



A lifetime of specialist care

**Nurse staffing indicator template**  
**Reporting Period: 1 May 2015 – 31 May 2015**

**Summary of results and commentary – registered nurse staffing levels**

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	113%	116%	Appropriately staffed to meet patient numbers and their acuity, were supported by Rose Ward on a number of shifts	
Rose	118%	98%	Day shift above plan to support PICU on a number of shifts. Night shift numbers were adjusted due to a lower patient numbers overnight, with occasional support being given to PICU.	
<b>RBH Heart &amp; Paeds</b>	AICU	117%	127%	On plan
	Alex	115%	95%	On plan
	Elizabeth	109%	89%	On plan
	Paul Wood	108%	99%	On plan
	Sir Reginald Wilson	128%	97%	On plan
	York	122%	127%	On plan
	<b>Lung</b>	Foulis	122%	179%
Lind		99%	100%	
Victoria		99%	130%	Staff matched to patient numbers and acuity.
<b>Harefield</b>	Cedar	176%	106%	Currently Cedar ward over established to support recruitment to Holly ward – staff will be rotating to Rowan ward from mid-July.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	94%	83%	Night shortfall covered by ITU staff doing haemofiltration.
	HDU	90%	94%	Beds taken up with level 1 patients as unable to discharge patients as no ward beds available
	ITU	109%	111%	Staff moved to other areas
	Maple	85%	111%	Long term sickness cover, accrued annual leave post mat leave, and mat leave cover during May.
	Oak/Acorn	106%	122%	Staff reflected the acuity and dependency on the unit
<b>Whole Trust</b>	<b>110%</b>	<b>110%</b>		

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)		
	Day % fill rate	Night % fill rate	Comments
PICU	95%	52%	PICU appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
Rose	95%	52%	Rose Ward appropriately staffed with healthcare staff on day shift, decision made not to replace night shift with unknown temporary staff.
AICU	65%	0%	On Plan
<b>RBH Heart &amp; Paeds</b> Alex	42%	97%	Day shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Elizabeth	38%	48%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Paul Wood	40%	48%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
Sir Reginald Wilson	38%	48%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
York	38%	48%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care. Night shift on plan
<b>Lung</b> Foulis	102%	87%	
Lind	N/A	N/A	
Victoria	91%	330%	Staff matched to patient numbers and acuity.
<b>Harefield</b> Cedar	55%	90%	Unexpected short term sickness cover required to support patient dependency.
Cherry Tree	-	-	N/A
Rowan/Fir Tree	59%	97%	Day shortfall covered by utilising other staff groups i.e. specialist nurses, and student nurses.
HDU	27%	0%	N/A
ITU	135%	90%	Additional staff on days due to sickness and patient levels.
Maple	50%	116%	1:1 specialing of patient 24 hrs. per day for May staffing reflects the dependency of patients.
Oak/Acorn	88%	209%	Staffing at night reflected the dependency of patients on the unit, including 1:1 every night and also responding to need – recruiting for permanent staff continues.
<b>Whole Trust</b>	<b>68%</b>	<b>87%</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	6588	5300	614	1532	7445	113%	1015	968	0	0	968	95%
	Rose	5813	5940	332	564	6835	118%	1015	968	0	0	968	95%
	AICU	6200	6181	405	692	7279	117%	330	212	4	0	216	65%
	Alex	2821	2940	104	215	3258	115%	558	212	24	0	236	42%
	Elizabeth	4030	3345	321	709	4375	109%	558	212	0	0	212	38%
	Paul Wood	2093	1913	115	231	2259	108%	558	212	12	0	224	40%
	Sir Reginald Wilson	2418	3015	38	35	3087	128%	558	212	0	0	212	38%
	York	2431	2655	110	193	2958	122%	558	212	0	0	212	38%
Lung	Foulis	2691	2880	191	218	3289	122%	465	450	24	0	474	102%
	Lind <sup>1</sup>	<b>713</b>	683	12	8	702	99%	0	0	0	0	0	N/A
	Victoria	2883	2670	127	63	2860	99%	465	412.5	11	0	424	91%
Harefield	Cedar	1628	2828	31	12	2870	176%	1178	644	0	0	644	55%
	Cherry Tree <sup>2</sup>	819	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3900	3540	94	35	3668	94%	1178	545	117	35	697	59%
	HDU	2325	1966	119	0	2085	90%	589	161	0	0	161	27%
	ITU	8025	8178	468	88	8734	109%	654.5	347	539	0	886	135%
	Maple	2964	2292	215	0	2507	85%	1690	776	65	0	841	50%
	Oak/Acorn	5239	4860	683	30	5572	106%	2038	1403	392	0	1795	88%
<b>Whole Trust</b>		<b>63579</b>	<b>61184</b>	<b>3976</b>	<b>4620</b>	<b>69781</b>	<b>109.75%</b>	<b>13407</b>	<b>7943</b>	<b>1188</b>	<b>35</b>	<b>9166</b>	<b>68.37%</b>

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

Source: Nurse Bank Databases, E-Roster/MAPPS

<sup>1</sup>Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, day case beds are excluded

<sup>2</sup> Cherry 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 15 June 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				
	PICU	6061	4314	947	1773	7033	116%	535	276	0	0	276	52%
	Rose	5348	4083	380	760	5222	98%	535	276	0	0	276	52%
RBH Heart & Paeds	AICU	5704	5681	656	897	7234	127%	136.4	0	0	0	0	0%
	Alex	1705	1298	143	176	1617	95%	136	66	66	0	132	97%
	Elizabeth	3410	1595	868	563	3026	89%	136	66	0	0	66	48%
	Paul Wood	1254	902	176	165	1243	99%	136	66	0	0	66	48%
	Sir Reginald Wilson	1364	891	366	66	1323	97%	136	66	0	0	66	48%
	York	1254	1188	297	110	1595	127%	136	66	0	0	66	48%
	Foulis	1364	1672	556	220	2448	179%	341	187	111	0	298	87%
Lung	Lind <sup>1</sup>	308	308	0	0	308	100%	0	0	0	0	0	N/A
	Victoria	1364	1496	107	165	1768	130%	120	209	187	0	396	330%
Harefield	Cedar	1426	1449	58	0	1507	106%	713	621	23	0	644	90%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2728	1909	324	35	2268	83%	714	563.5	126	0	690	97%
	HDU	2024	1737	150	12	1898	94%	357	0	0	0	0	0%
	ITU	7268	6314	1461	322	8096	111%	357	218.5	102	0	321	90%
	Maple	1705	1587	299	0	1886	111%	713	598	230	0	828	116%
	Oak/Acorn	3069	1760	1753	218	3730	122%	341	297	370	46	713	209%
<b>Whole Trust</b>		<b>47355</b>	<b>38182</b>	<b>8538</b>	<b>5480</b>	<b>52200</b>	<b>110.23%</b>	<b>5543</b>	<b>3576</b>	<b>1216</b>	<b>46</b>	<b>4838</b>	<b>87.28%</b>

Source: Nurse bank databases, e-roster/MAPPS

<sup>1</sup>Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, day case beds are excluded

<sup>2</sup>Cherry 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 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
PICU	0	0	425	0	0	0	0	0
Rose	0	0	185	0	1	0	0	0
<b>RBH Heart &amp; Paeds</b>								
AICU	0	0	9	0	243	0	0	0
Alex	0	0	41	0	0	0	0	0
Elizabeth	0	0	176	0	0	0	0	0
Paul Wood	0	0	15	0	0	0	0	0
Sir Reginald								
Wilson	0	0	38	0	0	0	0	0
York	0	0	0	0	0	0	0	0
<b>Lung</b>								
Foulis	0	2	60	6	26	0	0	0
Lind	0	0	0	0	3	3	0	0
Victoria	0	0	5	10	45	0	0	0
<b>Harefield</b>								
Cedar	0	2	0	9	0	0	0	0
Cherry Tree	0	0	0	0	0	0	0	0
Rowan/Fir Tree	2	11	19	19	13	1	0	0
HDU	0	0	19	3	3	0	0	0
ITU	0	0	281	0	0	0	0	0
Maple	10	21	3	15	11	0	4	0
Oak/Acorn	20	42	140	70	10	35	2	0
<b>Whole Trust</b>	<b>32</b>	<b>78</b>	<b>1416</b>	<b>132</b>	<b>355</b>	<b>39</b>	<b>6</b>	<b>0</b>

**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. HCAs working on the adult wards in Sydney Street are pooled and rotate between the five 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 *The Site code is automatically populated when a Site name is selected	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	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