

**Nurse Staffing Indicator Template**  
**Reporting Period: 1 Jan. 2017 – 31 Jan. 2016**

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

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
<b>RBH Heart &amp; Paeds</b>	PICU	85%	91%	We always have the correct number of nurses for the patient numbers and acuity.
	Rose	98%	88%	We always have the correct number of nurses for the patient numbers and acuity.
	AICU	78%	82%	On plan.
	Alex	79%	84%	On plan.
	Elizabeth	99%	75%	On plan.
	Paul Wood	94%	91%	On plan.
	Sir Reginald Wilson	84%	110%	On plan.
	York	132%	99%	On plan.
<b>Lung</b>	Foulis	109%	93%	On plan matched to meet fluctuation in patient occupancy and acuity.
	Lind	101%	100%	For day and night; Patient numbers and staff on plan.
	Victoria	111%	120%	Increased acuity due to complex care needs of level 2 patients and patient requiring one to one nursing.
<b>Harefield</b>	Cedar	132%	77%	Increase in sickness, and maternity leave.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	90%	92%	Safe staffing levels due to supernumerary staff and students.
	HDU	83%	87%	Reduced level 2 capacity so staffing numbers reduced accordingly.
	ITU	119%	108%	Supernumerary staff and new starters on ITU.
	Maple	76%	105%	Increase in nurse staffing at night to cover sickness.
	Oak/Acorn	89%	102%	Day - Sufficient Registered nurses for the ward activity Night- On plan.
<b>Whole Trust</b>	<b>93%</b>	<b>92%</b>		

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	68%	59%	N/A as we do not have HCAs who give direct patients care.
	Rose	68%	59%	N/A as we do not have HCAs who give direct patients care.
	AICU	36%	44%	HCA shifts not filled as sufficient registered nurses available to provide the appropriate safe care for patients.
	Alex	46%	132%	On plan.
	Elizabeth	36%	52%	HCA shifts not filled as sufficient registered nurses available to provide the appropriate safe care for patients.
	Paul Wood	37%	68%	HCA shifts not filled as sufficient registered nurses available to provide the appropriate safe care for patients.
	Sir Reginald Wilson	38%	44%	HCA shifts not filled as sufficient registered nurses available to provide the appropriate safe care for patients.
	York	38%	68%	HCA shifts not filled as sufficient registered nurses available to provide the appropriate safe care for patients.
Lung	Foulis	66%	26%	Increase in RN to offset Care staff and matched to patient volume.
	Lind	N/A	N/A	N/A
	Victoria	80%	90%	This is offset by the requirement of registered nurses needed.
Harefield	Cedar	66%	104%	Increase at night to cover confused patient.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	85%	156%	Extra HCA at night due to patient dependency.
	HDU	25%	0%	N/A
	ITU	72%	97%	Sickness and unable to cover the shift on an early.
	Maple	61%	92%	On plan.
	Oak/Acorn	55%	78%	Sufficient registered nurses on duty to deliver care – adequate staffing overall, Night – on plan.
<b>Whole Trust</b>	<b>57%</b>	<b>81%</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	6975	4219	644	1080	5943	85%	964	660	0	0	660	68%
	Rose	5813	4493	408	822	5722	98%	964	660	0	0	660	68%
	AICU	8525	6498	92	97	6686	78%	744	269	0	0	269	36%
	Alex	2821	1808	54	363	2224	79%	744	269	72	0	341	46%
	Elizabeth	4836	4568	108	108	4783	99%	744	269	0	0	269	36%
	Paul Wood	2587	2160	54	208	2422	94%	744	269	8	0	276	37%
	Sir Reginald Wilson	4030	2888	262	254	3404	84%	744	269	12	0	281	38%
	York	2470	2985	155	125	3265	132%	744	269	12	0	281	38%
Lung	Foulis	2704	2558	96	289	2943	109%	465	308	0	0	308	66%
	Lind <sup>1</sup>	788	623	117	53	792	101%	0	0	0	0	0	N/A
	Victoria	2418	2633	40	20	2692	111%	465	330	29	12	371	80%
Harefield	Cedar	1860	1606	534	322	2462	132%	1178	622.5	97	58	777	66%
	Cherry Tree <sup>2</sup>	1430	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4316	3225	466	203	3894	90%	1178	816	183	0	998	85%
	HDU	2325	1913	12	0	1924	83%	589	150	0	0	150	25%
	ITU	7363	8322	442	12	8775	119%	1239.5	670	225	0	895	72%
	Maple	3224	2381	69	12	2461	76%	1170	668	46	0	714	61%
	Oak/Acorn	6045	5081	284	35	5399	89%	2432	1082	253	0	1335	55%
<b>Whole Trust</b>	<b>70529</b>	<b>57955</b>	<b>3834</b>	<b>4000</b>	<b>65789</b>	<b>93.28%</b>	<b>15108</b>	<b>7575</b>	<b>935</b>	<b>70</b>	<b>8579</b>	<b>56.79%</b>	

\* Columns in *italics* will be submitted to NHS England on 14<sup>th</sup> Feb. 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	6417	3826	1012	972	5810	91%	535	316	0	0	316	59%
	Rose	5348	2887	552	1242	4681	88%	535	316	0	0	316	59%
	AICU	7843	5773	472	219	6463	82%	136.4	59.4	0	0	59	44%
	Alex	1705	726	363	343	1432	84%	136	59	121	0	180	132%
	Elizabeth	4092	2145	824	88	3057	75%	136	59	11	0	70	52%
	Paul Wood	1364	770	341	132	1243	91%	136	59	33	0	92	68%
	Sir Reginald Wilson	1705	1045	485	352	1882	110%	136	59	0	0	59	44%
	York	1705	1287	209	187	1683	99%	136	59	33	0	92	68%
Lung	Foulis	2046	1551	209	143	1903	93%	341	88	0	0	88	26%
	Lind <sup>1</sup>	374	187	144	44	375	100%	0	0	0	0	0	N/A
	Victoria	1364	1320	166	154	1640	120%	341	132	143	33	308	90%
Harefield	Cedar	1783	909	437	35	1380	77%	713	379.5	290	69	738	104%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1944	769	114	2826	92%	714	701.5	391	23	1116	156%
	HDU	2139	1817	46	0	1863	87%	357	0	0	0	0	0%
	ITU	6774	5601	1486	207	7293	108%	357	230	117	0	347	97%
	Maple	1705	1679	92	12	1783	105%	713	575	81	0	656	92%
	Oak/Acorn	3751	2332	1417	69	3818	102%	682	396	127	12	534	78%
<b>Whole Trust</b>		<b>53183</b>	<b>35797</b>	<b>9022</b>	<b>4312</b>	<b>49130</b>	<b>92.38%</b>	<b>6105</b>	<b>3490.9</b>	<b>1345</b>	<b>137</b>	<b>4972</b>	<b>81.45%</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 14<sup>th</sup> Feb. 2017. For further details about the sources of information and the assumptions made, please see Appendix 1.

		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
<b>RBH Heart &amp; Paeds</b>	PICU	0	0	16	0	0	0	0	0	
	Rose	0	0	5	0	0	0	0	0	
	AICU	0	0	60	0	0	0	0	0	
	Alex	0	0	55	0	0	0	0	0	
	Elizabeth	0	0	93	0	0	0	0	0	
	Paul Wood	0	0	26	0	0	0	0	0	
	Sir Reginald Wilson	0	0	92	0	0	0	0	0	
	York	0	0	0	1	0	0	0	0	
	<b>Lung</b>	Foulis	0	0	20	1	5	0	0	0
Lind		0	0	12	0	14	0	0	0	
Victoria		0	1	29	0	0	0	0	0	
<b>Harefield</b>	Cedar	0	4	4	19	135	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	7	168	10	11	0	0	0	
	HDU	0	0	5	0	0	0	0	0	
	ITU	0	0	229	0	0	0	0	0	
	Maple	1	0	4	9	12	0	0	0	
	Oak/Acorn	4	23	153	17	1	0	0	0	
<b>Whole Trust</b>	<b>5</b>	<b>35</b>	<b>971</b>	<b>57</b>	<b>178</b>	<b>0</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 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 <small>*The Site code is automatically populated when a Site name is selected</small>	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