# Nurse Staffing Indicator Template
## Reporting Period: 1st – 30th Nov. 2017

**Summary of Results and Commentary – Registered Nurse Staffing Levels**

| Ward | | Registered Nurses | | |
|------|---|---|---|---|
| | | Day<br>% fill rate | Night<br>% fill rate | Comments |
| **RBH Heart & Paeds** | PICU | 94% | 91% | Within normal parameters. |
| | Rose | 107% | 92% | Within normal parameters. |
| | AICU | 92% | 91% | |
| | Alex | 104% | 95% | |
| | Elizabeth | 89% | 78% | |
| | Paul Wood | 89% | 92% | |
| | Sir Reginald Wilson | 87% | 99% | |
| | York | 112% | 93% | |
| **Lung** | Foulis | 93% | 69% | Safe staffing maintained, patient care needs and treatments met. |
| | Lind | 96% | 100% | All shifts were covered with 2 RGN as per establishment. Staffing at night time is 100% covered with appropriate skill mix. |
| | Victoria | 106% | 102% | Safe staffing levels to meet increased acuity of level 2 patients with complex care needs. |
| **Harefield** | Cedar | 132% | 83% | Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts.<br>2 supernumerary staff in month. |
| | Cherry Tree | - | - | N/A |
| | Rowan/Fir Tree | 95% | 92% | Safe staffing levels |
| | HDU | 87% | 97% | |
| | ITU | 143% | 127% | |
| | Maple | 81% | 105% | Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day Shifts. |
| | Oak/Acorn | 84% | 89% | Ward relocated due to essential repairs, less beds in total, sufficient staff on duty to deliver safe patient care. |
| **Whole Trust** | | **98%** | **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 | 76% | 42% | HCA's are not delivering patient care. |
| | Rose | 76% | 42% | HCA's are not delivering patient care. |
| | AICU | 37% | 21% | |
| | Alex | 41% | 88% | |
| | Elizabeth | 36% | 31% | |
| | Paul Wood | 35% | 21% | |
| | Sir Reginald Wilson | 36% | 25% | |
| | York | 35% | 25% | |
| **Lung** | Foulis | 77% | 7% | Reduced healthcare staff offset by registered nurses. Safety maintained, patient care needs met. |
| | Lind | N/A | N/A | N/A |
| | Victoria | 72% | 73% | This is offset by registered nurses to safely meet patients care needs. |
| **Harefield** | Cedar | 85% | 88% | Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts. |
| | Cherry Tree | - | - | N/A |
| | Rowan/Fir Tree | 96% | 136% | Extra HCA at night due to increased patient dependency |
| | HDU | 16% | 0% | N/A |
| | ITU | 71% | 97% | |
| | Maple | 83% | 97% | Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts. |
| | Oak/Acorn | 55% | 74% | Ward relocated due to essential repairs, less beds in total, sufficient staff on duty to deliver safe patient care. |
| **Whole Trust** | | **55%** | **63%** | |

**Table 1: Day Shifts**

| Ward | | Day | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Registered Nurses | | | | | | Care Staff | | | | | |
| | | Actual (hrs) | | | | | | Actual (hrs) | | | | | |
| | | *Planned (hrs)* | Usual roster | Bank | Agency | *Total fill (hrs)* | *Average fill rate (%)* | *Planned (hrs)* | Usual roster | Bank | Agency | *Total fill (hrs)* | *Average fill rate (%)* |
| **RBH Heart & Paeds** | PICU | 6750 | 5146 | 391 | 782 | 6319 | 94% | 928 | 703 | 0 | 0 | 703 | 76% |
| | Rose | 5625 | 4988 | 447 | 600 | 6034 | 107% | 928 | 703 | 0 | 0 | 703 | 76% |
| | AICU | 7500 | 6739 | 130 | 67 | 6936 | 92% | 1260 | 444 | 23 | 0 | 467 | 37% |
| | Alex | 2730 | 2085 | 201 | 554 | 2840 | 104% | 1260 | 444 | 67.5 | 0 | 512 | 41% |
| | Elizabeth | 4680 | 3413 | 224 | 533 | 4169 | 89% | 1260 | 444 | 12.5 | 0 | 457 | 36% |
| | Paul Wood | 2522 | 1545 | 171 | 530 | 2246 | 89% | 1260 | 444 | 0 | 0 | 444 | 35% |
| | Sir Reginald Wilson | 3900 | 3150 | 171 | 62 | 3383 | 87% | 1260 | 444 | 7 | 0 | 451 | 36% |
| | York | 2418 | 1875 | 305 | 533 | 2713 | 112% | 1260 | 444 | 0 | 0 | 444 | 35% |
| **Lung** | Foulis | 2626 | 2243 | 24 | 167 | 2433 | 93% | 450 | 308 | 0 | 39 | 347 | 77% |
| | Lind[1] | 825 | 543 | 247 | 0 | 790 | 96% | 0 | 0 | 0 | 0 | 0 | N/A |
| | Victoria | 2340 | 2453 | 0 | 32 | 2484 | 106% | 465 | 322.5 | 0 | 12 | 335 | 72% |
| **Harefield** | Cedar | 1800 | 2036 | 316 | 23 | 2374 | 132% | 690 | 517.5 | 67 | 0 | 584 | 85% |
| | Cherry Tree[2] | 1430 | 0 | 0 | 0 | 0 | 0% | - | - | - | - | - | - |
| | Rowan/Fir Tree | 4186 | 3457 | 437 | 65 | 3958 | 95% | 1178 | 957 | 176 | 0 | 1133 | 96% |
| | HDU | 2250 | 1951 | 0 | 0 | 1951 | 87% | 570 | - | - | - | - | N/A |
| | ITU | 7125 | 9564 | 598 | 0 | 10162 | 143% | 1213 | 792 | 68 | 0 | 860 | 71% |
| | Maple | 3120 | 2345 | 184 | 0 | 2529 | 81% | 808 | 599 | 69 | 0 | 668 | 83% |
| | Oak/Acorn | 5850 | 4856 | 75 | 0 | 4931 | 84% | 2369 | 1219 | 79 | 0 | 1297 | 55% |
| **Whole Trust** | | **67677** | **58386** | **3918** | **3946** | **66250** | **97.89%** | **17158** | **8876** | **568** | **51** | **9495** | **55.34%** |

\* Columns in *italics* will be submitted to NHS England on 15th Dec. 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 | | | | | |
| | | | Actual (hrs) | | | | | | Actual (hrs) | | | | |
| | | *Planned (hrs)* | Usual roster | Bank | Agency | *Total fill (hrs)* | *Average fill rate (%)* | *Planned (hrs)* | Usual roster | Bank | Agency | *Total fill (hrs)* | *Average fill rate (%)* |
| **RBH Heart & Paeds** | PICU | 6210 | 3802 | 844 | 982 | 5627 | 91% | 518 | 219 | 0 | 0 | 219 | 42% |
| | Rose | 5175 | 2979 | 1014 | 793 | 4785 | 92% | 518 | 219 | 0 | 0 | 219 | 42% |
| | AICU | 6900 | 6268 | 12 | 0 | 6279 | 91% | 330 | 70.4 | 0 | 0 | 70 | 21% |
| | Alex | 1650 | 748 | 308 | 506 | 1562 | 95% | 330 | 70 | 220 | 0 | 290 | 88% |
| | Elizabeth | 3960 | 1584 | 638 | 872 | 3094 | 78% | 330 | 70 | 33 | 0 | 103 | 31% |
| | Paul Wood | 1320 | 583 | 407 | 220 | 1210 | 92% | 330 | 70 | 0 | 0 | 70 | 21% |
| | Sir Reginald Wilson | 1650 | 1023 | 508 | 110 | 1641 | 99% | 330 | 70 | 11 | 0 | 81 | 25% |
| | York | 1650 | 781 | 528 | 220 | 1529 | 93% | 330 | 70 | 11 | 0 | 81 | 25% |
| **Lung** | Foulis | 1980 | 1254 | 55 | 66 | 1375 | 69% | 330 | 0 | 0 | 24 | 24 | 7% |
| | Lind[1] | 396 | 198 | 66 | 132 | 396 | 100% | 0 | 0 | 0 | 0 | 0 | N/A |
| | Victoria | 1320 | 1298 | 22 | 22 | 1342 | 102% | 330 | 154 | 44 | 44 | 242 | 73% |
| **Harefield** | Cedar | 1725 | 1208 | 219 | 12 | 1438 | 83% | 690 | 506 | 102 | 0 | 608 | 88% |
| | Cherry Tree[2] | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0 | 0% |
| | Rowan/Fir Tree | 2970 | 2024 | 692 | 23 | 2739 | 92% | 714 | 759 | 214 | 0 | 973 | 136% |
| | HDU | 2070 | 1909 | 104 | 0 | 2013 | 97% | 345 | - | - | - | - | N/A |
| | ITU | 6555 | 6222 | 1926 | 161 | 8308 | 127% | 345 | 218.5 | 115 | 0 | 334 | 97% |
| | Maple | 1650 | 1553 | 175 | 0 | 1727 | 105% | 690 | 540.5 | 115 | 12 | 667 | 97% |
| | Oak/Acorn | 3630 | 2376 | 829 | 23 | 3228 | 89% | 660 | 418 | 69 | 0 | 487 | 74% |
| **Whole Trust** | | **50811** | **35807** | **8344** | **4140** | **48291** | **95.04%** | **7119** | **3455.4** | **935** | **80** | **4470** | **62.78%** |

**Source: Nurse Bank Databases, E-Roster/MAPPS**

[1] Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

[2] Cherry 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 Dec. 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 | 390 | 0 | 11 | 0 | 0 | 0 | |
| | Rose | 0 | 0 | 411 | 0 | 9 | 0 | 0 | 0 | |
| | AICU | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Alex | 0 | 14 | 167 | 0 | 65 | 0 | 0 | 0 | |
| | Elizabeth | 0 | 9 | 338 | 0 | 5 | 0 | 0 | 0 | |
| | Paul Wood | 0 | 3 | 124 | 0 | 46 | 0 | 0 | 0 | |
| | Sir Reginald Wilson | 0 | 1 | 89 | 0 | 11 | 0 | 0 | 0 | |
| | York | 0 | 1 | 0 | 2 | 58 | 0 | 0 | 0 | |
| **Lung** | Foulis | 0 | 8 | 29 | 0 | 4 | 0 | 0 | 0 | |
| | Lind | 0 | 0 | 4 | 26 | 31 | 0 | 0 | 0 | |
| | Victoria | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 0 | |
| **Harefield** | Cedar | 0 | 2 | 0 | 30 | 75 | 0 | 0 | 0 | |
| | Cherry Tree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Rowan/Fir Tree | 9 | 10 | 98 | 15 | 71 | 0 | 0 | 0 | |
| | HDU | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | |
| | ITU | 0 | 1 | 405 | 1 | 0 | 0 | 1 | 0 | |
| | Maple | 1 | 2 | 2 | 47 | 1 | 0 | 0 | 0 | |
| | Oak/Acorn | 0 | 18 | 95 | 17 | 3 | 0 | 0 | 0 | |
| **Whole Trust** | | 10 | 69 | 2179 | 138 | 390 | 0 | 1 | 0 | |

**Source:  Nurse Bank Databases, E-Roster/MAPPS**

[1] Lind:  please note these are the total hours planned and filled for the unit.  When reporting to NHS England, daycase beds are excluded

[2] Cherry 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 | | | Main two specialties on each ward | | Day | | | | Night | | | | Day | | Night | |
| | | | | | Registered nurses/ midwives | | Care Staff | | Registered nurses/ midwives | | Care Staff | | | | | |
| Site code *The Site code is automatically populated when a Site name is selected | 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 | 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 | Select from from drop down list | | | | | | | | | Automatic calculation | Automatic calculation | Automatic calculation | Automatic calculation |
| | | | | | | | | | | | | | | | | |