



A lifetime of specialist care

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

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	106%	109%	Within normal parameters.
	Rose	105%	92%	Within normal parameters.
	AICU	69%	71%	On Plan (10 beds closed for refurbishment).
	Alex	91%	97%	On Plan.
	Elizabeth	84%	62%	On Plan.
	Paul Wood	90%	90%	On Plan.
	Sir Reginald Wilson	74%	101%	On Plan.
	York	115%	101%	On Plan.
Lung	Foulis	112%	101%	Matched to patient acuity and high volume intravenous medication. Safe staffing levels.
	Lind	100%	100%	On Plan.
	Victoria	107%	107%	Slightly above, to match patient care needs.
Harefield	Cedar	140%	78%	Unfilled shifts covered by the large number of supernumerary nurses (new starters) High day fill rate due to HCA shortfall.
	Rowan/Fir Tree	98%	90%	Safe staffing levels maintained. Extra HCA support at night in line with clinical requirements.
	HDU	82%	83%	Staffing adjusted in line with reduced patient acuity and occupancy.
	ITU	134%	122%	Additional supernumerary staff (new starters) leading to higher staffing numbers on days and nights.
	Maple	79%	102%	Unfilled day shifts covered by education and supernumerary staff. Nights on plan.
	Oak/Acorn	89%	88%	Activity below plan – partly due to 2 beds closed for floor repairs. Sufficient numbers of registered nurses on shift to provide safe patient care.
Whole Trust	95%	93%		

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	79%	57%	Not counted in nursing numbers
	Rose	79%	57%	Not counted in nursing numbers
	AICU	70%	47%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
	Alex	67%	127%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
	Elizabeth	67%	63%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
	Paul Wood	67%	87%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
	Sir Reginald Wilson	67%	55%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
	York	67%	95%	HCA shifts not filled as sufficient registered nurses available for safe patient care.
Lung	Foulis	56%	13%	Higher % Registered nurses utilised due to patient acuity to offset care staff.
	Lind	N/A	N/A	N/A
	Victoria	52%	45%	This is offset by registered nurses and a vacant post.
Harefield	Cedar	60%	94%	Unfilled HCA Shifts on day shifts covered by RGNs (including supernumerary). Nights on plan.
	Rowan/Fir Tree	90%	138%	Extra HCA at night due to patient dependency.
	HDU	0%	0%	N/A
	ITU	67%	97%	New starter covering HCA empty shifts.
	Maple	63%	90%	Unfilled HCA Shifts on day shifts / Nights on plan.
	Oak/Acorn	49%	76%	Sufficient numbers of care staff on shift to provide safe patient care.
Whole Trust	63%	76%		

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	5654	642	1070	7366	106%	961	758	0	0	758	79%
	Rose	5813	4680	600	828	6108	105%	961	758	0	0	758	79%
	AICU	8525	5877	5	0	5881	69%	745.5	497	27	0	524	70%
	Alex	2821	1988	192	389	2568	91%	746	497	5	0	502	67%
	Elizabeth	4836	3915	127	27	4069	84%	746	497	5	0	502	67%
	Paul Wood	2613	2040	110	194	2344	90%	746	497	0	0	497	67%
	Sir Reginald Wilson	4030	2760	177	53	2990	74%	746	497	0	0	497	67%
	York	2509	2303	295	291	2889	115%	746	497	5	0	502	67%
Lung	Foulis	2717	2828	128	97	3052	112%	465	263	0	0	263	56%
	Lind ¹	787	658	100	30	788	100%	-	-	-	-	-	N/A
	Victoria	2418	2490	93	0	2583	107%	488	255	0	0	255	52%
Harefield	Cedar	1860	2119	478	12	2608	140%	1178	523.5	184	0	707	60%
	Cherry Tree ²	1495	-	-	-	-	N/A	-	-	-	-	-	N/A
	Rowan/Fir Tree	4329	3875	348	12	4234	98%	1178	839	220	0	1059	90%
	HDU	2325	1898	12	0	1909	82%	589	-	-	-	-	N/A
	ITU	7363	9379	506	0	9885	134%	1258.5	697	150	0	847	67%
	Maple	3224	2473	69	0	2542	79%	1177	692	49	0	741	63%
Oak/Acorn	6045	5258	151	0	5409	89%	2453	1068	145	0	1213	49%	
Whole Trust		70684	60191	4030	3000	67220	95.10%	15181	8831	789	0	9621	63.37%

* Columns in *italics* will be submitted to NHS England on 15th Jun. 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	4717	805	1461	6982	109%	535	305	0	0	305	57%	
	Rose	5348	2783	817	1310	4910	92%	535	305	0	0	305	57%	
	AICU	7843	5555	0	0	5555	71%	136.4	63.8	0	0	64	47%	
	Alex	1705	913	418	319	1650	97%	136	64	99	11	174	127%	
	Elizabeth	4092	1947	462	143	2552	62%	136	64	22	0	86	63%	
	Paul Wood	1364	792	187	253	1232	90%	136	64	55	0	119	87%	
	Sir Reginald													
	Wilson	1705	1023	410	286	1719	101%	136	64	11	0	75	55%	
	York	1705	1001	539	178	1718	101%	136	64	66	0	130	95%	
Lung	Foulis	2046	1441	462	154	2057	101%	341	44	0	0	44	13%	
	Lind ¹	374	187	110	77	374	100%	0	0	0	0	0	N/A	
	Victoria	1364	1430	11	22	1463	107%	341	110	11	33	154	45%	
Harefield	Cedar	1783	1012	365	12	1388	78%	713	506	140	23	669	94%	
	Cherry Tree ²	0	0	0	0	0	N/A	0	0	0	0	0	N/A	
	Rowan/Fir Tree	3069	1944	772	35	2750	90%	714	644	344	0	988	138%	
	HDU	2139	1737	48	0	1785	83%	357	-	-	-	-	N/A	
	ITU	6774	6923	1241	92	8256	122%	357	322	23	0	345	97%	
	Maple	1705	1610	127	0	1737	102%	713	529	115	0	644	90%	
	Oak/Acorn	3751	2761	553	0	3314	88%	682	440	81	0	521	76%	
Whole Trust		53183	37774	7325	4341	49440	92.96%	6105	3587.3	967	67	4621	75.69%	

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. 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	
RBH Heart & Paeds	PICU	0	0	476	0	0	0	0	0	
	Rose	0	0	435	0	0	0	0	0	
	AICU	0	3	3	0	0	0	0	0	
	Alex	0	0	96	0	0	0	0	0	
	Elizabeth	0	0	91	0	0	0	0	0	
	Paul Wood	0	0	39	0	0	0	0	0	
	Sir Reginald Wilson	0	0	66	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	17	18	0	17	0	0	0	
	Lind	0	1	13	1	3	0	0	0	
	Victoria	0	0	0	2	10	0	0	0	
Harefield	Cedar	0	3	6	37	90	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	3	112	13	59	0	0	0	
	HDU	0	0	6	0	0	0	0	0	
	ITU	0	0	389	0	0	0	0	0	
	Maple	0	3	6	17	8	0	0	0	
	Oak/Acorn	0	0	82	12	0	0	0	0	
Whole Trust	0	30	1838	82	187	0	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 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			Main two specialties on each ward		Day				Night				Day		Night	
					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	Ward 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				
	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