



A lifetime of specialist care

### Nurse Staffing Indicator Template

Reporting Period: 1<sup>st</sup> – 28<sup>th</sup> Feb. 2018

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	92%	92%	Within normal parameters.
	Rose	83%	81%	Within normal parameters.
	AICU	103%	110%	Registered nurses levels on plan to deliver safe care
	Alex	110%	99%	Registered nurses levels on plan to deliver safe care
	Elizabeth	106%	83%	Registered nurses levels on plan to deliver safe care
	Paul Wood	91%	93%	Registered nurses levels on plan to deliver safe care
	Sir Reginald Wilson	85%	111%	Registered nurses levels on plan to deliver safe care
	York	126%	97%	Registered nurses levels on plan to deliver safe care
Lung	Foulis	113%	102%	Increase in staff numbers to match higher care needs for some patients. Safe staffing maintained.
	Lind	115%	100%	Night establishment maintained on 100%, with 2 nurses as per establishment. Day staff establishment increased to support Bronchoscopy under General Anaesthesia. Safe staffing maintained.
	Victoria	111%	104%	Safe staffing levels to meet acuity of level 2 patients with complex care needs.
Harefield	Cedar	101%	84%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	74%	76%	Assistance from ITU and nurse specialists in order to maintain safe staffing levels
	HDU	91%	93%	Staffing adjusted to patient acuity and volume.
	ITU	152%	144%	Increase in bed capacity from 18 -22 requiring more staff. Supernumerary staff in training on ITU.
	Maple	85%	102%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day shifts.
	Juniper	89%	83%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night/Day shifts.
	Oak/Acorn	83%	85%	Figures reflect reduction in overnight beds, sufficient registered nurses on shift to provide safe patient care
<b>Whole Trust</b>	<b>101%</b>	<b>99%</b>		

Ward	Care Staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	60%	26%	Not delivering patient care	
	60%	26%	Not delivering patient care	
RBH Heart & Paeds	AICU	57%	26%	Healthcare worker shifts not replaced as they do not provide direct patient care in this area
	Alex	60%	80%	Healthcare worker shifts not replaced as there is sufficient registered nurses on shift to support safe patient care
	Elizabeth	57%	51%	Healthcare worker shifts not replaced as there is sufficient registered nurses on shift to support safe patient care
	Paul Wood	57%	37%	Healthcare worker shifts not replaced as there is sufficient registered nurses on shift to support safe patient care
	Sir Reginald Wilson	57%	26%	Healthcare worker shifts not replaced as there is sufficient registered nurses on shift to support safe patient care
	York	58%	83%	Healthcare worker shifts not replaced as there is sufficient registered nurses on shift to support safe patient care
	Lung	Foulis	23%	7%
Lind		N/A	N/A	N/A
Victoria		66%	68%	Reduced level of HCA off set by Registered Nurses to meet safe care needs of patients.
Harefield	Cedar	92%	78%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	66%	110%	Students and supernumerary staff utilised to maintain safe staffing levels.
	HDU	0%	0%	N/A
	ITU	67%	104%	Annual leave and sickness
	Maple	81%	91%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Juniper	61%	65%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Oak/Acorn	47%	43%	Figures reflect reduction in overnight beds, sufficient staff on duty to provide safe patient care.
<b>Whole Trust</b>	<b>60%</b>	<b>62%</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	6300	4624	430	748	5801	92%	993	595	0	0	595	60%
	Rose	5250	3240	569	544	4353	83%	993	595	0	0	595	60%
	AICU	7350	6026	490	1039	7555	103%	1176	665	0	0	665	57%
	Alex	2548	2243	173	395	2811	110%	1176	665	46.5	0	711	60%
	Elizabeth	4368	3683	216	733	4631	106%	1176	665	0	0	665	57%
	Paul Wood	2340	1433	179	516	2127	91%	1176	665	0	0	665	57%
	Sir Reginald Wilson	3640	2948	116	41	3104	85%	1176	665	7.5	0	672	57%
	York	2236	2085	426	313	2824	126%	1176	665	12	0	677	58%
Lung	Foulis	2080	2025	120	206	2351	113%	420	98	0	0	98	23%
	Lind <sup>1</sup>	750	518	340	8	865	115%	-	-	-	-	-	-
	Victoria	2184	2370	58	8	2435	111%	443	292.5	0	0	293	66%
Harefield	Cedar	2254	2036	237	0	2273	101%	644	506	86	0	592	92%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4732	2911	483	103	3496	74%	1178	521	257	0	777	66%
	HDU	2100	1916	0	0	1916	91%	-	-	-	-	-	-
	ITU	6650	8951	1055	107	10113	152%	1122	734	19	0	753	67%
	Maple	1820	1460	84	0	1544	85%	744	568	35	0	603	81%
	Juniper	2254	1446	410	161	2017	89%	1000	565	42	0	607	61%
	Oak/Acorn	5460	4260	297	0	4557	83%	2199	923	121	0	1044	47%
<b>Whole Trust</b>		<b>64316</b>	<b>54171</b>	<b>5680</b>	<b>4918</b>	<b>64769</b>	<b>100.71%</b>	<b>16792</b>	<b>9382</b>	<b>625</b>	<b>0</b>	<b>10007</b>	<b>59.59%</b>

\* Columns in *italics* will be submitted to NHS England on 15<sup>th</sup> Mar. 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	5796	3589	794	932	5314	92%	483	127	0	0	127	26%	
	Rose	4830	2300	1185	420	3905	81%	483	127	0	0	127	26%	
	AICU	6762	5497	838	1093	7428	110%	308	81.4	0	0	81	26%	
	Alex	1540	792	563	165	1520	99%	308	81	142.5	22	246	80%	
	Elizabeth	3696	1727	644	693	3064	83%	308	81	55	22	158	51%	
	Paul Wood	1232	605	386	154	1145	93%	308	81	11	22	114	37%	
	Sir Reginald													
	Wilson	1540	913	615	187	1715	111%	308	81	0	0	81	26%	
York	1540	902	473	121	1496	97%	308	81	121	55	257	83%		
Lung	Foulis	1540	1177	341	55	1573	102%	308	0	22	0	22	7%	
	Lind <sup>1</sup>	352	132	77	143	352	100%	-	-	-	-	-	-	
	Victoria	1232	1144	143	0	1287	104%	242	33	66	66	165	68%	
Harefield	Cedar	1610	1116	237	0	1352	84%	644	356.5	149	0	506	78%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	3388	1691	840	58	2588	76%	714	483	301	0	784	110%	
	HDU	1932	1771	35	0	1806	93%	-	-	-	-	-	-	
	ITU	6118	6176	2261	403	8839	144%	322	333.5	0	0	334	104%	
	Maple	924	943	0	0	943	102%	644	379.5	207	0	587	91%	
	Juniper	1932	554	1037	12	1602	83%	713	395.5	69	0	465	65%	
	Oak/Acorn	3388	2145	736	0	2881	85%	616	220	35	12	266	43%	
<b>Whole Trust</b>		<b>49352</b>	<b>33172</b>	<b>11203</b>	<b>4434</b>	<b>48808</b>	<b>98.90%</b>	<b>7017</b>	<b>2942.4</b>	<b>1189</b>	<b>199</b>	<b>4330</b>	<b>61.70%</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

<sup>2</sup>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<sup>th</sup> Mar. 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	332	0	0	0	0	0	
Rose	0	0	400	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>									
AICU	0	0	0	0	0	0	0	0	
Alex	0	0	183	0	5	0	0	0	
Elizabeth	0	4	352	0	0	0	0	0	
Paul Wood	0	0	154	0	9	0	0	0	
Sir Reginald									
Wilson	0	0	103	0	2	0	0	0	
York	0	2	0	0	14	0	0	0	
<b>Lung</b>									
Foulis	0	2	38	1	13	0	0	0	
Lind	0	0	21	27	8	0	0	0	
Victoria	1	1	48	1	48	0	0	0	
<b>Harefield</b>									
Cedar	0	13	0	18	77	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	0	5	117	8	123	0	0	0	
HDU	0	1	3	3	0	0	0	0	
ITU	0	0	489	0	0	0	0	0	
Maple	0	1	0	2	6	30	0	0	
Juniper	4	1	1	5	1	0	0	0	
Oak/Acorn	0	19	91	34	6	0	0	0	
<b>Whole Trust</b>	<b>5</b>	<b>49</b>	<b>2332</b>	<b>99</b>	<b>312</b>	<b>30</b>	<b>0</b>	<b>0</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

<sup>2</sup>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

**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 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	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 <small>*The Site code is automatically populated when a Site name is selected</small>	Hospital Site name				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