

Nurse Staffing Indicator Template

Reporting Period: 1st – 31th Jan. 2018

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	95%	93%	Within normal parameters.
	Rose 101%	91%	Within normal parameters.
RBH Heart & Paeds	AICU 99%	105%	Registered nursing level appropriate for the safe delivery of patient care.
	Alex 103%	83%	Registered nursing level appropriate for the safe delivery of patient care.
	Elizabeth 91%	74%	Registered nursing level appropriate for the safe delivery of patient care.
	Paul Wood 83%	86%	Registered nursing level appropriate for the safe delivery of patient care.
	Sir Reginald Wilson 84%	100%	Registered nursing level appropriate for the safe delivery of patient care.
	York 114%	94%	Registered nursing level appropriate for the safe delivery of patient care.
	Lung	Foulis 123%	115%
Lind 100%		100%	On Plan
Victoria 117%		106%	Safe staffing levels to meet acuity of level 2 patients with complex care needs.
Harefield	Cedar 94%	79%	Reduced activity in the first week of January – staffing adjusted accordingly. Safe staffing maintained. 2 supernumerary staff in month.
	Cherry Tree Rowan/Fir Tree 92%	- 89%	N/A Slight reduction in activity / acuity in January.
	HDU 84%	91%	Staffing levels adjusted according to patient levels and acuity. Safe staffing levels maintained.
	ITU 151%	143%	Increase in capacity from 18-21. Large volume of supernumerary staff.
	Maple 54%	65%	Safe staffing maintained, patients treatment and care needs met. 5 Beds reduced on Maple ward from 02/01/2018 due to Darwin transformation scheme. Assisting with staffing Juniper ward during transition period of ward moves
	Juniper 86%	80%	Safe staffing maintained, patients treatment and care needs met. Planned restrictions in capacity whilst ward establishment is built up.
	Oak/Acorn 82%	79%	Figures reflect reduction in overnight beds, sufficient registered nurses on duty to deliver safe care.
	Whole Trust	97%	97%

Ward	Care Staff (NB this is a small proportion of the overall nurse staffing complement)		
	Day % fill rate	Night % fill rate	Comments
PICU	64%	23%	Not delivering patient care
Rose	64%	23%	Not delivering patient care
RBH Heart & Paeds			
AICU	46%	23%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
Alex	48%	85%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
Elizabeth	46%	30%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
Paul Wood	46%	26%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
Sir Reginald Wilson	46%	23%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
York	46%	30%	Healthcare worker posts not replaced as there is sufficient registered nurses on shift to deliver safe care.
Lung			
Foulis	43%	13%	Care / Team support staffing appropriate for safe care
Lind	N/A	N/A	N/A
Victoria	51%	26%	This is offset by registered nurses to safely meet patient care needs.
Harefield			
Cedar	93%	82%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
Cherry Tree	-	-	N/A
Rowan/Fir Tree	81%	117%	Extra HCA at night due to patient dependency.
HDU	0%	0%	N/A
ITU	71%	103%	Staff on induction during the day. Twilight shifts introduced to support night HCA
Maple	82%	97%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts.
Juniper	83%	81%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
Oak/Acorn	40%	39%	Figures reflect reduction in overnight beds, sufficient care staff on duty to deliver safe care
Whole Trust	57%	58%	

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	5552	312	792	6655	95%	964	616	0	0	616	64%
	Rose	5813	4770	569	544	5883	101%	964	616	0	0	616	64%
	AICU	7750	6739	311	639	7689	99%	1302	603	0	0	603	46%
	Alex	2821	2348	201	359	2907	103%	1302	603	17	0	620	48%
	Elizabeth	4836	3855	258	272	4385	91%	1302	603	0	0	603	46%
	Paul Wood	2613	1493	321	355	2168	83%	1302	603	0	0	603	46%
	Sir Reginald Wilson	4030	3225	159	12	3396	84%	1302	603	0	0	603	46%
	York	2509	2393	390	75	2858	114%	1302	603	0	0	603	46%
Lung	Foulis	2314	2648	80	128	2855	123%	465	188	0	12	200	43%
	Lind ¹	825	672	153	0	825	100%	0	0	0	0	0	N/A
	Victoria	2418	2745	87	8	2840	117%	488	247.5	0	0	248	51%
Harefield	Cedar	2496	2151	185	0	2335	94%	713	540.5	123	0	664	93%
	Cherry Tree ²	1495	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4329	3382	454	153	3989	92%	1178	724	228	0	952	81%
	HDU	2325	1959	0	0	1959	84%	0	0	0	0	0	0%
	ITU	7363	10398	654	35	11086	151%	1258.5	888	8	0	895	71%
	Maple	3224	1703	41	0	1743	54%	821	660	12	0	671	82%
	Juniper	2496	1512	528	115	2154	86%	1000	809	23	0	832	83%
	Oak/Acorn	6045	4817	114	0	4931	82%	2453	948	26	0	974	40%
Whole Trust	72675	62358	4813	3485	70656	97.22%	18116	9854	436	12	10302	56.87%	

* Columns in *italics* will be submitted to NHS England on 15th Feb. 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	6417	4218	785	989	5991	93%	535	121	0	0	121	23%
	Rose	5348	3278	1185	420	4882	91%	535	121	0	0	121	23%
	AICU	7130	6130	736	640	7506	105%	341	79.2	0	0	79	23%
	Alex	1705	759	363	297	1419	83%	341	79	176	33	288	85%
	Elizabeth	4092	2002	451	583	3036	74%	341	79	22	0	101	30%
	Paul Wood	1364	638	374	165	1177	86%	341	79	0	11	90	26%
	Sir Reginald Wilson	1705	1056	564	88	1708	100%	341	79	0	0	79	23%
	York	1705	1012	473	110	1595	94%	341	79	22	0	101	30%
Lung	Foulis	1705	1529	363	68	1960	115%	341	0	22	22	44	13%
	Lind ¹	396	198	154	44	396	100%	0	0	0	0	0	N/A
	Victoria	1364	1298	143	0	1441	106%	341	88	0	0	88	26%
Harefield	Cedar	1783	1219	184	12	1415	79%	713	368	207	12	587	82%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1725	912	92	2729	89%	714	575	257	0	832	117%
	HDU	2139	1909	35	0	1944	91%	0	0	0	0	0	0%
	ITU	6774	6900	2318	500	9718	143%	357	345	23	0	368	103%
	Maple	1705	966	138	0	1104	65%	713	575	115	0	690	97%
	Juniper	2139	780	909	23	1711	80%	713	474.6	103	0	578	81%
	Oak/Acorn	3751	2497	449	12	2957	79%	682	242	22	0	264	39%
Whole Trust	54290	38112	10532	4041	52685	97.05%	7689	3384.3	969	78	4431	57.62%	

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 15th Feb. 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	362	0	0	0	0	0	
Rose	0	0	400	0	0	0	0	0	
RBH Heart & Paeds									
AICU	0	0	0	0	0	0	0	0	
Alex	0	26	74	0	99	0	0	0	
Elizabeth	0	3	182	0	34	0	0	0	
Paul Wood	0	0	71	0	86	0	0	0	
Sir Reginald									
Wilson	0	1	64	0	17	0	0	0	
York	0	1	0	0	67	0	0	0	
Lung									
Foulis	0	22	22	10	11	0	0	0	
Lind	0	5	2	12	24	0	0	0	
Victoria	1	1	48	1	48	0	0	0	
Harefield									
Cedar	1	0	0	7	92	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	0	22	110	36	105	0	0	0	
HDU	0	0	3	0	0	0	0	0	
ITU	0	0	526	0	0	0	0	0	
Maple	0	1	3	12	20	3	0	0	
Juniper	4	1	1	5	1	0	0	0	
Oak/Acorn	0	35	36	27	2	0	0	0	
Whole Trust	6	118	1904	110	606	3	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	
Site code <small>*The Site code is automatically populated when a Site name is selected</small>	Hospital Site name		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 (%)
				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									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	