

**Nurse staffing indicator template**  
**Reporting period: 1 Nov 2015 – 30 Nov 2015**

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

Ward	Registered nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	99%	102%	
Rose	107%	95%	
<b>RBH Heart &amp; Paeds</b>			
AICU	107%	115%	On plan
Alex	123%	111%	On plan
Elizabeth	114%	87%	On plan
Paul Wood	105%	88%	On plan
Sir Reginald Wilson	134%	130%	On plan
York	119%	92%	On plan
<b>Lung</b>			
Foulis	118%	162%	High intravenous drug administration and patient acuity both day and night requiring more RN cover
Lind	117%	100%	On plan matched to patient care needs
Victoria	108%	127%	Day and night two patients require one-to-one care.
<b>Harefield</b>			
Cedar	157%	104%	Day fill rate – patient acuity 1:1 required staff secondment, bed management, and bereavement. Night fill rate – on plan
Cherry Tree	-	-	N/A
Rowan/Fir Tree	94%	100%	
HDU	89%	95%	A number of level one patients who are delayed discharges therefore requiring a lower nurse-to-patient ratio
ITU	132%	105%	Super-nummery staff on shift on days training. Help to other wards on night duty for filtration and reduced staffing levels on both day and night.
Maple	80%	103%	On plan.
Oak/Acorn	107%	120%	Increased acuity of patients, and 1:1 nursing for confused patient.
<b>Whole Trust</b>	<b>110%</b>	<b>106%</b>	

Ward	Care staff (NB this is a small proportion of the overall nurse staffing complement)			
	Day % fill rate	Night % fill rate	Comments	
PICU Rose	71%	61%		
	71%	61%		
<b>RBH Heart &amp; Paeds</b>	AICU	94%	50%	Day shift on plan. Night shift healthcare worker shifts not replaced as there was sufficient registered nurses to provide nursing care
	Alex	58%	58%	Healthcare worker shifts not replaced as there was sufficient registered nurses to provide nursing care
	Elizabeth	58%	50%	Healthcare worker shifts not replaced as there was sufficient registered nurses to provide nursing care
	Paul Wood	58%	50%	Healthcare workers shifts not replaced as there was sufficient registered nurses to provide nursing care
	Sir Reginald Wilson	59%	67%	Healthcare worker shifts not replaced as there was sufficient registered nurses to provide nursing care
	York	59%	58%	Healthcare worker shifts not replaced as there was sufficient registered nurses to provide nursing care
<b>Lung</b>	Foulis	82%	47%	On plan safely staffed with more RN cover
	Lind	N/A	N/A	N/A
	Victoria	70%	284%	Day and night two patients require one-to-one care. Low care staff on day offset by more day registered nurses
<b>Harefield</b>	Cedar	60%	88%	On plan
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	95%	141%	
	HDU	24%	0%	
	ITU	114%	70%	Super-nummery new starter on day's training. Sickness on nights leading to no cover on some shifts
	Maple	65%	88%	On plan
	Oak/Acorn	102%	221%	Due to acuity of patients number of HCAs on night duty has been doubled. Permanent night HCA has been recruited. 1:1 care for confused patient
<b>Whole Trust</b>	<b>75%</b>	<b>88%</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				
	PICU	6375	4792	596	911	6298	99%	935	660	0	0	660	71%
	Rose	5625	4793	469	748	6009	107%	935	660	0	0	660	71%
RBH Heart & Paeds	AICU	6000	5940	198	254	6391	107%	540	315	192	0	507	94%
	Alex	2730	3038	155	158	3350	123%	540	315	0	0	315	58%
	Elizabeth	3900	3383	318	748	4448	114%	540	315	0	0	315	58%
	Paul Wood	2048	1508	140	494	2142	105%	540	315	0	0	315	58%
	Sir Reginald Wilson	2340	2580	110	437	3127	134%	540	315	4.5	0	320	59%
	York	2379	2175	112	534	2821	119%	540	315	5	0	320	59%
Lung	Foulis	2613	3023	8	48	3078	118%	450	368	0	0	368	82%
	Lind <sup>1</sup>	788	720	129	73	922	117%	0	0	0	0	0	N/A
	Victoria	2790	2745	193	88	3026	108%	450	240	77	0	317	70%
Harefield	Cedar	1575	2240	178	58	2476	157%	1140	660.5	23	0	684	60%
	Cherry Tree <sup>2</sup>	819	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3783	3201	144	218	3563	94%	1178	1035	75	11	1120	95%
	HDU	2250	1898	92	12	2001	89%	570	138	0	0	138	24%
	ITU	7788	9376	752	169	10296	132%	658	656	96	0	752	114%
	Maple	2886	2093	204	23	2320	80%	1101	629	89	0	718	65%
	Oak/Acorn	5070	4797	521	111	5429	107%	1987	1538	485	0	2022	102%
<b>Whole Trust</b>		<b>61758</b>	<b>58298</b>	<b>4317</b>	<b>5083</b>	<b>67697</b>	<b>109.62%</b>	<b>12644</b>	<b>8472</b>	<b>1046</b>	<b>11</b>	<b>9529</b>	<b>75.36%</b>

\* Columns in *italics* will be submitted to NHS England on 15 Dec. 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 Dec. 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	PICU	5865	4447	633	885	5964	102%	518	305	11.5	0	316	61%
	Rose	5175	3082	587	1254	4922	95%	518	305	11.5	0	316	61%
RBH Heart & Paeds	AICU	5520	5670	547	127	6343	115%	132	66	0	0	66	50%
	Alex	1650	1397	264	167	1828	111%	132	66	11	0	77	58%
	Elizabeth	3300	1287	595	980	2862	87%	132	66	0	0	66	50%
	Paul Wood	1221	594	88	396	1078	88%	132	66	0	0	66	50%
	Sir Reginald	1320	847	472	396	1715	130%	132	66	22	0	88	67%
	Wilson	1221	869	253		1122	92%	132	66	11	0	77	58%
	York												
Lung	Foulis	1320	1749	341	44	2134	162%	330	121	33	0	154	47%
	Lind <sup>1</sup>	374	209	154	11	374	100%	0	0	0	0	0	N/A
	Victoria	1320	1408	163	99	1670	127%	120	253	77	11	341	284%
Harefield	Cedar	1380	1357	69	11	1437	104%	690	483	104	23	609	88%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2139	1576	460	105	2140	100%	714	678.5	285	46	1009	141%
	HDU	1967	1783	46	35	1863	95%	345	0	0	0	0	0%
	ITU	7073	5256	1335	840	7430	105%	345	218.5	23	0	242	70%
	Maple	1650	1507	173	23	1702	103%	667	368	218	0	586	88%
	Oak/Acorn	2970	1606	1471	482	3559	120%	330	352	286	92	730	221%
<b>Whole Trust</b>		<b>45464</b>	<b>34641</b>	<b>7648</b>	<b>5852</b>	<b>48141</b>	<b>105.89%</b>	<b>5368</b>	<b>3479.5</b>	<b>1092</b>	<b>172</b>	<b>4743</b>	<b>88.35%</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	265	0	0	0	0	0	
	Rose	0	0	273	0	0	0	0	0	
<b>RBH Heart &amp; Paeds</b>	AICU	0	0	132	0	0	0	0	0	
	Alex	0	0	40	0	0	0	0	0	
	Elizabeth	0	0	189	0	0	0	0	0	
	Paul Wood	0	0	16	0	0	0	0	0	
	Sir Reginald	0	0	74	0	0	0	0	0	
	Wilson	0	0	0	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
<b>Lung</b>	Foulis	0	0	34	0	2	3	2	0	
	Lind	0	0	1	0	1	0	0	0	
	Victoria	0	0	12	0	6	0	41	0	
<b>Harefield</b>	Cedar	2	4	7	15	13	0	1	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	6	3	26	22	65	2	0	0	
	HDU	0	0	12	2	2	0	0	0	
	ITU	5	3	257	11	16	0	11	0	
	Maple	9	0	8	18	28	0	3	0	
	Oak/Acorn	13	44	117	41	90	16	0	0	
<b>Whole Trust</b>		<b>35</b>	<b>54</b>	<b>1463</b>	<b>109</b>	<b>223</b>	<b>21</b>	<b>58</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 (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. HCAs working on the adult wards in Sydney Street are pooled and rotate between the five 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		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