

Nurse staffing indicator template
Reporting period: 1 July 2016 – 31 July 2016

Summary of results and commentary – registered nurse staffing levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	89%	98%	Within normal parameters	
	Rose	90%	82%	Some issues with staffing therefore a very few beds have had to be closed within month.
RBH Heart & Paeds	AICU	64%	64%	AICU has not been operating at full capacity due to refurbishment works.
	Alex	119%	103%	On Plan
	Elizabeth	81%	63%	On Plan and staffed for reduced occupancy.
	Paul Wood	104%	101%	On Plan
	Sir Reginald Wilson	79%	104%	On Plan
	York	136%	100%	On Plan
Lung	Foulis	115%	108%	On plan staff matched patient acuity and care.
	Lind	91%	100%	On plan.
	Victoria	102%	113%	This is planned and matched according to patient acuity and increased level 2 patients'.
Harefield	Cedar	143%	81%	Day fill rate – One staff member unable to work clinically, staff secondment. Increased patient acuity. Night rate – on target.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	89%	Extra supernumary staff during the day. Health care assistant cover increased at night to cover shortfall.
	HDU	88%	83%	Reduced staffing levels due to level 1 patients during the day and night.
	ITU	129%	110%	Increased staffing levels due to a patient requiring 2 nurses per shift for infection control purposes.
	Maple	80%	124%	Day rate – on target. Night fill rate – Increased patient acuity 1:1 nursing.
	Oak/Acorn	97%	102%	On Plan.
Whole Trust	94%	91%		

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	71%	61%	HCA's not delivering direct care.
	Rose	74%	61%	HCA's not delivering direct care.
	AICU	34%	39%	AICU has not been operating at full capacity due to refurbishment works.
	Alex	43%	87%	Healthcare worker shifts not replaced as sufficient RN providing safe nursing care
	Elizabeth	34%	47%	Healthcare worker shifts not replaced as sufficient RN providing safe nursing care
	Paul Wood	37%	39%	Healthcare worker shifts not replaced as sufficient RN providing safe nursing care
	Sir Reginald Wilson	34%	47%	Healthcare worker shifts not replaced as sufficient RN providing safe nursing care
	York	35%	47%	Healthcare worker shifts not replaced as sufficient RN providing safe nursing care
Lung	Foulis	65%	26%	Day care staff matched patient's needs. Night fully staffed with registered nurses.
	Lind	N/A	N/A	N/A
	Victoria	78%	94%	Day and night care staff matched the patient care needs of the ward.
Harefield	Cedar	82%	102%	Day and night fill rates both on target.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	103%	143%	Extra HCA's at night due to patient dependency.
	HDU	0%	0%	N/A
	ITU	140%	97%	Additional support due to outbreak on ITU.
	Maple	61%	98%	Day and night fill rates both on target.
	Oak/Acorn	58%	108%	Vacancies recruited to however day shifts had sufficient registered nurses to deliver safe patient care, night on plan.
Whole Trust	61%	82%		

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	4438	449	1320	6206	89%	964	682	0	0	682	71%
	Rose	5813	4043	373	794	5209	90%	964	682	35	0	717	74%
	AICU	8525	5468	18	0	5486	64%	744	252	0	0	252	34%
	Alex	2821	3015	214	141	3370	119%	744	252	65	0	317	43%
	Elizabeth	4836	3428	247	239	3913	81%	744	252	0	0	252	34%
	Paul Wood	2561	2520	63	71	2654	104%	744	252	24	0	276	37%
	Sir Reginald Wilson	4030	2820	150	220	3190	79%	744	252	0	0	252	34%
	York	2431	3008	198	113	3318	136%	744	252	8	0	260	35%
Lung	Foulis	2691	2978	41	82	3100	115%	465	300	0	0	300	65%
	Lind ¹	788	684	30	0	714	91%	0	0	0	0	0	N/A
	Victoria	2700	2565	158	20	2743	102%	435	315	23.5	0	339	78%
Harefield	Cedar	1860	2118	288	253	2658	143%	1178	879	81	12	971	82%
	Cherry Tree ²	1365	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4303	3260	411	264	3935	91%	1178	700	297	215	1211	103%
	HDU	2325	2024	23	0	2047	88%	589	0	0	0	0	0%
	ITU	7363	9155	346	8	9509	129%	654.5	734	171	12	916	140%
	Maple	3224	2047	71	449	2567	80%	1207	587	152	0	739	61%
	Oak/Acorn	6045	5360	379	138	5876	97%	2410	809	536	61	1406	58%
Whole Trust		70655	58927	3456	4109	66492	94.11%	14509	7197	1391	299	8887	61.25%

* Columns in *italics* will be submitted to NHS England on 15th Aug. 2016. 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 & Paeds	PICU	6417	4177	713	1369	6259	98%	535	328	0	0	328	61%
	Rose	5348	2289	449	1633	4370	82%	535	328	0	0	328	61%
	AICU	7843	5049	1	0	5049	64%	136.4	52.8	0	0	53	39%
	Alex	1705	1408	209	132	1749	103%	136	53	66	0	119	87%
	Elizabeth	4092	1672	727	176	2575	63%	136	53	11	0	64	47%
	Paul Wood	1364	1045	286	45	1376	101%	136	53	0	0	53	39%
	Sir Reginald Wilson	1705	979	631	165	1775	104%	136	53	11	0	64	47%
	York	1705	1386	253	66	1705	100%	136	53	0	11	64	47%
Lung	Foulis	2046	2002	143	66	2211	108%	341	66	0	22	88	26%
	Lind ¹	352	220	132	0	352	100%	0	0	0	0	0	N/A
	Victoria	1364	1441	78	22	1541	113%	341	121	198	0	319	94%
Harefield	Cedar	1783	1081	174	184	1439	81%	713	414	288	23	725	102%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1840	703	184	2727	89%	714	598	345	81	1023	143%
	HDU	2139	1748	35	0	1783	83%	357	0	0	0	0	0%
	ITU	6774	6199	1102	138	7438	110%	357	310.5	34	0	345	97%
	Maple	1705	1587	207	322	2116	124%	713	632.5	58	12	702	98%
	Oak/Acorn	3751	2090	1208	518	3816	102%	682	231	424	81	736	108%
Whole Trust		53161	36212	7048	5019	48278	90.82%	6105	3345.3	1434	229	5008	82.03%

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 Aug. 2016. 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	
RBH Heart & Paeds	PICU	17	0	315	0	0	0	2	0	
	Rose	13	0	275	0	0	0	0	0	
	AICU	0	0	2	0	1	0	0	0	
	Alex	0	0	44	0	0	0	0	0	
	Elizabeth	0	0	83	0	0	0	0	0	
	Paul Wood	0	0	7	0	0	0	0	0	
	Sir Reginald Wilson	0	0	79	0	0	0	0	0	
	York	0	1	0	0	0	0	0	0	
	Lung	Foulis	0	4	10	3	0	0	0	0
Lind		0	0	14	0	5	0	0	0	
Victoria		0	29	21	0	0	0	0	0	
Harefield	Cedar	1	1	7	5	99	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	76	96	15	39	0	1	1	
	HDU	0	0	2	3	0	0	0	0	
	ITU	0	0	172	0	0	0	0	0	
	Maple	10	56	10	23	10	1	1	1	
	Oak/Acorn	0	64	153	38	50	0	1	1	
Whole Trust	41	231	1290	87	204	1	5	3		

Source: Nurse Bank Databases, E-Roster/MAPPS

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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 *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	