

**Nurse Staffing Indicator Template**  
**Reporting Period: 1<sup>st</sup> – 30<sup>th</sup> June 2018**

**Summary of Results and Commentary – Registered Nurse Staffing Levels**

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	97%	93%	Appropriate staffing.	
Rose	106%	98%	Appropriate staffing.	
<b>RBH Heart &amp; Paeds</b>	AICU	75%	76%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Alex	110%	96%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Elizabeth	79%	61%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Paul Wood	80%	88%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	Sir Reginald Wilson	70%	86%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
	York	94%	78%	Registered nurse levels adjusted according to patient numbers and acuity. Safe staffing levels maintained.
<b>Lung</b>	Foulis	111%	99%	Safe staffing levels met to meet patient acuity and care needs.
	Lind	-	-	N/A
	Victoria	114%	110%	Increased Registered Nurses to maintain safe level of care based on patient acuity and level 2 complex care needs.
<b>Harefield</b>	Cedar	92%	93%	Safe staffing maintained, patients treatment and care needs met.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	87%	97%	Safe staffing levels, supernumary staff utilised and activity slightly below plan.
	HDU	89%	87%	Staffing levels adjusted according to patient acuity and numbers. Safe staffing levels maintained.
	ITU	151%	132%	Additional funded beds to 24 flexing staff according to number of beds utilised 22-24. Supernumerary new starters included in numbers.
	Maple	78%	105%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day shifts.
	Juniper	92%	78%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts. Reduced requirement for night staff due to decreased Private Patient admissions.
	Oak/Acorn	78%	83%	Following reduction in overnight beds, sufficient registered nurses on duty to deliver safe patient care.
<b>Whole Trust</b>	<b>96%</b>	<b>92%</b>		

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	
PICU	37%	45%	HCA's are not delivering care in the area.	
	Rose	37%	45%	HCA's are not delivering care in the area.
<b>RBH Heart &amp; Paeds</b>	AICU	52%	29%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	Alex	54%	69%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	Elizabeth	55%	42%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	Paul Wood	52%	52%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	Sir Reginald Wilson	57%	52%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	York	52%	35%	HCA shifts not replaced as sufficient registered nurses available to provide care.
	<b>Lung</b>	Foulis	57%	-
Lind		-	-	N/A
Victoria		91%	110%	Care staff offset by registered nurses during the day and appropriate to maintain safe care for complex care needs at night.
<b>Harefield</b>	Cedar	85%	82%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	62%	103%	Safe staffing levels, supernumary staff utilised.
	HDU	0%	0%	N/A
	ITU	90%	155%	Additional HCA staff used at night due to increase in beds to support nursing staff and increase in patient acuity.
	Maple	90%	88%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Juniper	72%	84%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts.
	Oak/Acorn	50%	56%	Following reduction in overnight beds sufficient care staff on duty to deliver safe patient care.
<b>Whole Trust</b>	<b>58%</b>	<b>73%</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	6750	5604	345	616	6565	97%	1523	558	0	0	558	37%
	Rose	5625	4605	587	775	5967	106%	1523	558	0	0	558	37%
	AICU	7875	5865	8	0	5873	75%	1260	654	0	0	654	52%
	Alex	2730	2625	128	263	3015	110%	1260	654	27	0	681	54%
	Elizabeth	4680	3405	181	120	3706	79%	1260	654	36	0	690	55%
	Paul Wood	2496	1545	106	335	1986	80%	1260	654	0	0	654	52%
	Sir Reginald Wilson	3900	2625	91	21	2737	70%	1260	654	63	0	717	57%
	York	2379	1620	368	245	2233	94%	1260	654	5	0	659	52%
Lung	Foulis	2223	2325	104	48	2477	111%	900	510	0	0	510	57%
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Victoria	2340	2468	194	0	2662	114%	473	405	0	24	429	91%
Harefield	Cedar	2415	1668	537	12	2216	92%	690	540.5	46	0	587	85%
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4290	3425	326	0	3750	87%	1178	609	125	0	733	62%
	HDU	2250	2012	0	0	2012	89%	0	0	0	0	0	0%
	ITU	7125	9813	936	12	10760	151%	1194	1048	29	0	1077	90%
	Maple	1950	1357	171	0	1528	78%	690	552	66	0	618	90%
	Juniper	2312	1880	120	115	2116	92%	1000	719	0	0	719	72%
Oak/Acorn	5850	4178	397	0	4575	78%	2340	870	297	0	1167	50%	
<b>Whole Trust</b>		<b>67190</b>	<b>57018</b>	<b>4595</b>	<b>2561</b>	<b>64174</b>	<b>95.51%</b>	<b>19069</b>	<b>10294</b>	<b>693</b>	<b>24</b>	<b>11010</b>	<b>57.74%</b>

\* Columns in *italics* will be submitted to NHS England on 15<sup>th</sup> July. 2018. 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	6210	4117	1012	666	5795	93%	345	155	0	0	155	45%	
	Rose	5175	2956	1185	941	5081	98%	345	155	0	0	155	45%	
	AICU	7245	5474	12	0	5486	76%	330	94.6	0	0	95	29%	
	Alex	1650	990	374	220	1584	96%	330	95	110	22	227	69%	
	Elizabeth	3960	1683	484	235	2402	61%	330	95	22	22	139	42%	
	Paul Wood	1320	605	418	143	1166	88%	330	95	55	22	172	52%	
	Sir Reginald													
	Wilson	1650	935	397	79	1411	86%	330	95	44	33	172	52%	
York	1705	902	297	132	1331	78%	330	95	0	22	117	35%		
Lung	Foulis	1650	1452	132	46	1630	99%	0	0	0	0	0	0	
	Lind <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Victoria	1320	1188	111	156	1455	110%	231	154	33	66	253	110%	
Harefield	Cedar	1725	1093	507	0	1599	93%	690	483	81	0	564	82%	
	Cherry Tree <sup>2</sup>	-	-	-	-	-	-	-	-	-	-	-	-	
	Rowan/Fir Tree	2970	2139	725	23	2887	97%	714	483	250	0	733	103%	
	HDU	2070	1806	0	0	1806	87%	0	0	0	0	0	0%	
	ITU	6555	6406	1505	725	8635	132%	345	379.5	155	0	535	155%	
	Maple	990	966	69	0	1035	105%	690	598	12	0	610	88%	
	Juniper	2415	1266	575	35	1875	78%	713	598.9	0	0	599	84%	
	Oak/Acorn	3630	2079	900	46	3025	83%	660	198	172	0	370	56%	
<b>Whole Trust</b>		<b>52240</b>	<b>36054</b>	<b>8700</b>	<b>3446</b>	<b>48200</b>	<b>92.27%</b>	<b>6713</b>	<b>3772.5</b>	<b>933</b>	<b>187</b>	<b>4892</b>	<b>72.88%</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note that Lind ward have no longer inpatients cases, daycase will not be reported to NHS Improvement, as daycase beds are excluded from the reporting requirement. All of Lind's beds are currently for daycases.

<sup>2</sup>Cherry Tree: please note that information on Cherry Tree will not be reported to NHS Improvement, 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

Ward		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other
RBH Heart & Paeds	PICU	0	0	406	0	0	0	0	0
	Rose	0	0	400	0	0	0	0	0
	AICU	0	0	0	0	0	0	0	0
	Alex	0	12	139	0	0	0	0	0
	Elizabeth	0	5	244	0	0	0	0	0
	Paul Wood	0	0	0	0	180	0	0	0
	Sir Reginald	0	2	79	0	0	0	0	0
	Wilson	0	2	79	0	0	0	0	0
	York	0	1	0	0	0	0	0	0
Lung	Foulis	0	0	34	1	0	0	0	0
	Lind	0	0	9	0	0	0	0	0
	Victoria	1	5	12	1	48	0	0	0
Harefield	Cedar	0	2	1	22	153	1	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	22	75	27	44	0	0	0
	HDU	0	0	0	3	0	0	0	0
	ITU	0	0	553	0	0	0	0	0
	Maple	0	0	3	11	28	5	0	0
	Juniper	4	1	1	5	1	0	0	0
	Oak/Acorn	0	17	169	32	17	0	0	0
<b>Whole Trust</b>	<b>5</b>	<b>67</b>	<b>2125</b>	<b>102</b>	<b>471</b>	<b>6</b>	<b>0</b>	<b>0</b>	

Source: Nurse Bank Databases, E-Roster/MAPPS

**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 NHS Digital, and is included in the other tables in this report.

**Appendix 2: NHS Digital 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				
	Selection from drop down list		Select from from drop down list	Select from from drop down list									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation