

**Nurse staffing indicator template**  
**Reporting Period:** 1 June 2015 – 30 June 2015

**Summary of results and commentary – registered nurse staffing levels**

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	107%	113%	PICU on plan for number of patients and their acuity.	
Rose	107%	88%	Rose ward appropriately staffed to meet patient needs, night shift requirements were adjusted due to a number of empty beds	
<b>RBH Heart &amp; Paeds</b>	AICU	101%	107%	On plan
	Alex	118%	105%	On plan
	Elizabeth	110%	89%	On plan
	Paul Wood	112%	106%	On plan
	Sir Reginald Wilson	135%	112%	On plan
	York	127%	124%	On plan
	<b>Lung</b>	Foulis	116%	170%
Lind		94%	100%	Patients' needs met, however , we are actively recruiting for 3 registered
Victoria		97%	115%	The increase in registered night nurse offset the reduction in night care staff percentage. Care matched patient needs
<b>Harefield</b>	Cedar	168%	120%	Over established to support recruitment to Holly ward, unexpected short term sickness cover (161 hours) and 300 hours of maternity leave
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	97%	85%	Assistance at night from ITU with dialysis to cover shortfall
	HDU	85%	92%	Mixture of level 1 and 2 patients
	ITU	122%	117%	Staff sent to other wards
	Maple	79%	109%	Unplanned short-term sickness cover, vacancies unfilled
	Oak/Acorn	105%	123%	Staffing reflected acuity and dependency of patients on ACCU
<b>Whole Trust</b>	<b>108%</b>	<b>108%</b>		

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	81%	37%	Decision made not to replace with unknown healthcare workers as sufficiently staffed with registered nurses	
	82%	37%	Decision made not to replace with unknown healthcare workers, as sufficiently staffed with registered nurses	
RBH Heart & Paeds	AICU	111%	61%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
	Alex	53%	43%	Day shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
	Elizabeth	50%	43%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care.
	Paul Wood	50%	52%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care.
	Sir Reginald Wilson	48%	43%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care.
	York	53%	118%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing
	Lung	Foulis	102%	103%
Lind		N/A	N/A	N/A
Victoria		126%	87%	Day care staff matched increase patient high care needs. Night care staff filled with registered nurse to meet care needs.
Harefield	Cedar	86%	58%	Unplanned short-term sickness absence (69 hours)
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	76%	100%	Unable to cover shortfall with bank or agency during the day.
	HDU	19%	0%	Assistant practitioner role
	ITU	112%	103%	Staff sent to other areas and busy level 3 patients
	Maple	50%	71%	Unplanned short term sickness and 2wte maternity leave
	Oak/Acorn	94%	225%	Staffing at night reflected dependency of patients on the unit - 1:1 for patients including two with Deprivation of Liberty safeguards. Recruitment for permanent staff continues
<b>Whole Trust</b>	<b>75%</b>	<b>75%</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	6375	4987	576	1244	6806	107%	943	765	0	0	765	81%
	Rose	5625	5258	310	450	6017	107%	943	765	11.5	0	776	82%
	AICU	6000	5790	154	121	6065	101%	330	260	106	0	366	111%
	Alex	2730	2985	127	115	3226	118%	540	260	0	28.5	288	53%
	Elizabeth	3900	3353	264	671	4287	110%	540	260	12	0	272	50%
	Paul Wood	2080	1650	235	450	2335	112%	540	260	12	0	272	50%
	Sir Reginald Wilson	2340	3105	28	15	3148	135%	540	260	0	0	260	48%
	York	2418	2565	136	374	3075	127%	540	260	25	0	284	53%
Lung	Foulis	2626	2648	106	283	3036	116%	450	398	61	0	459	102%
	Lind <sup>1</sup>	825	713	44	15	772	94%	0	0	0	0	0	N/A
	Victoria	2790	2580	124	0	2704	97%	465	547.5	38	0	586	126%
Harefield	Cedar	1575	2598	23	23	2644	168%	1140	979	5	0	984	86%
	Cherry Tree <sup>2</sup>	858	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3796	3198	196	276	3670	97%	1178	865	22	12	898	76%
	HDU	2250	1790	115	12	1917	85%	570	104	8	0	111	19%
	ITU	7850	8675	646	276	9597	122%	688.5	315	454	0	769	112%
	Maple	2912	2166	144	0	2310	79%	1475	697	46	0	743	50%
	Oak/Acorn	5070	4658	565	81	5303	105%	2009	1467	419	0	1886	94%
<b>Whole Trust</b>		<b>62020</b>	<b>58715</b>	<b>3789</b>	<b>4403</b>	<b>66907</b>	<b>107.88%</b>	<b>12890</b>	<b>8457</b>	<b>1218</b>	<b>40</b>	<b>9715</b>	<b>75.36%</b>

\* Columns in *italics* will be submitted to NHS England on 15 July 2015. For further details about the sources of information and the assumptions made, please see Appendix 1.

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, day-case beds are excluded

<sup>2</sup> 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 15 July 2015. 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				
	PICU	5865	4422	667	1520	6609	113%	518	190	0	0	190	37%
	Rose	5175	3795	552	219	4566	88%	518	190	0	0	190	37%
RBH Heart & Paeds	AICU	5520	5589	241	81	5911	107%	132	57.2	23	0	80	61%
	Alex	1650	1375	99	253	1727	105%	132	57	0	0	57	43%
	Elizabeth	3300	1463	891	583	2937	89%	132	57	0	0	57	43%
	Paul Wood	1232	825	231	253	1309	106%	132	57	11	0	68	52%
	Sir Reginald	1320	891	466	121	1478	112%	132	57	0	0	57	43%
	Wilson	1232	968	287	277	1532	124%	132	57	99	0	156	118%
	York	1232	968	287	277	1532	124%	132	57	99	0	156	118%
Lung	Foulis	1320	1573	462	209	2244	170%	330	231	88	22	341	103%
	Lind <sup>1</sup>	396	396	0	0	396	100%	0	0	0	0	0	N/A
	Victoria	1320	1474	11	33	1518	115%	330	143	143	0	286	87%
Harefield	Cedar	1380	1518	126	12	1656	120%	690	333.5	58	12	403	58%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2640	1599	361	276	2236	85%	714	609.5	69	35	713	100%
	HDU	1978	1656	173	0	1829	92%	345	0	0	0	0	0%
	ITU	7130	6176	1553	644	8373	117%	345	241.5	113	0	355	103%
	Maple	1650	1587	219	0	1806	109%	874	575	46	0	621	71%
	Oak/Acorn	2970	1782	1492	366	3640	123%	330	264	432	46	742	225%
<b>Whole Trust</b>		<b>46078</b>	<b>37088</b>	<b>7830</b>	<b>4845</b>	<b>49763</b>	<b>108.00%</b>	<b>5785</b>	<b>3120.2</b>	<b>1081</b>	<b>114</b>	<b>4315</b>	<b>74.59%</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, day-case beds are excluded

<sup>2</sup> 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

Source: Nurse bank databases

	Ward	Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other	
	PICU	0	0	346	0	1	0	0	0	
	Rose	0	0	138	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>	AICU	0	0	20	0	53	0	0	0	
	Alex	0	0	42	0	0	0	0	0	
	Elizabeth	0	0	162	0	0	0	0	0	
	Paul Wood	0	0	10	0	0	0	0	0	
	Sir Reginald	0	0	44	0	0	0	0	0	
	Wilson	0	0	44	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	1	45	8	22	0	0	0	
	Lind	0	0	10	0	0	6	0	0	
	Victoria	0	0	4	31	0	0	0	0	
<b>Harefield</b>	Cedar	0	1	0	22	0	0	1	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	1	11	36	36	27	2	0	0	
	HDU	1	0	15	1	10	0	0	0	
	ITU	0	1	338	5	2	0	5	0	
	Maple	2	2	2	6	13	1	7	0	
	Oak/Acorn	13	53	130	50	30	37	1	0	
<b>Whole Trust</b>		<b>17</b>	<b>69</b>	<b>1342</b>	<b>159</b>	<b>158</b>	<b>46</b>	<b>14</b>	<b>0</b>	

**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 (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