

Nurse Staffing Indicator Template
Reporting Period: 1st Mar. 2017 – 31th Mar. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	95%	90%	Safe staffing was achieved throughout this period.
	Rose	99%	87%	Staffing within normal parameters, safe staffing levels maintained.
	AICU	76%	84%	
	Alex	99%	100%	On plan
	Elizabeth	95%	73%	Reduced patient activity, therefore nurse staffing revised down as appropriate.
	Paul Wood	99%	97%	On plan
	Sir Reginald Wilson York	76%	92%	On plan
		114%	95%	On plan
Lung	Foulis	108%	99%	On plan matched to meet fluctuation in patient occupancy and acuity.
	Lind	105%	100%	On plan
	Victoria	111%	109%	Increased acuity due to complex care needs of level 2 patients.
Harefield	Cedar	147%	84%	5 x rotation and 2 x supernumerary nurse.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	102%	96%	Safe staffing levels.
	HDU	85%	93%	
	ITU	131%	126%	Supernumerary staff and rotation staff on unit both on days and nights leading to additional staff on unit. 2 nurses recruited from the Philippines as band 3 staff on the budget.
	Maple	81%	105%	7.83 WTE annual leave/3.0 WTE long term sickness/1.61 study leave & 3 new rotation nurses on 2 week supernumerary period.
	Oak/Acorn	91%	99%	On plan
Whole Trust	96%	95%		

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	66%	53%	HCA's do not deliver nursing care in PICU
	Rose	66%	53%	HCA's do not deliver nursing care in children's services.
	AICU	55%	45%	
	Alex	65%	161%	On plan
	Elizabeth	55%	45%	Reduced patient activity, therefore nurse staffing revised down as appropriate.
	Paul Wood	56%	45%	On plan
	Sir Reginald Wilson	57%	53%	On plan
	York	57%	45%	On plan
Lung	Foulis	61%	6%	Increase in Registered Nurses to offset Care staff and matched to patient volume.
	Lind	N/A	N/A	N/A
	Victoria	98%	90%	This is off set by the requirement of registered nurses needed.
Harefield	Cedar	85%	113%	1:1 special cover for confused patient.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	85%	127%	Extra HCA at night due to patient dependency.
	HDU	21%	0%	N/A
	ITU	77%	87%	Currently nurses awaiting pin number being utilised in order to fill sickness gaps.
	Maple	63%	100%	Unfilled day shifts due to lack of HCA availability.
	Oak/Acorn	65%	96%	Day - Sufficient Registered Nurses for the ward activity, night on plan.
Whole Trust	66%	79%		

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	5251	543	851	6645	95%	964	638	0	0	638	66%
	Rose	5813	3930	549	1294	5773	99%	964	638	0	0	638	66%
	AICU	8525	6181	195	80	6456	76%	744	413	0	0	413	55%
	Alex	2821	1905	175	709	2789	99%	744	413	68.5	0	481	65%
	Elizabeth	4836	4028	333	213	4573	95%	744	413	0	0	413	55%
	Paul Wood	2613	2168	53	372	2592	99%	744	413	0	7.5	420	56%
	Sir Reginald Wilson	4030	2723	207	141	3070	76%	744	413	12	0	425	57%
	York	2509	2063	300	493	2855	114%	744	413	12	0	425	57%
Lung	Foulis	2717	2430	132	381	2942	108%	465	285	0	0	285	61%
	Lind ¹	863	621	245	41	906	105%	0	0	0	0	0	N/A
	Victoria	2418	2565	83	28	2676	111%	480	457.5	11.5	0	469	98%
Harefield	Cedar	1860	1700	561	472	2732	147%	1178	772.5	226	0	998	85%
	Cherry Tree ²	1495	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4329	3601	420	387	4407	102%	1178	755	244	0	998	85%
	HDU	2325	1940	28	0	1968	85%	589	127	0	0	127	21%
	ITU	7363	8338	1235	46	9618	131%	1258.5	757	216	0	972	77%
	Maple	3224	2553	12	35	2599	81%	1195	704	46	0	750	63%
	Oak/Acorn	6045	5003	486	0	5488	91%	2453	1254	335	0	1589	65%
Whole Trust		70760	56997	5552	5540	68088	96.23%	15189	8862	1170	8	10039	66.09%

* Columns in *italics* will be submitted to NHS England on 14th Apr. 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	4208	665	897	5770	90%	535	282	0	0	282	53%
	Rose	5348	2415	741	1514	4671	87%	535	282	0	0	282	53%
	AICU	7843	5382	922	288	6592	84%	136.4	61.6	0	0	62	45%
	Alex	1705	847	330	528	1705	100%	136	62	158	0	220	161%
	Elizabeth	4092	2057	542	374	2973	73%	136	62	0	0	62	45%
	Paul Wood	1364	825	297	198	1320	97%	136	62	0	0	62	45%
	Sir Reginald Wilson	1705	1012	420	139	1571	92%	136	62	11	0	73	53%
	York	1705	979	330	308	1617	95%	136	62	0	0	62	45%
Lung	Foulis	2046	1441	418	176	2035	99%	341	22	0	0	22	6%
	Lind ¹	396	22	165	209	396	100%	0	0	0	0	0	N/A
	Victoria	1364	1342	66	79	1487	109%	341	110	154	44	308	90%
Harefield	Cedar	1783	771	631	92	1493	84%	713	322	390	92	804	113%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1760	943	253	2956	96%	714	644	263	0	907	127%
	HDU	2139	1771	219	0	1990	93%	357	0	0	0	0	0%
	ITU	6774	5474	2793	276	8543	126%	357	172.5	137	0	310	87%
	Maple	1705	1622	140	35	1796	105%	713	586.5	115	12	713	100%
	Oak/Acorn	3751	2299	1364	58	3720	99%	682	297	298	58	652	96%
Whole Trust		53205	34226	10985	5423	50633	95.17%	6105	3087.1	1526	205	4818	78.92%

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, day case beds are excluded

²Cherry 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 14th Apr. 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	5	0	0	0	0	0
	Rose	0	0	8	0	0	0	0	0
RBH Heart & Paeds	AICU	0	0	32	0	0	0	0	0
	Alex	0	1	101	0	0	0	0	0
	Elizabeth	0	0	103	1	0	0	0	0
	Paul Wood	0	0	43	0	0	0	0	0
	Sir Reginald	0	0	0	0	0	0	0	0
	Wilson	0	1	80	1	0	0	0	0
	York	0	0	0	0	0	0	0	0
Lung	Foulis	0	0	34	0	14	0	0	0
	Lind	0	0	0	0	6	0	0	0
	Victoria	0	3	12	7	10	0	0	0
Harefield	Cedar	0	8	13	12	184	0	0	0
	Cherry Tree	0	0	0	0	0	0	0	0
	Rowan/Fir Tree	0	20	84	20	101	0	0	0
	HDU	0	0	22	0	0	0	0	0
	ITU	0	0	438	0	0	0	0	0
	Maple	0	4	3	14	10	0	0	0
	Oak/Acorn	1	17	212	4	3	0	0	0
Whole Trust	1	54	1190	59	328	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		
			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 (%)	
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name		Select from from drop down list	Select from from drop down list										Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation