

Nurse Staffing Indicator Template
Reporting Period: 1st – 31st Mar. 2018

Summary of Results and Commentary – Registered Nurse Staffing Levels

| Ward | Registered Nurses | | | |
|--------------------------------------|---------------------|----------------------|----------|--|
| | Day % fill rate | Night % fill rate | Comments | |
| RBH Heart & Paeds | PICU | 100% | 97% | As predicted |
| | Rose | 83% | 83% | Ward has been safely staffed. The slight drop in fill rate will be investigated. |
| | AICU | 89% | 93% | Registered nurse staffing appropriate for safe delivery of patient care. |
| | Alex | 110% | 95% | Registered nurse staffing appropriate for safe delivery of patient care. |
| | Elizabeth | 98% | 79% | Registered nurse staffing appropriate for safe delivery of patient care. |
| | Paul Wood | 90% | 91% | Registered nurse staffing appropriate for safe delivery of patient care. |
| | Sir Reginald Wilson | 80% | 113% | Registered nurse staffing appropriate for safe delivery of patient care. |
| | York | 110% | 96% | Registered nurse staffing appropriate for safe delivery of patient care. |
| Lung | Foulis | 116% | 101% | Safe staffing maintained to meet patient acuity and care needs. Increase in staff to meet higher care needs for some patients. |
| | Lind | 98% | 100% | Safe staffing levels maintained. |
| | Victoria | 114% | 100% | Safe staffing levels met matched with the acuity of level 2 patients with complex care needs. |
| Harefield | Cedar | 95% | 81% | Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts. |
| | Cherry Tree | - | - | N/A |
| | Rowan/Fir Tree | 92% | 91% | Safe staffing levels maintained. |
| | HDU | 87% | 87% | Staffing levels adjusted according to patient levels and acuity. Safe staffing levels maintained. |
| | ITU | 142% | 131% | Increase in number of ITU beds due to rebuild, average 20-21 per day. Thus requiring more staff to nurse patients. Supernumerary staff also on unit. |
| | Maple | 85% | 103% | Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day shifts. |
| | Juniper | 81% | 74% | Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night/Day shifts. |
| | Oak/Acorn | 77% | 83% | Figures reflect reduction in overnight beds, sufficient registered nurses on shift to provide safe patient care. |
| Whole Trust | 98% | 95% | | |

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 | |
| RBH Heart & Paeds | PICU | 34% | 28% | Not applicable care staff do not do direct patient care and are not counted in the nursing numbers. |
| | Rose | 35% | 28% | Not applicable care staff do not do direct patient care and are not counted in the nursing numbers. |
| | AICU | 51% | 27% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| | Alex | 55% | 82% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| | Elizabeth | 51% | 30% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| | Paul Wood | 51% | 30% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| | Sir Reginald Wilson | 52% | 46% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| | York | 51% | 63% | Healthcare worker shifts not replaced as there is appropriate registered nurses on shift to delivery safe care. |
| Lung | Foulis | 58% | 0% | This is offset by registered nurses. Safety and care needs met. |
| | Lind | N/A | N/A | N/A |
| | Victoria | 58% | 119% | Safe care needs met to meet with ward acuity including high care needs of sleep study patients' and offset by registered nurses. |
| Harefield | Cedar | 76% | 87% | Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts. |
| | Cherry Tree | - | - | N/A |
| | Rowan/Fir Tree | 78% | 112% | Safe staffing levels during the day, supernumerary staff and students utilised. Extra HCA at night due to patient dependency. |
| | HDU | 0% | 0% | N/A |
| | ITU | 79% | 97% | Annual leave taken by HCA. Unable to fill with bank. |
| | Maple | 120% | 130% | Safe staffing maintained, patients treatment and care needs met. Over 100% due to patient dependency and requirement for specialising in side rooms of confused patients. |
| | Juniper | 68% | 68% | Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day/night shifts. |
| | Oak/Acorn | 51% | 45% | Figures reflect reduction in overnight beds, sufficient staff to provide safe patient care. |
| Whole Trust | 56% | 63% | | |

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 | 5440 | 606 | 909 | 6954 | 100% | 1479 | 508 | 0 | 0 | 508 | 34% |
| | Rose | 5813 | 3525 | 779 | 544 | 4848 | 83% | 1479 | 508 | 6.5 | 0 | 514 | 35% |
| | AICU | 8138 | 6423 | 402 | 379 | 7204 | 89% | 1302 | 665 | 0 | 0 | 665 | 51% |
| | Alex | 2821 | 2415 | 157 | 527 | 3099 | 110% | 1302 | 665 | 36 | 12 | 713 | 55% |
| | Elizabeth | 4836 | 3863 | 370 | 523 | 4755 | 98% | 1302 | 665 | 0 | 0 | 665 | 51% |
| | Paul Wood | 2587 | 1658 | 190 | 471 | 2318 | 90% | 1302 | 665 | 0 | 0 | 665 | 51% |
| | Sir Reginald Wilson | 4030 | 2948 | 197 | 71 | 3215 | 80% | 1302 | 665 | 14 | 0 | 679 | 52% |
| | York | 2470 | 2085 | 445 | 186 | 2716 | 110% | 1302 | 665 | 0 | 0 | 665 | 51% |
| Lung | Foulis | 2301 | 2475 | 107 | 84 | 2666 | 116% | 465 | 270 | 0 | 0 | 270 | 58% |
| | Lind ¹ | 788 | 608 | 163 | 0 | 771 | 98% | 0 | 0 | 7.5 | 0 | 8 | N/A |
| | Victoria | 2418 | 2595 | 134 | 21 | 2750 | 114% | 495 | 262.5 | 7.5 | 15 | 285 | 58% |
| Harefield | Cedar | 2496 | 1967 | 410 | 0 | 2377 | 95% | 713 | 437 | 104 | 0 | 541 | 76% |
| | Cherry Tree ² | - | - | - | - | - | - | - | - | - | - | - | - |
| | Rowan/Fir Tree | 4433 | 3365 | 661 | 48 | 4074 | 92% | 1178 | 727 | 198 | 0 | 925 | 78% |
| | HDU | 2325 | 2010 | 12 | 0 | 2022 | 87% | 0 | 0 | 0 | 0 | 0 | 0% |
| | ITU | 7363 | 9563 | 717 | 184 | 10464 | 142% | 1239.5 | 848 | 137 | 0 | 985 | 79% |
| | Maple | 2015 | 1669 | 37 | 0 | 1706 | 85% | 482 | 543 | 35 | 0 | 578 | 120% |
| | Juniper | 2392 | 1557 | 302 | 88 | 1947 | 81% | 1000 | 678 | 0 | 0 | 678 | 68% |
| | Oak/Acorn | 6045 | 4220 | 432 | 0 | 4651 | 77% | 2432 | 1150 | 94 | 0 | 1244 | 51% |
| Whole Trust | | 70244 | 58382 | 6119 | 4034 | 68535 | 97.57% | 18773 | 9917 | 638 | 27 | 10582 | 56.37% |

* Columns in *italics* will be submitted to NHS England on 16th Apr. 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 | 6417 | 3726 | 1399 | 1093 | 6218 | 97% | 535 | 150 | 0 | 0 | 150 | 28% |
| | Rose | 5348 | 2254 | 1185 | 995 | 4433 | 83% | 535 | 150 | 0 | 0 | 150 | 28% |
| | AICU | 7487 | 5693 | 587 | 656 | 6935 | 93% | 341 | 92.4 | 0 | 0 | 92 | 27% |
| | Alex | 1705 | 770 | 616 | 231 | 1617 | 95% | 341 | 92 | 187 | 0 | 279 | 82% |
| | Elizabeth | 4092 | 1749 | 682 | 792 | 3223 | 79% | 341 | 92 | 11 | 0 | 103 | 30% |
| | Paul Wood | 1364 | 693 | 330 | 220 | 1243 | 91% | 341 | 92 | 11 | 0 | 103 | 30% |
| | Sir Reginald Wilson | 1705 | 1023 | 702 | 198 | 1923 | 113% | 341 | 92 | 65 | 0 | 157 | 46% |
| | York | 1705 | 1034 | 484 | 121 | 1639 | 96% | 341 | 92 | 55 | 66 | 213 | 63% |
| | Lung | Foulis | 1705 | 1243 | 418 | 66 | 1727 | 101% | 341 | 0 | 0 | 0 | 0 |
| Lind ¹ | | 352 | 143 | 121 | 88 | 352 | 100% | 0 | 0 | 0 | 0 | 0 | N/A |
| Victoria | | 1364 | 1177 | 143 | 44 | 1364 | 100% | 231 | 99 | 143 | 34 | 276 | 119% |
| Harefield | Cedar | 1783 | 989 | 460 | 0 | 1449 | 81% | 713 | 368 | 218 | 35 | 620 | 87% |
| | Cherry Tree ² | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% |
| | Rowan/Fir Tree | 3069 | 1725 | 994 | 81 | 2799 | 91% | 714 | 483 | 314 | 0 | 797 | 112% |
| | HDU | 2139 | 1829 | 22 | 0 | 1851 | 87% | 0 | 0 | 0 | 0 | 0 | 0% |
| | ITU | 6774 | 6095 | 2388 | 357 | 8840 | 131% | 357 | 333.5 | 12 | 0 | 345 | 97% |
| | Maple | 1023 | 874 | 183 | 0 | 1057 | 103% | 414 | 356.5 | 183 | 0 | 540 | 130% |
| | Juniper | 2139 | 701 | 874 | 0 | 1575 | 74% | 713 | 440.7 | 46 | 0 | 487 | 68% |
| | Oak/Acorn | 3751 | 2321 | 792 | 12 | 3124 | 83% | 682 | 275 | 23 | 12 | 310 | 45% |
| Whole Trust | 53920 | 34038 | 12378 | 4951 | 51367 | 95.27% | 7280 | 3209.1 | 1267 | 146 | 4622 | 63.48% | |

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

| Ward | Annual leave | Patient acuity | Patient Volume | Sickness | Vacancy | Maternity cover | Study Leave | Other |
|------------------------------|--------------|----------------|----------------|------------|------------|-----------------|-------------|----------|
| PICU | 0 | 0 | 473 | 0 | 0 | 0 | 0 | 0 |
| Rose | 0 | 0 | 400 | 0 | 0 | 0 | 0 | 0 |
| RBH Heart & Paeds | | | | | | | | |
| AICU | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Alex | 0 | 1 | 211 | 0 | 0 | 0 | 0 | 0 |
| Elizabeth | 0 | 0 | 304 | 0 | 0 | 0 | 0 | 0 |
| Paul Wood | 0 | 1 | 166 | 0 | 2 | 0 | 0 | 0 |
| Sir Reginald | | | | | | | | |
| Wilson | 0 | 0 | 131 | 0 | 0 | 0 | 0 | 0 |
| York | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| Lung | | | | | | | | |
| Foulis | 0 | 0 | 48 | 9 | 6 | 0 | 0 | 0 |
| Lind | 0 | 0 | 8 | 22 | 39 | 0 | 0 | 0 |
| Victoria | 1 | 1 | 48 | 1 | 48 | 0 | 0 | 0 |
| Harefield | | | | | | | | |
| Cedar | 0 | 0 | 0 | 27 | 135 | 0 | 0 | 0 |
| Cherry Tree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rowan/Fir Tree | 0 | 0 | 130 | 5 | 141 | 0 | 0 | 0 |
| HDU | 0 | 0 | 3 | 2 | 0 | 0 | 0 | 0 |
| ITU | 0 | 0 | 537 | 0 | 1 | 0 | 0 | 0 |
| Maple | 0 | 13 | 0 | 20 | 12 | 25 | 0 | 0 |
| Juniper | 4 | 1 | 1 | 5 | 1 | 0 | 0 | 0 |
| Oak/Acorn | 0 | 8 | 169 | 9 | 1 | 0 | 0 | 0 |
| Whole Trust | 5 | 25 | 2629 | 100 | 389 | 25 | 0 | 0 |

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 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 | 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 <small>*The Site code is automatically populated when a Site name is selected</small> | Hospital Site name | | | | 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 |