

Nurse Staffing Indicator Template
Reporting Period: 1 Feb. 2017 – 28 Feb. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	105%	106%	Good reflection of staffing in PICU.
	Rose	94%	85%	Additional staff numbers in PICU would have made up for any deficit in Rose ward.
	AICU	72%	75%	On plan.
	Alex	96%	94%	On plan.
	Elizabeth	90%	83%	On plan.
	Paul Wood	101%	98%	On plan.
	Sir Reginald Wilson	81%	98%	On plan.
	York	125%	97%	On plan.
Lung	Foulis	106%	94%	On plan matched to meet fluctuation in patient occupancy and acuity.
	Lind	94%	104%	Night shifts were covered by both bank and agency due to maternity leave.
	Victoria	118%	114%	Increased acuity due to complex care needs of level 2 patients and Flu epidemic.
Harefield	Cedar	137%	81%	Day- Cover for long term sick leave and maternity leave.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	92%	Safe staffing levels, extra supernumary staff and students present.
	HDU	82%	94%	Reduction in staff due to level of patients on day and night.
	ITU	127%	120%	Increase in staff due to supernumery staff on the unit.
	Maple	75%	105%	Extra cover at night due to unplanned sickness.
	Oak/Acorn	91%	100%	Day- sufficient registered nurses to deliver safe care for the ward activity. Night - on plan.
Whole Trust	95%	95%		

Ward	Care Staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	68%	67%	Not applicable as HCAs do not deliver direct patient care.	
	68%	64%	Not applicable as HCAs do not deliver direct patient care.	
RBH Heart & Paeds	AICU	43%	45%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
	Alex	54%	205%	Increase in Registered Nurses to offset Care staff and matched to patient volume.
	Elizabeth	43%	98%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
	Paul Wood	43%	71%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
	Sir Reginald Wilson	45%	63%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
	York	43%	45%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
	Lung	Foulis	54%	11%
Lind		N/A	N/A	N/A
Victoria		105%	86%	Night fill offset by the requirement of registered nurses. Day fill needed to support high care needs.
Harefield	Cedar	72%	104%	Slight increase at night to cover sickness.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	98%	139%	Extra HCA at night as per patient dependency.
	HDU	24%	0%	N/A
	ITU	72%	96%	Reduced due to sickness.
	Maple	60%	98%	On plan.
	Oak/Acorn	54%	80%	Day- sufficient registered nurses on duty to deliver safe care. Night-on plan.
Whole Trust	60%	84%		

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	6300	4958	615	1041	6614	105%	870	587	0	0	587	68%
	Rose	5250	3675	383	897	4955	94%	870	587	0	0	587	68%
	AICU	7700	5382	55	127	5564	72%	670.5	288	0	0	288	43%
	Alex	2548	1665	107	674	2446	96%	671	288	74.5	0	363	54%
	Elizabeth	4368	3375	226	353	3953	90%	671	288	0	0	288	43%
	Paul Wood	2340	2055	78	240	2373	101%	671	288	0	0	288	43%
	Sir Reginald Wilson	3640	2678	157	129	2963	81%	671	288	11	0	299	45%
	York	2236	2250	290	249	2789	125%	671	288	0	0	288	43%
Lung	Foulis	2444	2198	106	295	2598	106%	420	225	0	0	225	54%
	Lind ¹	788	468	235	38	740	94%	0	0	0	0	0	N/A
	Victoria	2184	2378	175	14	2567	118%	420	435	7.5	0	443	105%
Harefield	Cedar	1680	1351	521	426	2297	137%	1064	542.5	220	0	762	72%
	Cherry Tree ²	1300	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3900	2794	500	264	3557	91%	1178	865	287	0	1151	98%
	HDU	2100	1710	12	0	1721	82%	532	127	0	0	127	24%
	ITU	6650	7684	722	19	8424	127%	1122	597	209	0	805	72%
	Maple	2912	2036	144	0	2180	75%	1066	604	35	0	639	60%
	Oak/Acorn	5460	4623	361	12	4996	91%	2199	785	399	0	1184	54%
Whole Trust		63800	51277	4685	4774	60735	95.20%	13764	7081	1241	0	8322	60.46%

* Columns in *italics* will be submitted to NHS England on 14th Mar. 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	5796	3914	1048	1196	6158	106%	483	311	11.5	0	322	67%
	Rose	4830	2139	656	1327	4121	85%	483	311	0	0	311	64%
	AICU	7084	4876	184	244	5304	75%	123.2	55	0	0	55	45%
	Alex	1540	671	330	442	1443	94%	123	55	187	11	253	205%
	Elizabeth	3696	1947	864	264	3075	83%	123	55	66	0	121	98%
	Paul Wood	1232	792	253	165	1210	98%	123	55	33	0	88	71%
	Sir Reginald Wilson	1540	891	352	264	1507	98%	123	55	22	0	77	63%
	York	1540	957	330	209	1496	97%	123	55	0	0	55	45%
Lung	Foulis	1848	1331	220	187	1738	94%	308	0	0	33	33	11%
	Lind ¹	374	132	92	165	389	104%	0	0	0	0	0	N/A
	Victoria	1232	1221	110	77	1408	114%	308	154	110	0	264	86%
Harefield	Cedar	1610	886	403	12	1300	81%	644	310.5	322	35	667	104%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2772	1472	901	184	2557	92%	714	621	357	12	989	139%
	HDU	1932	1610	196	12	1817	94%	322	0	0	0	0	0%
	ITU	6118	5083	1889	345	7317	120%	322	241.5	69	0	311	96%
	Maple	1540	1403	184	23	1610	105%	644	368	253	12	633	98%
	Oak/Acorn	3388	2266	1059	58	3383	100%	616	297	161	35	493	80%
Whole Trust		48072	31591	9069	5172	45831	95.34%	5583	2943	1591	136	4670	83.64%

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 2: Night Shifts

* Columns in *italics* will be submitted to NHS England on 14th Mar. 2017. 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	0	0	1	0	0	0	
	Rose	0	0	3	0	0	0	0	0	
RBH Heart & Paeds	AICU	0	0	55	0	0	0	0	0	
	Alex	0	1	81	0	0	0	0	0	
	Elizabeth	0	0	113	0	0	0	0	0	
	Paul Wood	0	0	20	1	0	0	0	0	
	Sir Reginald Wilson	0	0	72	0	0	0	0	0	
	York	0	0	0	0	1	0	0	0	
Lung	Foulis	0	0	27	0	6	0	0	0	
	Lind	0	0	0	0	18	0	0	0	
	Victoria	0	0	5	2	10	0	0	0	
Harefield	Cedar	0	7	2	11	149	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	12	192	8	15	0	0	0	
	HDU	0	0	9	1	0	0	0	0	
	ITU	0	0	307	0	0	0	0	0	
	Maple	1	0	13	11	29	0	0	0	
	Oak/Acorn	0	15	159	13	2	0	0	0	
Whole Trust		1	35	1058	47	231	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																