

Nurse Staffing Indicator Template
Reporting Period: 1st Jun 2017 – 30th Jun 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	100%	101%	Within normal parameters
	Rose	99%	91%	Within normal parameters
	AICU	73%	75%	10 beds closed for re-furbishment, on plan.
	Alex	92%	91%	On plan
	Elizabeth	80%	55%	On plan
	Paul Wood	87%	87%	On plan
	Sir Reginald Wilson	67%	98%	On plan
	York	103%	89%	On plan
Lung	Foulis	107%	88%	Safe staffing maintained. Staff met patient's treatment and care needs.
	Lind	98%	106%	Safe staffing as maintained.
	Victoria	101%	97%	Staffing of Registered nurses in line with ward patient acuity.
Harefield	Cedar	135%	81%	Safe staffing - Sickness/Unfilled RGN Shifts on Day & Night shifts, large number of supernumerary nurses/new starters. Band 5 bank filled HCA gaps due to cost.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	93%	90%	Safe staffing levels, student nurses utilised.
	HDU	86%	88%	Staffing levels adjusted according to patient levels and acuity.
	ITU	128%	116%	Super numerary staff due to employment
	Maple	75%	103%	Safe staffing Sickness/Unfilled Registered Nurses Shifts on day shifts / Nights on plan.
	Oak/Acorn	81%	90%	Safe levels of registered nurses for the acuity of the patients. (2 beds closed on Oak for refurbishment).
Whole Trust	91%	90%		

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	82%	63%	HACs not part of nursing establishment.
	Rose	82%	63%	HACs not part of nursing establishment.
	AICU	37%	20%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Alex	38%	38%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Elizabeth	37%	20%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Paul Wood	37%	34%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	Sir Reginald Wilson	37%	30%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
	York	40%	49%	HCA posts not replaced as sufficient registered nurses on duty to provide patient care.
Lung	Foulis	63%	10%	Care staff represents a small proportion of nurse staffing rota. Patient needs met.
	Lind	N/A	N/A	N/A
	Victoria	54%	50%	Reduced health care staff offset by supernumerary registered nurses.
Harefield	Cedar	60%	100%	Safe staffing Sickness/Unfilled HCA Shifts on day shifts / Nights on plan.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	82%	135%	Extra HCA at night due to patient dependancy
	HDU	-	-	N/A
	ITU	67%	90%	Nurse awaiting pin redeployed to HCA role on days and nights.
	Maple	70%	90%	Safe staffing Sickness/Unfilled HCA Shifts on day shifts / Nights on plan.
	Oak/Acorn	61%	74%	Appropriate levels of care staff for the acuity of the patients. (2 beds closed on Oak for refurbishment).
Whole Trust	54%	65%		

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	5364	521	1101	6985	100%	935	769	0	0	769	82%
	Rose	5813	4560	464	724	5748	99%	935	769	0	0	769	82%
	AICU	7750	5675	0	0	5675	73%	1188	437	0	0	437	37%
	Alex	2821	1943	90	553	2585	92%	1188	437	12	0	449	38%
	Elizabeth	4836	3780	64	44	3887	80%	1188	437	0	0	437	37%
	Paul Wood	2613	1958	91	227	2275	87%	1188	437	0	0	437	37%
	Sir Reginald Wilson	4030	2280	239	175	2694	67%	1188	437	7	0	444	37%
	York	2509	2025	106	465	2596	103%	1188	437	37	0	473	40%
Lung	Foulis	2717	2558	73	269	2899	107%	450	285	0	0	285	63%
	Lind ¹	825	658	152	2	812	98%	-	-	-	-	-	N/A
	Victoria	2418	2318	111	20	2448	101%	458	247.5	0	0	248	54%
Harefield	Cedar	1860	2168	337	12	2516	135%	1140	548	135	0	683	60%
	Cherry Tree ²	1495	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4329	3492	484	46	4022	93%	1178	811	155	0	966	82%
	HDU	2325	1974	23	0	1997	86%	570	-	-	-	-	-
	ITU	7363	8905	518	12	9434	128%	1213	762	54	0	815	67%
	Maple	3224	2404	23	0	2427	75%	1141	804	0	0	804	70%
Oak/Acorn	6045	4719	185	0	4904	81%	2369	1316	121	0	1437	61%	
Whole Trust		69947	56777	3479	3647	63903	91.36%	17517	8929	519	0	9448	53.94%

* Columns in *italics* will be submitted to NHS England on 14th Jul. 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					
		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	4271	805	1403	6479	101%	518	328	0	0	328	63%
	Rose	5348	2530	873	1449	4852	91%	518	328	0	0	328	63%
	AICU	7130	5359	0	0	5359	75%	303.6	59.4	0	0	59	20%
	Alex	1705	737	451	356	1544	91%	304	59	55	0	114	38%
	Elizabeth	4092	1870	276	88	2234	55%	304	59	0	0	59	20%
	Paul Wood	1364	737	264	187	1188	87%	304	59	44	0	103	34%
	Sir Reginald Wilson	1705	979	440	253	1672	98%	304	59	33	0	92	30%
	York	1705	957	275	286	1518	89%	304	59	88	0	147	49%
Lung	Foulis	2046	1408	297	99	1804	88%	330	33	0	0	33	10%
	Lind ¹	374	297	55	44	396	106%	-	-	-	-	-	-
	Victoria	1364	1221	33	66	1320	97%	330	132	11	22	165	50%
Harefield	Cedar	1783	1185	253	0	1437	81%	690	575	115	0	690	100%
	Cherry Tree ²	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3069	2047	690	35	2772	90%	714	598	352	12	961	135%
	HDU	2139	1817	58	12	1886	88%	-	-	-	-	-	-
	ITU	6774	6486	1323	46	7855	116%	345	276	34	0	310	90%
	Maple	1705	1725	35	0	1760	103%	690	540.5	81	0	621	90%
Oak/Acorn	3751	2750	627	2	3379	90%	660	429	58	0	487	74%	
Whole Trust		52470	36375	6753	4325	47453	90.44%	6961	3595.4	869	34	4498	64.62%

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 14th Jul. 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	
PICU	0	0	3	0	0	0	0	0	
Rose	0	0	0	0	1	0	0	0	
RBH Heart & Paeds									
AICU	0	0	0	0	0	0	0	0	
Alex	0	2	67	0	22	0	0	0	
Elizabeth	0	0	51	0	0	0	0	0	
Paul Wood	0	0	31	0	0	0	0	0	
Sir Reginald									
Wilson	0	0	84	0	3	0	0	0	
York	0	5	0	0	16	0	0	0	
Lung									
Foulis	0	0	8	0	6	0	0	0	
Lind	0	0	4	0	0	0	0	0	
Victoria	0	0	17	0	0	0	0	0	
Harefield									
Cedar	0	1	8	13	75	0	0	0	
Cherry Tree	0	0	0	0	0	0	0	0	
Rowan/Fir Tree	1	0	88	12	94	0	0	0	
HDU	0	0	7	0	0	0	0	0	
ITU	0	0	363	0	0	0	0	0	
Maple	0	0	2	11	2	0	0	0	
Oak/Acorn	0	3	95	11	0	0	0	0	
Whole Trust	1	11	828	47	219	0	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	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