



A lifetime of specialist care

Nurse Staffing Indicator Template

Reporting period: 1 Nov 2014 – 30 Nov 2014

Summary of results and commentary – registered nurse staffing levels

Ward	Registered nurses			
	Day % fill rate	Night % fill rate	Comments	
PICU	103%	107%	PICU was appropriately staffed both on night and day shifts for the number of patients.	
Rose	105%	92%	Rose ward was staffed appropriately both on day and night shifts.	
RBH Heart & Paeds	AICU	123%	125%	AICU was appropriately staffed for the number of patients on day and night shifts.
	Alex	118%	101%	Day and night shift on plan.
	Elizabeth	112%	92%	Day and night shift on plan.
	Paul Wood	102%	110%	Day and night shift on plan.
	Sir Reginald Wilson	73%	124%	On plan.
	York	121%	127%	Day and night shift on plan.
	Lung	Foulis	110%	116%
Lind		96%	100%	Within expected range
Victoria		96%	101%	Number of nurses matched patient needs.
Harefield	Cedar	143%	102%	Day; Increased nurse vacancy rates, interviews continue in anticipation of new ward (Holly), making good progress, some new starters appointed. Night: slight increase to cover workload.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	100%	86%	Night shift covered by ITU staff for dialysis. Day shift 100% fill rate achieved by utilising bank and agency staff.
	HDU	94%	86%	Activity 7% below planned levels therefore staffing levels adjusted accordingly.
	ITU	126%	111%	Activity 15% above planned levels on ITU. Hospital dialysis team activity also very busy.
	Maple	76%	97%	Day and night on plan.
	Oak/Acorn	110%	114%	On plan, allowing for increase of level 2 patients.
Whole Trust	106%	106%		

Summary of results and commentary – care staffing levels

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)
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		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	90%	50%	PICU was staffed appropriately with care staff both on day and night shifts.
	Rose	90%	50%	Rose ward was staffed appropriately with care staff both on night and day shifts.
	AICU	70%	100%	AICU was staffed appropriately on both shifts with care staff. 70% fill on day shift was adequate.
	Alex	87%	213%	Day shift healthcare workers shifts not filled as sufficient registered nurses available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
	Elizabeth	64%	130%	Day shift healthcare worker shifts not filled as sufficient registered nurses available to provide safe nursing care. Night shift a small number of patient require 1:1 care at night, therefore additional healthcare workers were booked onto the appropriate shifts.
	Paul Wood	72%	97%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift on plan.
	Sir Reginald Wilson York	158%	397%	On plan
Lung	Foulis	109%	183%	Patient high care needs matched increase in fill rate.
	Lind	N/A	N/A	N/A
	Victoria	130%	128%	Patient high care needs matched increase in fill rate.
Harefield	Cedar	71%	102%	Day; on discussion, agreement not to fill empty shifts with unknown care workers. Night; slight increase to cover workload.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	101%	100%	Night and day shift fill rate achieved by using bank and agency staff.
	HDU	100%	100%	On plan
	ITU	118%	96%	Patient numbers high. Some re-distribution of workload from night to day staff.
	Maple	34%	43%	Day and night; on discussion there was agreement not to fill empty shifts with care workers.
Oak/Acorn	94%	150%	Day; on target, night; increased volume of dependent long term patients requiring basic observation.	
Whole Trust		78%	82%	

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	6375	5145	493	909	6547	103%	928	837	0	0	837	90%	
	Rose	5625	4455	403	1070	5927	105%	928	837	0	0	837	90%	
	AICU	6000	5089	601	1711	7401	123%	330	195	36	0	231	70%	
	Alex	2730	2655	242	331	3227	118%	360	195	78.5	38	312	87%	
	Elizabeth	3900	3143	348	873	4363	112%	360	195	23	11	229	64%	
	Paul Wood	2275	1905	174	242	2321	102%	360	195	11	52.5	259	72%	
	Sir Reginald													
	Wilson	3900	2303	139	406	2848	73%	360	195	308.5	67	571	158%	
	York	2340	2310	161	368	2838	121%	360	195	142	0	337	93%	
Lung	Foulis	2670	2543	274	110	2926	110%	502.5	503	12	33	548	109%	
	Lind ¹	750	690	27	0	717	96%	0	0	0	0	0	N/A	
	Victoria	2790	2040	566	65	2671	96%	405	405	121.5	0	527	130%	
Harefield	Cedar	1575	2062	173	23	2257	143%	1140	647.5	97	69	814	71%	
	Cherry Tree ²	780	0	63	0	63	8%	-	-	-	-	-	-	
	Rowan/Fir Tree	3770	3505	161	115	3781	100%	1178	758	289	138	1185	101%	
	HDU	2250	2109	12	0	2120	94%	570	123	0	0	123	100%	
	ITU	7750	8807	910	35	9751	126%	624	428	308	0	736	118%	
	Maple	2860	2026	140	0	2166	76%	3040	1027	0	0	1027	34%	
	Oak/Acorn	5070	4944	580	35	5559	110%	1965	1227	472	157	1856	94%	
Whole Trust	63410	55728	5464	6290	67482	106.42%	13411	7962	1899	566	10426	77.75%		

* Columns in *italics* will be submitted to NHS England on 15th Dec 2014. For further details about the sources of information and the assumptions made, please see Appendix 1.

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

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 November 2014. 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				
RBH Heart & Paeds	PICU	5865	4136	840	1323	6298	107%	518	259	0	0	259	50%
	Rose	5175	3117	472	1150	4738	92%	518	259	0	0	259	50%
	AICU	5520	5129	621	1173	6923	125%	66	0	0	0	0	100%
	Alex	1650	968	385	319	1672	101%	66	64	66	11	141	213%
	Elizabeth	3300	1595	649	803	3047	92%	66	64	11	11	86	130%
	Paul Wood	1210	748	352	231	1331	110%	66	64	0	0	64	97%
	Sir Reginald	1320	792	465	385	1642	124%	66	64	176	22	262	397%
	Wilson	1210	858	363	319	1540	127%	66	64	110	0	174	263%
Lung	Foulis	1320	1210	297	22	1529	116%	150	165	77	33	275	183%
	Lind ¹	352	352	0	0	352	100%	0	0	0	0	0	N/A
	Victoria	1320	1177	121	33	1331	101%	120	143	11	0	154	128%
Harefield	Cedar	1380	1288	104	12	1403	102%	690	586.5	69	46	702	102%
	Cherry Tree ²	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2640	2070	161	46	2277	86%	714	425.5	184	104	713	100%
	HDU	1955	1621	41	12	1674	86%	345	0	0	0	0	100%
	ITU	7015	5727	1667	380	7774	111%	345	241.5	91	0	333	96%
	Maple	1650	1472	127	0	1599	97%	1380	598	0	0	598	43%
Oak/Acorn	2970	1694	1576	126	3395	114%	330	242	138	115	495	150%	
Whole Trust		45852	33954	8238	6331	48523	105.83%	5505	3238	933	342	4513	81.98%

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

Ward									
	PICU	0	0	310	0	0	0	0	0
	Rose	0	0	273	0	1	0	0	0
	AICU	0	0	2	0	436	0	0	0
RBH Heart & Paeds	Alex	0	0	83	0	0	0	0	0
	Elizabeth	0	0	179	0	0	0	0	0
	Paul Wood	0	0	13	0	0	0	0	0
	Sir Reginald Wilson	0	0	93	0	0	0	0	0
	York	0	0	0	0	0	0	1	0
Lung	Foulis	0	0	20	0	38	0	2	0
	Lind	0	0	2	0	0	0	0	0
	Victoria	0	0	53	0	0	0	0	0
Harefield	Cedar	3	2	5	11	22	0	1	0
	Cherry Tree	1	0	2	0	0	0	3	0
	Rowan/Fir Tree	4	34	29	21	4	0	1	0
	HDU	0	1	4	1	0	0	0	0
	ITU	0	0	326	0	0	0	0	0
	Maple	8	9	5	12	1	0	3	0
	Oak/Acorn	25	74	85	35	40	26	3	0
Whole Trust	41	120	1484	80	542	26	14	0	

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. 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	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 (%)
				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									Automatic calculation	Automatic calculation	Automatic calculation	Automatic calculation	