

Nurse staffing indicator template
Reporting period: 1 May 2016 – 31 May. 2016

Summary of results and commentary – registered nurse staffing levels

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	95%	105%	Within normal parameters.	
	Rose	97%	82%	Within normal parameters.
RBH Heart & Paeds	AICU	76%	80%	The nurse staffing reflects an elective reduction in bed capacity on both the day and night shift.
	Alex	116%	103%	On Plan.
	Elizabeth	89%	66%	The nurse staffing reflects an elective reduction in bed capacity.
	Paul Wood	107%	99%	On plan.
	Sir Reginald Wilson	81%	97%	On plan.
	York	123%	99%	On plan.
	Lung	Foulis	110%	99%
Lind		106%	100%	Day and Night fill on plan.
Victoria		90%	99%	Day staff matched patient activity and acuity.
Harefield	Cedar	136%	83%	Day % fill rate – one member of staff unable to work clinically. Increased patient acuity. Night % fill rate – on target.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	102%	90%	Extra super-nummery staff and students to cover night shortfall. Night also staffed with extra HCA's. Assistance from ITU with haemofiltration.
	HDU	93%	88%	Reduction in level 2 patients. Staffing flexed accordingly on day and night shifts.
	ITU	137%	120%	Super-nummery staff in numbers on days. Extremely busy work load on nights. Level 3 patient requiring 2 nurses per shift.
	Maple	77%	114%	Day % fill rate – on target. Night % fill rate – Increased patient acuity.
	Oak/Acorn	101%	97%	Registered Nurses are on plan.
Whole Trust	98%	94%		

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	83%	56%	Within normal parameters.
	Rose	83%	56%	Within normal parameters.
	AICU	54%	45%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
	Alex	55%	158%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
	Elizabeth	44%	53%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
	Paul Wood	43%	53%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
	Sir Reginald Wilson	46%	61%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
	York	43%	77%	Healthcare support worker shifts electively not replaced as sufficient RN to provide safe patient care.
Lung	Foulis	66%	23%	Day care staff matched patient care needs.
	Lind	N/A	N/A	N/A
	Victoria	89%	68%	Day & Night care staff some sickness and annual leave. Staff matched patients care needs. (small portion of overall staff establishment).
Harefield	Cedar	67%	95%	Day and night % fill rate – on target.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	84%	145%	Day shortfall covered with extra super-nummery staff and student nurses. Extra HCA's at night due to dependency of patients.
	HDU	0%	0%	N/A
	ITU	109%	84%	Super-nummery staff on shift.
	Maple	76%	92%	Day and night % fill rate – on target.
	Oak/Acorn	57%	112%	The care staff are on plan for the days but covering 1 full time maternity leave on nights when cannot be filled by permanent staff.
Whole Trust	63%	81%		

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	4992	407	1203	6602	95%	964	805	0	0	805	83%
	Rose	5813	4538	353	768	5658	97%	964	805	0	0	805	83%
	AICU	8525	5997	249	268	6513	76%	744	320	82.5	0	402	54%
	Alex	2821	3030	91	140	3261	116%	744	320	87	0	407	55%
	Elizabeth	4836	3915	381	0	4296	89%	744	320	7.5	0	327	44%
	Paul Wood	2587	2678	46	55	2778	107%	744	320	0	0	320	43%
	Sir Reginald Wilson	4030	3068	126	70	3264	81%	744	320	24	0	344	46%
	York	2470	2843	146	53	3042	123%	744	320	0	0	320	43%
	Lung	Foulis	2704	2963	0	6	2968	110%	465	308	0	0	308
Lind ¹		825	840	34	0	874	106%	0	0	0	0	0	N/A
Victoria		2883	2558	29	0	2586	90%	465	397.5	15	0	413	89%
Harefield	Cedar	1860	2004	334	201	2538	136%	1178	667	104	23	794	67%
	Cherry Tree ²	1430	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4316	3730	195	475	4400	102%	1178	824	104	58	985	84%
	HDU	2325	2151	12	0	2162	93%	589	0	0	0	0	0%
	ITU	7363	9515	476	107	10098	137%	688.5	681	67	0	747	109%
	Maple	3224	2277	85	129	2491	77%	1170	790	46	58	894	76%
	Oak/Acorn	6045	5691	398	45	6134	101%	2612	1241	250	0	1491	57%
Whole Trust		71031	62786	3359	3519	69664	98.08%	14737	8433	786	138	9357	63.49%

* Columns in *italics* will be submitted to NHS England on 15th Jun. 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				
PICU	PICU	6417	4571	667	1472	6710	105%	581	328	0	0	328	56%
	Rose	5348	2783	482	1104	4369	82%	581	328	0	0	328	56%
RBH Heart & Paeds	AICU	7843	5762	248	276	6285	80%	136.4	61.6	0	0	62	45%
	Alex	1705	1199	264	297	1760	103%	136	62	154	0	216	158%
	Elizabeth	4092	1683	672	330	2685	66%	136	62	11	0	73	53%
	Paul Wood	1364	1188	99	66	1353	99%	136	62	11	0	73	53%
	Sir Reginald												
	Wilson	1705	1023	551	88	1662	97%	136	62	22	0	84	61%
	York	1705	1265	275	143	1683	99%	136	62	44	0	106	77%
Lung	Foulis	2046	2013	11	0	2024	99%	341	77	0	0	77	23%
	Lind ¹	352	275	77	0	352	100%	0	0	0	0	0	N/A
	Victoria	1364	1342	0	11	1353	99%	341	209	11	11	231	68%
Harefield	Cedar	1783	1219	150	104	1472	83%	713	425.5	150	104	679	95%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	3069	1886	345	540	2771	90%	714	770.5	160	104	1034	145%
	HDU	2139	1760	115	0	1875	88%	357	0	0	0	0	0%
	ITU	6774	5509	1749	851	8108	120%	357	287.5	12	0	299	84%
	Maple	1705	1599	253	92	1944	114%	713	552	69	35	656	92%
	Oak/Acorn	3751	2189	1242	209	3640	97%	682	407	287	69	763	112%
Whole Trust		53161	37264	7199	5583	50046	94.14%	6197	3753.6	930	322	5005	80.77%

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 Jun. 2016. For further details about the sources of information and the assumptions made, please see Appendix 1.

		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
RBH Heart & Paeds	PICU	0	0	329	0	0	0	0	0	
	Rose	0	0	240	0	0	0	0	0	
	AICU	0	0	105	0	0	0	0	0	
	Alex	0	0	78	0	0	0	0	0	
	Elizabeth	0	0	122	0	0	0	0	0	
	Paul Wood	0	0	7	0	0	0	0	0	
	Sir Reginald Wilson	0	0	69	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	1	0	0	0	0	0	
	Lind	0	0	9	0	0	0	0	0	
	Victoria	0	0	9	0	0	0	0	0	
Harefield	Cedar	3	2	8	2	85	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	83	39	10	40	0	0	0	
	HDU	0	0	4	1	6	0	0	0	
	ITU	0	0	287	0	0	0	0	0	
	Maple	0	17	3	11	18	4	0	0	
	Oak/Acorn	0	25	127	16	55	0	0	0	
Whole Trust	3	127	1437	40	204	4	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	
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