Nurse Staffing Indicator Template
Reporting Period: 1st – 31st Jul 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	93%	94%	Within normal limits for patient needs.
	Rose	93%	86%	Within normal limits for patient needs.
	AICU	75%	80%	Reduced number of beds open due to refurbishment works. Safe nurse staffing achieved
	Alex	108%	103%	Safe nurse staffing achieved
	Elizabeth	82%	59%	Safe nurse staffing achieved
	Paul Wood	88%	83%	Safe nurse staffing achieved
	Sir Reginald Wilson	66%	96%	Safe nurse staffing achieved
	York	104%	75%	Safe nurse staffing achieved
Lung	Foulis	107%	80%	Safe staffing maintained, patients treatment and care needs met.
	Lind	91%	100%	Lind is 100% night following review. Lind has one vacancy band 5/sickness this month. Volume/establishment will be reviewed after recruitment.
	Victoria	109%	103%	This is planned and matched accordingly to patient acuity and to meet safe care needs of level 2 patients.
Harefield	Cedar	135%	76%	Safe staffing maintained Cedar 1 and 2 deep cleaning and reduced demand for beds due to ITU closure and surgeons leave
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	93%	94%	Safe staffing levels achieved
	HDU	84%	84%	Staff levels reduced according to patient levels and acuity.
	ITU	133%	124%	New starters supernumerary / Help to other wards / Haemofiltration
	Maple	79%	103%	Safe staffing maintained Support from Cedar 1 and 2 deep cleaning and reduced demand for beds due to ITU closure and surgeons leave
	Oak/Acorn	86%	91%	Sufficient Registered Nursing staff on duty to deliver safe care to patients
Whole Trust		**92%**	**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	74%	49%	HCAs do not delivery direct patient care in this area and are no included in the nursing numbers.
	Rose	74%	49%	HCAs do not delivery direct patient care in this area and are no included in the nursing numbers.
	AICU	34%	19%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Alex	35%	54%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Elizabeth	34%	19%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Paul Wood	34%	25%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Sir Reginald Wilson	34%	32%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	York	34%	19%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
Lung	Foulis	53%	26%	Reduced health care staff offset by registered nurses. Patient needs met.
	Lind	N/A	N/A	N/A
	Victoria	49%	52%	Day and night staff matched to meet safe patient care needs and offset by registered nurses.
Harefield	Cedar	56%	97%	Safe staffing Care needs met by registered nurses and students/Sickness/Unfilled HCA Shifts on day shifts / Nights on plan.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	90%	132%	Extra HCA at night due to patient dependency
	HDU	-	-	N/A
	ITU	65%	87%	New starters supernumerary / Help to other wards / Haemofiltration
	Maple	76%	98%	Safe staffing Care needs met by registered nurses and students/Sickness/Unfilled HCA Shifts on day shifts / Nights on plan.
	Oak/Acorn	57%	65%	Sufficient numbers of care staff on shift to provide safe patient care.
Whole Trust		**51%**	**61%**	

Table 1: Day Shifts

Ward		Registered Nurses Planned (hrs)	Registered Nurses Actual (hrs) Usual roster	Registered Nurses Actual (hrs) Bank	Registered Nurses Actual (hrs) Agency	Registered Nurses Total fill (hrs)	Registered Nurses Average fill rate (%)	Care Staff Planned (hrs)	Care Staff Actual (hrs) Usual roster	Care Staff Actual (hrs) Bank	Care Staff Actual (hrs) Agency	Care Staff Total fill (hrs)	Care Staff Average fill rate (%)
RBH Heart & Paeds	PICU	6975	5187	414	856	6457	93%	964	718	0	0	718	74%
	Rose	5813	3833	482	1089	5403	93%	964	718	0	0	718	74%
	AICU	7750	5831	0	0	5831	75%	1302	440	0	0	440	34%
	Alex	2821	2243	264	549	3055	108%	1302	440	19.5	0	459	35%
	Elizabeth	4836	3510	158	320	3987	82%	1302	440	0	0	440	34%
	Paul Wood	2561	1763	113	372	2247	88%	1302	440	0	0	440	34%
	Sir Reginald Wilson	4030	2228	219	208	2655	66%	1302	440	0	0	440	34%
	York	2431	2033	99	392	2523	104%	1302	440	0	0	440	34%
Lung	Foulis	2691	2640	48	185	2873	107%	465	240	0	7.5	248	53%
	Lind[1]	788	545	168	8	720	91%	0	0	0	0	0	N/A
	Victoria	2418	2490	87	50	2627	109%	443	217.5	0	0	218	49%
Harefield	Cedar	1860	2262	244	0	2506	135%	1178	576	81	0	657	56%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4303	3465	444	81	3989	93%	1178	728	326	12	1065	90%
	HDU	2325	1947	7	0	1954	84%	-	-	-	-	-	-
	ITU	7363	9185	610	0	9795	133%	1220.5	758	42	0	799	65%
	Maple	3224	2530	12	0	2542	79%	1170	875	12	0	886	76%
	Oak/Acorn	6045	4916	253	0	5169	86%	2410	1158	223	0	1381	57%
Whole Trust		**69598**	**56603**	**3620**	**4107**	**64329**	**92.43%**	**18393**	**8658**	**702**	**19**	**9379**	**50.99%**

* Columns in *italics* will be submitted to NHS England on 14th Aug. 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					
			Actual (hrs)						Actual (hrs)				
		Planned (hrs)	Usual roster	Bank	Agency	Total fill (hrs)	Average fill rate (%)	Planned (hrs)	Usual roster	Bank	Agency	Total fill (hrs)	Average fill rate (%)
RBH Heart & Paeds	PICU	6417	4510	644	888	6041	94%	535	265	0	0	265	49%
	Rose	5348	2484	1047	1070	4600	86%	535	265	0	0	265	49%
	AICU	7130	5693	0	0	5693	80%	341	63.8	0	0	64	19%
	Alex	1705	869	473	420	1762	103%	341	64	110	11	185	54%
	Elizabeth	4092	1749	330	330	2409	59%	341	64	0	0	64	19%
	Paul Wood	1364	726	187	220	1133	83%	341	64	22	0	86	25%
	Sir Reginald Wilson	1705	935	429	266	1630	96%	341	64	44	0	108	32%
	York	1705	1012	88	187	1287	75%	341	64	0	0	64	19%
Lung	Foulis	2046	1375	143	121	1639	80%	341	77	0	11	88	26%
	Lind[1]	374	330	44	0	418	100%	-	-	-	-	-	N/A
	Victoria	1364	1309	33	66	1408	103%	341	132	11	33	176	52%
Harefield	Cedar	1783	1070	287	0	1357	76%	713	529	161	0	690	97%
	Cherry Tree[2]	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3069	2070	792	23	2885	94%	714	678.5	263	0	941	132%
	HDU	2139	1771	23	0	1794	84%	-	-	-	-	-	-
	ITU	6774	6486	1645	288	8419	124%	357	264.5	46	0	311	87%
	Maple	1705	1702	46	0	1748	103%	713	701.5	0	0	702	98%
	Oak/Acorn	3751	2673	724	0	3397	91%	682	363	69	12	444	65%
Whole Trust		**52470**	**36763**	**6979**	**3878**	**47619**	**90.76%**	**7333**	**3657.3**	**726**	**67**	**4450**	**60.68%**

Source: Nurse Bank Databases, E-Roster/MAPPS

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

[2] 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 14th Aug. 2017. 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	0	0	373	0	0	0	0	0	
	Rose	0	0	389	0	0	0	0	0	
	AICU	0	0	0	0	0	0	0	0	
	Alex	0	0	124	0	0	0	0	0	
	Elizabeth	0	0	82	0	0	0	0	0	
	Paul Wood	0	0	32	0	0	0	0	0	
	Sir Reginald Wilson	0	0	85	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	10	0	5	0	0	0	
	Lind	0	0	3	0	0	0	0	0	
	Victoria	0	0	16	0	0	0	0	0	
Harefield	Cedar	0	4	5	14	80	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	1	1	79	17	124	0	0	0	
	HDU	0	0	3	0	0	0	0	0	
	ITU	0	0	400	0	1	0	0	0	
	Maple	0	8	0	6	1	0	0	0	
	Oak/Acorn	0	11	102	19	0	0	0	0	
Whole Trust		1	24	1703	56	211	0	0	0	

Source: Nurse Bank Databases, E-Roster/MAPPS

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

[2] 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			Main two specialties on each ward		Day				Night				Day		Night	
					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 *The Site code is automatically populated when a Site name is selected	Hospital Site name	Ward 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				
	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