

**Nurse staffing indicator template**  
**Reporting Period: 1 Jan 2015 – 31 Jan 2015**

**Summary of results and commentary – registered nurse staffing levels**

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	100%	108%	PICU appropriately staffed for the number of patients and their acuity. PICU provided some night shift support to Rose Ward	
Rose	107%	93%	Day shift on plan to accommodate an increased number of higher acuity patients. Some night shifts were supported with the use of PICU staff.	
<b>RBH heart &amp; paeds</b>	AICU	120%	132%	Appropriate staffing for the number of patients on AICU
	Alex	116%	109%	On plan
	Elizabeth	113%	100%	On plan
	Paul Wood	112%	96%	On Plan
	Sir Reginald Wilson	120%	120%	On plan
	York	122%	128%	On plan
<b>Lung</b>	Foulis	113%	123%	Additional staff required to ensure timely care delivery of set drug regimes
	Lind	98%	100%	Staff in line with care needs
	Victoria	88%	106%	Early January lost bed days due to essential works, towards the end of January increase in high care needs. Staff matched care needs.
<b>Harefield</b>	Cedar	145%	99%	Day; increased nurse vacancy rates in anticipation of new ward (Holly) interviews continue, some starters appointed. Night; on plan
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	92%	86%	Bank and agency staff not available to fill, ITU staff utilised at night for dialysis patients
	HDU	92%	98%	Patient activity below planned levels
	ITU	122%	122%	Patient activity above planned levels including for the hospital wide dialysis service staffed by ITU nurses
	Maple	89%	106%	Day and night on plan
	Oak/Acorn	105%	116%	On plan allowing for increase in level 2 patients
<b>Whole Trust</b>	<b>108%</b>	<b>110%</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	92%	42%	PICU appropriately staffed, and decision made not to replace.
Rose	92%	42%	Rose ward appropriately staffed, with decision made not to replace.
AICU	68%	0%	Appropriate staffing on both day and night shifts.
Alex	58%	170%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 2 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
<b>RBH heart &amp; paeds</b> Elizabeth	55%	103%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night on plan
Paul Wood	55%	103%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift on plan
Sir Reginald Wilson	55%	89%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
York	58%	211%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift 4 patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
<b>Lung</b> Foulis	101%	68%	Staff in line with care needs
Lind	N/A	N/A	N/A
Victoria	93%	124%	Early January lost bed days due to essential works, towards the end of January increase in high care needs. Staff matched care needs. Extra healthcare assistant booked for high care needs over night
<b>Harefield</b> Cedar	63%	100%	Day; agreement following discussion, not to fill empty shifts with unknown care workers. Night; on plan.
Cherry Tree	-	-	
Rowan/Fir Tree	86%	113%	Bank and agency staff not available during the day. Extra health care assistants utilised at night to cover shortfall of trained nurses.
HDU	25%	0%	N/A
ITU	80%	84%	High levels of sickness. Duties covered by nursing and housekeeping staff.
Maple	38%	65%	Day and night shifts; agreement following discussion, not to fill empty shifts with unknown care workers.
Oak/Acorn	80%	162%	Day; on plan. Night; increased volume of dependent patients requiring one to one basic observation, and increases staff sickness.
<b>Whole Trust</b>	<b>69%</b>	<b>80%</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	6588	5366	481	767	6614	100%	964	888	0	0	888	92%
	Rose	5813	5333	264	610	6206	107%	964	888	0	0	888	92%
	AICU	6200	6262	277	918	7456	120%	330	225	0	0	225	68%
	Alex	2821	2730	155	378	3263	116%	408	225	12	0	237	58%
	Elizabeth	4030	3240	310	1013	4563	113%	408	225	0	0	225	55%
	Paul Wood	2126	2070	96	215	2380	112%	408	225	0	0	225	55%
	Sir Reginald Wilson	2418	2775	55	73	2902	120%	408	225	0	0	225	55%
	York	2470	2580	66	360	3006	122%	408	225	12	0	237	58%
Lung	Foulis	2759	2663	284	164	3110	113%	465	435	36	0	471	101%
	Lind <sup>1</sup>	750	<b>713</b>	<b>20</b>	0	732	98%	0	0	0	0	0	N/A
	Victoria	2883	2348	91	96	2534	88%	458	337.5	89.5	0	427	93%
Harefield	Cedar	1628	2265	77	12	2353	145%	1178	667	58	23	748	63%
	Cherry Tree <sup>2</sup>	858	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3913	3036	364	219	3619	92%	1178	882	128	0	1010	86%
	HDU	2325	2131	12	0	2142	92%	589	150	0	0	150	25%
	ITU	8088	8833	899	165	9896	122%	685	333	214	0	547	80%
	Maple	2990	2275	378	0	2652	89%	2046	719	57	0	776	38%
	Oak/Acorn	5239	4658	640	191	5488	105%	2060	1199	455	0	1655	80%
<b>Whole Trust</b>	<b>63897</b>	<b>59273</b>	<b>4464</b>	<b>5178</b>	<b>68915</b>	<b>107.85%</b>	<b>12957</b>	<b>7848</b>	<b>1061</b>	<b>23</b>	<b>8931</b>	<b>68.93%</b>	

\* 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

<sup>1</sup> Lind: please note these are the total hours planned and filled for the MDU 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 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 & paed	PICU	6061	4704	955	876	6534	108%	535	224	0	0	224	42%
	Rose	5348	3680	713	554	4947	93%	535	224	0	0	224	42%
	AICU	5704	6118	529	874	7521	132%	81.4	0	0	0	0	0%
	Alex	1705	1166	319	374	1859	109%	81	62	77	0	139	170%
	Elizabeth	3410	1683	759	959	3401	100%	81	62	22	0	84	103%
	Paul Wood	1265	825	176	209	1210	96%	81	62	22	0	84	103%
	Sir Reginald Wilson	1364	946	554	133	1632	120%	81	62	11	0	73	89%
	York	1265	1100	319	198	1617	128%	81	62	110	0	172	211%
Lung	Foulis	1364	1320	242	121	1683	123%	341	187	44	0	231	68%
	Lind <sup>1</sup>	352	352	0	0	352	100%	0	0	0	0	0	N/A
	Victoria	1364	1254	66	121	1441	106%	124	132	22	0	154	124%
Harefield	Cedar	1426	1369	46	0	1415	99%	713	598	60	58	715	100%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2728	1944	184	230	2357	86%	714	552	195	58	804	113%
	HDU	2036	1898	69	35	2001	98%	357	0	0	0	0	0%
	ITU	7326	6452	1908	575	8934	122%	357	218.5	68	12	298	84%
	Maple	1705	1576	217	23	1816	106%	1069.5	632.5	58	0	690	65%
	Oak/Acorn	3069	1760	1439	368	3567	116%	341	231	184	138	553	162%
<b>Whole Trust</b>		<b>47490</b>	<b>38144</b>	<b>8493</b>	<b>5649</b>	<b>52286</b>	<b>110.10%</b>	<b>5573</b>	<b>3307.5</b>	<b>872</b>	<b>265</b>	<b>4444</b>	<b>79.73%</b>

Source: Nurse bank databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note these are the total hours planned and filled for the MDU 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

	Ward	Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
	PICU	0	0	260	0	11	0	0	0	
	Rose	0	0	185	0	8	0	0	0	
<b>RBH heart &amp; paed</b>	AICU	0	0	10	0	243	0	0	0	
	Alex	0	0	61	0	0	0	0	0	
	Elizabeth	0	0	233	0	0	0	0	0	
	Paul Wood	0	0	13	0	0	0	0	0	
	Sir Reginald	0	0	51	0	0	0	0	0	
	Wilson	0	0	0	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	0	21	0	0	0	0	0	
	Lind	0	0	0	0	1	0	0	0	
	Victoria	0	0	16	0	0	0	0	0	
<b>Harefield</b>	Cedar	0	1	0	16	10	0	2	0	
	Cherry Tree	6	0	0	5	0	3	0	0	
	Rowan/Fir Tree	3	37	47	40	1	1	1	0	
	HDU	0	0	5	4	0	0	0	0	
	ITU	0	14	330	0	2	0	0	0	
	Maple	7	8	9	26	1	6	2	0	
	Oak/Acorn	20	61	76	79	34	38	9	0	
<b>Whole Trust</b>	<b>36</b>	<b>121</b>	<b>1317</b>	<b>170</b>	<b>311</b>	<b>48</b>	<b>14</b>	<b>0</b>		

**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

Hospital Site Details		Ward name	Main two specialties on each ward		Day				Night				Day		Night	
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site 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										Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation