

Nurse staffing indicator template
Reporting period: 1st Mar. 2016 – 31th Mar. 2016

Summary of results and commentary – registered nurse staffing levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	90%	98%		
Rose	91%	81%		
RBH Heart & Paeds	AICU	110%	118%	On Plan
	Alex	113%	112%	On Plan
	Elizabeth	115%	100%	On Plan
	Paul Wood	118%	111%	On Plan
	Sir Reginald Wilson	138%	145%	On Plan
	York	112%	131%	On Plan
	Lung	Foulis	110%	148%
Lind		122%	100%	Nights on Plan, percentage on days reflects mentoring and support of new starters.
Victoria		120%	98%	Day registered nurse matched patient activity and acuity.
Harefield	Cedar	157%	107%	Day – Increased patient dependency. 2 x staff unable to work clinically currently. Rotation nurse supernumerary status. Night – Increased patient dependency.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	96%	109%	Ward safely staffed, extra nurse from ITU at night to cover haemofiltration.
	HDU	89%	87%	Reduced dependency on days and nights leading to reduced staffing levels
	ITU	107%	95%	Supernumery staff on day shifts. Empty beds at night due to bank holiday weekend.
	Maple	79%	105%	On plan for day. Increased patient dependency at night
	Oak/Acorn	112%	120%	
Whole Trust	105%	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	58%	55%	
	Rose	58%	57%	
	AICU	46%	45%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
	Alex	46%	85%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
	Elizabeth	44%	45%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
	Paul Wood	46%	69%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
	Sir Reginald Wilson	44%	45%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
	York	44%	45%	Healthcare worker shifts not filled as sufficient RN to achieve safe nursing care
Lung	Foulis	60%	48%	Safely staff with more Registered Nurses cover
	Lind	N/A	N/A	N/A
	Victoria	77%	103%	Day care staff – staff matched patient’s needs. Night care staff flexed up for acuity as required at the weekend.
Harefield	Cedar	73%	87%	On plan day and night
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	87%	134%	Using extra HCA’s at night to cover patients requiring continuous supervision.
	HDU	25%	0%	Nurse to special a patient
	ITU	63%	55%	Reduced staffing numbers due to empty beds.
	Maple	81%	82%	On plan day and night
	Oak/Acorn	61%	197%	
Whole Trust	60%	80%		

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					
	PICU	6588	4308	324	1273	5905	90%	957	558	0	0	558	58%	
	Rose	5813	3698	473	1128	5299	91%	957	558	0	0	558	58%	
RBH Heart & Paeds	AICU	6200	6239	220	359	6818	110%	744	330	11.5	0	342	46%	
	Alex	2821	2813	171	191	3174	113%	744	330	12	0	342	46%	
	Elizabeth	4030	3795	632	206	4633	115%	744	330	0	0	330	44%	
	Paul Wood	2158	2333	113	98	2543	118%	744	330	12	0	342	46%	
	Sir Reginald													
	Wilson	2418	2798	145	395	3337	138%	744	330	0	0	330	44%	
	York	2509	2198	224	379	2800	112%	744	330	0	0	330	44%	
Lung	Foulis	2717	2933	36	12	2981	110%	465	270	10.5	0	281	60%	
	Lind ¹	788	795	149	15	959	122%	0	0	7.5	0	8	N/A	
	Victoria	2165	2543	48	0	2590	120%	390	300	0	0	300	77%	
Harefield	Cedar	1628	2158	311	92	2560	157%	1178	642	162	58	861	73%	
	Cherry Tree ²	897	0	0	0	0	0%	-	-	-	-	-	-	
	Rowan/Fir Tree	3926	3330	221	211	3761	96%	1178	727	129	173	1028	87%	
	HDU	2325	2009	55	0	2064	89%	589	150	0	0	150	25%	
	ITU	8125	8012	721	0	8733	107%	1288.5	742	76	0	818	63%	
	Maple	3016	2169	141	69	2378	79%	1187	952	12	0	964	81%	
	Oak/Acorn	5239	5172	626	81	5878	112%	2825	1478	226	23	1727	61%	
Whole Trust		63361	57296	4606	4506	66408	104.81%	15479	8357	657	253	9267	59.87%	

* Columns in *italics* will be submitted to NHS England on 15th Apr. 2016. 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	3999	736	1235	5970	98%	535	293	0	0	293	55%
	Rose	5348	2323	742	1279	4344	81%	535	293	11.5	0	305	57%
	AICU	5704	6003	414	322	6739	118%	136.4	61.6	0	0	62	45%
	Alex	1705	1100	484	319	1903	112%	136	62	55	0	117	85%
	Elizabeth	3410	1485	1026	900	3411	100%	136	62	0	0	62	45%
	Paul Wood	1276	880	331	209	1420	111%	136	62	33	0	95	69%
	Sir Reginald Wilson	1364	935	594	451	1980	145%	136	62	0	0	62	45%
	York	1276	858	473	345	1676	131%	136	62	0	0	62	45%
Lung	Foulis	1364	1958	22	33	2013	148%	341	154	0	11	165	48%
	Lind ¹	374	187	187	0	374	100%	0	0	0	0	0	N/A
	Victoria	1364	1342	0	0	1342	98%	341	187	165	0	352	103%
Harefield	Cedar	1426	1277	196	58	1530	107%	713	299	230	92	621	87%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2046	1702	345	184	2231	109%	714	655.5	172	127	954	134%
	HDU	2047	1633	104	35	1771	87%	357	0	0	0	0	0%
	ITU	7383	5325	1301	403	7028	95%	357	138	57	0	195	55%
	Maple	1705	1495	127	173	1794	105%	713	575	0	12	587	82%
	Oak/Acorn	3069	1771	1623	288	3681	120%	341	363	264	46	673	197%
Whole Trust		46921	34272	8703	6231	49205	104.87%	5764	3327.6	986	287	4601	79.82%

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 15th Apr. 2016. 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	
RBH Heart & Paeds	PICU	0	0	315	0	0	0	0	0	
	Rose	0	0	320	0	0	0	0	0	
	AICU	0	0	121	0	0	0	0	0	
	Alex	0	0	69	0	0	0	0	0	
	Elizabeth	0	0	234	0	0	0	0	0	
	Paul Wood	0	0	6	0	0	0	0	0	
	Sir Reginald Wilson	0	0	100	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	9	0	0	0	0	0	
	Lind	0	0	32	0	0	0	0	0	
	Victoria	0	0	19	3	0	0	0	0	
Harefield	Cedar	18	1	25	19	42	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	13	2	69	27	29	0	0	0	
	HDU	0	0	17	0	0	0	0	0	
	ITU	0	0	237	0	0	0	0	0	
	Maple	3	9	21	9	4	0	0	0	
	Oak/Acorn	39	10	76	32	126	9	0	0	
Whole Trust	73	22	1670	90	201	9	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 *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