	**71.10%**

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

		Night											
		Registered Nurses						**Care Staff**					
Ward		**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	5670	3872	573	1691	6135	108%	500	242	0	0	242	48%
	Rose	5003	2473	887	1346	4705	94%	500	242	23	0	265	53%
	AICU	5336	5808	368	989	7165	134%	127.6	68.2	0	0	68	53%
	Alex	1595	1188	242	222	1652	104%	128	68	33	0	101	79%
	Elizabeth	3190	1353	627	759	2739	86%	128	68	11	0	79	62%
	Paul Wood	1188	781	132	374	1287	108%	128	68	22	0	90	71%
	Sir Reginald Wilson	1276	891	473	242	1606	126%	128	68	0	0	68	53%
	York	1188	748	352	`	1100	93%	128	68	11	0	79	62%
Lung	Foulis	1276	1881	122	11	2014	158%	319	154	32	0	186	58%
	Lind[1]	374	187	187	0	374	100%	0	0	0	0	0	N/A
	Victoria	1276	1342	44	44	1430	112%	120	154	109	0	263	219%
Harefield	Cedar	1334	1070	265	23	1357	102%	667	460	173	115	747	112%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	1914	1587	276	198	2061	108%	714	598	196	184	978	137%
	HDU	1909	1461	81	23	1564	82%	334	0	0	0	0	0%
	ITU	6877	5474	1359	1311	8144	118%	334	287.5	79	0	366	110%
	Maple	1595	1346	426	69	1840	115%	713	667	35	0	702	98%
	Oak/Acorn	2871	1650	1600	231	3481	121%	319	319	299	58	676	212%
Whole Trust		**43871**	**33109**	**8012**	**7532**	**48653**	**110.90%**	**5285**	**3531.7**	**1021**	**356**	**4909**	**92.88%**

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 15th Mar. 2016. 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	
RBH Heart & Paeds	PICU	0	0	159	0	0	0	0	0	
	Rose	0	0	173	0	0	0	0	0	
	AICU	0	0	244	0	0	0	0	0	
	Alex	0	0	37	0	0	0	0	0	
	Elizabeth	0	0	181	0	0	0	0	0	
	Paul Wood	0	0	20	0	0	0	0	0	
	Sir Reginald Wilson	0	0	55	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	7	0	2	0	4	0	
	Lind	5	0	2	0	6	0	0	0	
	Victoria	0	0	24	2	12	0	0	0	
Harefield	Cedar	2	9	18	18	60	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	2	5	47	15	85	0	0	0	
	HDU	0	0	12	0	2	0	0	0	
	ITU	0	0	324	0	0	0	0	0	
	Maple	0	3	20	7	37	6	0	0	
	Oak/Acorn	3	17	70	30	134	12	0	0	
Whole Trust		**12**	**34**	**1393**	**72**	**338**	**18**	**4**	**0**	

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

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

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 | | | Main two specialties on each ward | | Day | | | | Night | | | | Day | | Night | |
| | | | | | Registered nurses/midwives | | Care Staff | | Registered nurses/midwives | | 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	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
	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