Nurse Staffing Indicator Template

Reporting Period: 1st June 2014 – 30th June 2014

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day	Night	Comments
		% fill rate	% fill rate	
RBH Heart & Paeds	PICU	100%	101%	Correct staff for the patients including support of Rose Ward.
	Rose	101%	81%	Day shift was on plan. Night shift nurse staffing levels were supported with nurses from PICU and judged to be safe as fewer patients admitted and staying overnight than usual.
	AICU	124%	119%	AICU was staffed appropriately for the number of patients and acuity both on night and day shifts.
	Alex	115%	101%	Day shift on plan. Night shift, nurse staffing reduced as a small number of beds were empty.
	Elizabeth	116%	93%	Day shift on plan. Night shift, nurse staffing reduced as a small number of beds were empty.
	Paul Wood	100%	105%	Day and night shift nurse staffing adjusted as a small number of beds were empty
	Sir Reginald Wilson	71%	99%	Day and night shift nurse staffing adjusted as a number of beds were empty
	York	111%	93%	Day and night shift nurse staffing adjusted as a s number of beds were empty
Lung	Foulis	94%	108%	Intravenous drug regime pressures continue to require additional staffing
	Lind	97%	74%	Night staffing adjusted to reduced admissions
	Victoria	93%	88%	Long term sick and maternity leave cover with temporary staffing leaving some shifts not covered
Harefield	Cedar	143%	101%	Day shift on plan. Night shift, reduction in patient dependency level.
	Cherry Tree	-	-	
	Rowan/Fir Tree	93%	90%	Day and night shift on plan.
	HDU	86%	88%	Day and night shift on plan.
	ITU	121%	111%	Day shift on plan. Night shift a very small number of beds were empty.
	Maple	88%	112%	Day shift on plan. Night shift, patient dependency increased.
	Oak/Acorn	108%	109%	Day and Night shift on plan.
Whole Trust		**102%**	**101%**	

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
RBH Heart & Paeds	PICU	76%	49%	On discussion with staff there was agreement not to fill empty care worker shifts with unknown and unqualified care workers.
	Rose	76%	49%	On discussion with staff there was agreement not to fill empty care worker shifts with unknown and unqualified care workers.
	AICU	75%	100%	Day shift care worker not replaced – AICU appropriately staffed.
	Alex	80%	221%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift: Additional care workers needed on 5 occasions to provide 1:1 supervision of patients
	Elizabeth	60%	75%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift on plan
	Paul Wood	74%	155%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift on plan
	Sir Reginald Wilson	64%	355%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift private patients booked additional care worker support for 2 patients
	York	77%	98%	Day shift care workers not replaced as thee were sufficient registered nurses to provide safe care. Night shift on plan.
Lung	Foulis	108%	60%	HCA allocation flexes to activity, day and night on plan
	Lind	100%	100%	Day and night shift on plan
	Victoria	88%	40%	HCA allocation flexes to activity, day and night on plan
Harefield	Cedar	65%	98%	Care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift, additional care workers needed to provide on 10 shifts 1:1 supervision of patients vacancies.
	Cherry Tree	-	-	-
	Rowan/Fir Tree	65%	167%	1 patient receiving 24 1:1 HCA cover due to high care needs.
	HDU	100%	100%	Day and night shift on plan
	ITU	98%	100%	Day and night shift on plan
	Maple	22%	43%	Day and night shift on plan..
	Oak/Acorn	52%	102%	Day shift care workers not replaced as there were sufficient registered nurses to provide safe care. Night shift on plan.
Whole Trust		**59%**	**80%**	

Royal Brompton & Harefield NHS Foundation Trust

Table 1: Day shifts

* Columns in *italics* will be submitted to NHS England on 15th July 2014.   For further details about the sources of information and the assumptions made, please see Appendix 1.

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	6375	5458	368	564	6389	100%	968	739	0	0	739	76%
	Rose	5625	3915	411	1329	5655	101%	968	739	0	0	739	76%
	AICU	6000	5934	475	1011	7420	124%	330	249	0	0	249	75%
	Alex	2730	2760	217	171	3148	115%	360	218	34.5	36	288	80%
	Elizabeth	3900	3923	224	362	4508	116%	360	218	0	0	218	60%
	Paul Wood	2321	1838	178	296	2311	100%	360	218	5	43.5	266	74%
	Sir Reginald Wilson	3900	2561	124	77	2761	71%	360	218	12.5	0	230	64%
	York	2379	1920	299	420	2638	111%	360	218	20	39	276	77%
Lung	Foulis	3015	2783	12	48	2843	94%	450	488	0	0	488	108%
	Lind[1]	788	766	0	0	766	97%	0	0	0	0	0	100%
	Victoria	2475	2063	198	32	2292	93%	443	390	0	0	390	88%
Harefield	Cedar	1575	1974	201	81	2255	143%	1140	731.5	12	0	743	65%
	Cherry Tree[2]	819	-	83	0	83	10%	-	-	-	-	-	-
	Rowan/Fir Tree	3783	3404	111	0	3515	93%	1477	835	131	0	966	65%
	HDU	2250	1863	55	12	1929	86%	0	0	0	0	0	100%
	ITU	7788	7769	708	73	8549	121%	658	402	245	0	647	98%
	Maple	2886	2437	115	0	2552	88%	3086	616	63	0	679	22%
	Oak/Acorn	5070	4941	527	0	5468	108%	2923	1289	244	0	1533	52%
Whole Trust		63678	56305	4304	4471	65079	102.20%	14241	7565	766	119	8449	59.33%

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, day case beds are excluded

[2] Cherry Tree: please note that information on Cherry Tree will not be reported to NHS London, as day case beds are excluded from the reporting requirement. All of Cherry Tree's beds are currently for day cases.

Table 2: Night shifts

* Columns in *italics* will be submitted to NHS England on 15th July 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 & Paeds	PICU	5865	4785	617	506	5908	101%	518	253	0	0	253	49%
	Rose	5175	2795	288	1127	4209	81%	518	253	0	0	253	49%
	AICU	5520	5382	587	610	6578	119%	0	0	0	0	0	100%
	Alex	1650	1243	176	253	1672	101%	83	62	66	55	183	221%
	Elizabeth	3300	1804	792	464	3060	93%	83	62	0	0	62	75%
	Paul Wood	1221	891	220	165	1276	105%	83	62	11	55	128	155%
	Sir Reginald Wilson	1320	825	297	187	1309	99%	83	62	66	165	293	355%
	York	1221	576	275	286	1137	93%	231	62	154	11	227	98%
Lung	Foulis	1320	1353	66	11	1430	108%	330	132	33	33	198	60%
	Lind[1]	504	374	0	0	374	74%	0	0	0	0	0	100%
	Victoria	1507	1221	66	33	1320	88%	330	132	0	0	132	40%
Harefield	Cedar	1380	1219	150	23	1392	101%	690	506	172	0	678	98%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	100%
	Rowan/Fir Tree	2640	2220	150	0	2369	90%	345	483	81	12	575	167%
	HDU	1967	1472	242	23	1737	88%	0	0	0	0	0	100%
	ITU	7073	5566	1754	552	7872	111%	345	230	114	0	344	100%
	Maple	1650	1599	233	12	1843	112%	1380	425.5	173	0	598	43%
	Oak/Acorn	2970	1705	1415	103	3223	109%	495	275	217	12	504	102%
Whole Trust		**46282**	**35029**	**7324**	**4354**	**46707**	**100.92%**	**5511**	**2997.5**	**1086**	**342**	**4425**	**80.30%**

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, day case beds are excluded

[2] Cherry Tree: please note that information on Cherry Tree will not be reported to NHS London, as day case beds are excluded from the reporting requirement. All of Cherry Tree's beds are currently for day cases.

Table 3: Reasons for use of bank and agency (by no. of shifts)
This information will not be reported to NHS London

	Ward	Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other
RBH Heart & Paeds	PICU	0	0	0	0	179	0	0	1
	Rose	0	0	0	0	280	0	0	0
	AICU	0	0	3	0	310	0	0	0
	Alex	0	0	35	0	0	0	0	0
	Elizabeth	0	0	89	0	0	0	0	0
	Paul Wood	0	0	14	4	0	0	0	0
	Sir Reginald Wilson	0	0	33	0	0	0	0	0
	York	0	0	0	0	11	0	0	0
Lung	Foulis	0	0	16	2	13	5	0	0
	Lind	0	0	0	0	3	0	0	0
	Victoria	0	0	3	0	0	0	0	2
Harefield	Cedar	5	3	10	14	22	0	2	0
	Cherry Tree	20	0	5	5	3	0	1	1
	Rowan/Fir Tree	5	18	15	8	0	0	1	0
	HDU	0	3	21	0	8	1	0	1
	ITU	0	1	308	0	0	0	0	1
	Maple	3	2	6	36	0	0	2	3
	Oak/Acorn	20	9	71	28	59	40	0	0
Whole Trust		**53**	**36**	**629**	**97**	**888**	**46**	**6**	**9**

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 (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. HCAs working on the adult wards in Sydney Street are pooled and rotate between the five 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 (ie 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.

Royal Brompton & Harefield NHS Foundation Trust

Appendix 2: UNIFY template

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	
					Registered nurses/ midwives		Care Staff		Registered nurses/ midwives		Care Staff					
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	Select from from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation