Nurse staffing indicator template

Reporting period: 1 Mar 2015 – 31 Mar 2015

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	88%	95%	PICU staffing numbers were adjusted as a number of beds were empty.
	Rose	108%	89%	Day shift on plan for the acuity and number of patients. Night shift numbers were adjusted due to a number of empty beds.
	AICU	116%	122%	AICU was appropriately staffed day and night shifts.
	Alex	113%	99%	On plan
	Elizabeth	110%	89%	On plan
	Paul Wood	116%	106%	On plan
	Sir Reginald Wilson	122%	105%	On plan
	York	131%	144%	Increased patient acuity requiring additional registered nursing on both day and night shifts.
Lung	Foulis	115%	169%	Increased staff to care for high acuity day and very high intravenous drug administration requirements night.
	Lind	98%	100%	Appropriately staffed for the number and patients and their acuity
	Victoria	96%	119%	Night Registered higher due to high level 2 acuity and patient visual observation. This also accounts for lower night care staff.
Harefield	Cedar	167%	101%	Additional staff in post to support new ward opening, training and rotation to HDU.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	95%	81%	Night shortfall covered by ITU staff for haemodialysis and extra HCA's. Day shortfall covered by help from specialist nurses and student nurses.
	HDU	93%	93%	Empty beds on HDU/ staff sent to ITU to help
	ITU	115%	109%	Haemofiltration on external wards
	Maple	83%	113%	Increased staff on nights to cover shortfall and due to dependency of patients.
	Oak/Acorn	107%	114%	Staffing reflected the acuity and dependency of patients on the unit.
Whole Trust		**107%**	**105%**	

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	84%	41%	PICU appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
	Rose	86%	43%	Rose appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
	AICU	59%	0%	AICU was appropriately staffed both shifts. There was no need to fill night shift.
	Alex	50%	205%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
	Elizabeth	35%	52%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
	Paul Wood	35%	52%	Day and night shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care.
	Sir Reginald Wilson	36%	107%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
	York	48%	133%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night , therefore additional healthcare workers were booked onto the appropriate shifts
Lung	Foulis	90%	48%	Additional registered nurses staff reduced HCA requirement.
	Lind	N/A	N/A	N/A
	Victoria	96%	57%	The low percentage of care staff offset by higher Registered nurses on duty at night
Harefield	Cedar	48%	105%	Backfill to cover sickness (241hours sickness and 46 hours carers leave) and a number of patients require 1:1 care at night.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	72%	101%	Day shortfall covered by help from specialist nurses, students and housekeepers.
	HDU	25%	0%	N/A
	ITU	124%	90%	Additional care staff not required as filled by qualified staff on duty.
	Maple	45%	62%	Increase in patient dependency requiring 1:1 care.
	Oak/Acorn	80%	161%	Staffing at night reflected the dependency of patients on the unit –recruiting for permanent staff.
Whole Trust		**64%**	**75%**	

Table 1: Day Shifts

Ward		Day											
		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	6588	4882	489	435	5805	88%	1030	863	0	0	863	84%
	Rose	5813	4613	404	1276	6292	108%	1030	863	23	0	886	86%
	AICU	6200	5537	623	1005	7165	116%	330	194	0	0	194	59%
	Alex	2821	2483	197	499	3178	113%	558	194	84	0	278	50%
	Elizabeth	4030	3135	374	935	4444	110%	558	194	0	0	194	35%
	Paul Wood	2126	1920	138	401	2459	116%	558	194	0	0	194	35%
	Sir Reginald Wilson	2418	2753	83	106	2941	122%	558	194	7	0	201	36%
	York	2470	2723	103	406	3231	131%	558	194	63	12	269	48%
Lung	Foulis	2704	2663	129	324	3115	115%	465	360	60	0	420	90%
	Lind[1]	**825**	615	152	38	805	98%	-	-	-	-	-	N/A
	Victoria	2883	2295	355	109	2759	96%	465	405	40.5	0	446	96%
Harefield	Cedar	1628	2594	125	0	2719	167%	1178	559.5	3	0	563	48%
	Cherry Tree[2]	858	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	3913	3138	326	242	3706	95%	1178	636	193	23	852	72%
	HDU	2325	2074	76	12	2162	93%	589	146	0	0	146	25%
	ITU	8063	8365	879	8	9251	115%	688.5	549	305	0	854	124%
	Maple	2990	2116	366	0	2482	83%	2046	858	64	0	922	45%
	Oak/Acorn	5239	4886	702	12	5599	107%	2060	1274	352	12	1638	80%
Whole Trust		**63892**	**56788**	**5519**	**5802**	**68109**	**106.60%**	**13848**	**7673**	**1195**	**47**	**8915**	**64.38%**

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

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 15 April 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		
RBH Heart & Paeds	PICU	6061	4062	934	782	5777	95%	535	219	0	0	219	41%
	Rose	5348	3140	726	886	4751	89%	535	219	11.5	0	230	43%
	AICU	5704	5279	759	919	6957	122%	136.4	0	0	0	0	0%
	Alex	1705	924	286	473	1683	99%	136	70	209	0	279	205%
	Elizabeth	3410	1507	880	638	3025	89%	136	70	0	0	70	52%
	Paul Wood	1265	847	297	198	1342	106%	136	70	0	0	70	52%
	Sir Reginald Wilson	1364	847	419	165	1431	105%	136	70	76	0	146	107%
	York	1265	1199	406	220	1825	144%	136	70	111	0	181	133%
Lung	Foulis	1364	1419	683	209	2311	169%	341	165	0	0	165	48%
	Lind[1]	396	396	0	0	396	100%	-	-	-	-	-	N/A
	Victoria	1364	1265	180	176	1621	119%	308	44	132	0	176	57%
Harefield	Cedar	1426	1357	69	12	1438	101%	713	598	138	12	748	105%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2728	1714	389	104	2206	81%	714	471.5	195	58	724	101%
	HDU	2036	1668	195	23	1885	93%	357	0	0	0	0	0%
	ITU	7326	5773	1911	334	8017	109%	357	241.5	81	0	322	90%
	Maple	1705	1587	322	12	1921	113%	1069.5	632.5	33	0	666	62%
	Oak/Acorn	3069	1727	1660	115	3502	114%	341	286	265	0	551	161%
Whole Trust		**47534**	**34709**	**10114**	**5264**	**50086**	**105.37%**	**6087**	**3227.5**	**1250**	**69**	**4547**	**74.69%**

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

	Ward	Annual leave	Patient acuity	Patient volume	Sickness	Vacancy	Maternity cover	Study leave	Other	
RBH Heart & Paeds	PICU	0	0	232	0	0	0	0	0	
	Rose	0	0	290	0	2	0	0	0	
	AICU	0	0	7	0	315	0	0	0	
	Alex	0	0	106	0	0	0	0	0	
	Elizabeth	0	0	189	0	0	0	0	0	
	Paul Wood	0	0	24	0	0	0	0	0	
	Sir Reginald Wilson	0	0	43	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	2	62	1	9	0	0	0	
	Lind	0	0	5	2	14	12	0	0	
	Victoria	0	0	28	0	33	0	0	0	
Harefield	Cedar	9	4	3	11	0	5	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	7	15	40	23	60	0	1	0	
	HDU	0	0	16	8	3	0	0	0	
	ITU	1	0	317	0	0	0	0	0	
	Maple	26	1	13	31	1	0	0	0	
	Oak/Acorn	30	37	84	54	46	29	1	0	
Whole Trust		73	59	1459	130	483	46	2	0	

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. 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