Nurse Staffing Indicator Template
Reporting Period: 1st – 31st Oct. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	91%	85%	There have been staff shortages but patient safety not compromised.
	Rose	95%	90%	Within normal parameters.
	AICU	80%	84%	10 beds closed for refurbishment, nurse staffing adjusted to patient need
	Alex	117%	103%	On plan
	Elizabeth	89%	67%	On plan
	Paul Wood	119%	87%	On plan
	Sir Reginald Wilson	83%	101%	On plan
	York	109%	91%	On plan
Lung	Foulis	96%	81%	Safe staffing maintained to meet patient acuity and care needs.
	Lind	103%	100%	Day time fill also covers added service/bronchoscopy.
	Victoria	118%	140%	Safe staffing levels to meet increased acuity of level 2 patients with complex care needs.
Harefield	Cedar	131%	82%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts. New supernumerary staff x 4 commenced in month.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	108%	101%	Safe staffing levels.
	HDU	82%	86%	Staffing levels adjusted according to patient levels and acuity.
	ITU	142%	124%	Additional supernumerary staff due to new build expansion recruitment programme.
	Maple	83%	103%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day Shifts.
	Oak/Acorn	93%	89%	Safe staffing levels achieved.
Whole Trust		**99%**	**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	67%	46%	HCAs are not part of the nursing care group.
	Rose	67%	48%	HCAs are not part of the nursing care group.
	AICU	36%	20%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Alex	37%	78%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Elizabeth	38%	36%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Paul Wood	36%	23%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Sir Reginald Wilson	36%	20%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	York	36%	26%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
Lung	Foulis	63%	0%	This is offset by registered nurses. Safety maintained and care needs met.
	Lind	N/A	N/A	N/A
	Victoria	47%	97%	This is offset by the requirement of registered nurses to safely meet patients care needs.
Harefield	Cedar	92%	97%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	83%	125%	Safe staffing levels, supernumerary staff utilised during the day shift.
	HDU	-	-	N/A
	ITU	67%	84%	HCA sickness and annual leave – Sufficient registered nurse staffing to meet patient need.
	Maple	65%	97%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts.
	Oak/Acorn	59%	77%	Sufficient registered nurses on shift to safely care for number of patients on the Unit.
Whole Trust		**52%**	**63%**	

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	5537	343	493	6373	91%	964	645	0	0	645	67%
	Rose	5813	4095	499	938	5532	95%	964	645	0	0	645	67%
	AICU	7750	6181	12	0	6193	80%	1302	468	0	0	468	36%
	Alex	2821	2475	237	576	3288	117%	1302	468	7.5	0	476	37%
	Elizabeth	4836	3525	126	639	4290	89%	1302	468	24.5	0	493	38%
	Paul Wood	2587	1778	150	1151	3079	119%	1302	468	0	0	468	36%
	Sir Reginald Wilson	4030	3203	105	56	3364	83%	1302	468	0	0	468	36%
	York	2470	1965	305	433	2703	109%	1302	468	0	0	468	36%
Lung	Foulis	2704	2490	107	0	2597	96%	465	293	0	0	293	63%
	Lind[1]	825	524	247	83	854	103%	0	0	0	0	0	N/A
	Victoria	2418	2498	147	213	2857	118%	465	217.5	0	0	218	47%
Harefield	Cedar	1860	2185	251	0	2436	131%	728	621	46	0	667	92%
	Cherry Tree[2]	1430	0	0	0	0	0%	0	0	0	0	0	N/A
	Rowan/Fir Tree	4316	3893	364	409	4666	108%	1178	881	102	0	983	83%
	HDU	2325	1886	18	0	1904	82%	0	0	0	0	0	N/A
	ITU	7363	9603	828	0	10431	142%	1239.5	635	195	0	830	67%
	Maple	3224	2542	132	0	2673	83%	1147	721	28	0	749	65%
	Oak/Acorn	6045	5262	367	0	5629	93%	2432	1019	410	0	1429	59%
Whole Trust		**69791**	**59639**	**4235**	**4990**	**68865**	**98.67%**	**17983**	**8622**	**814**	**0**	**9436**	**52.47%**

* Columns in *italics* will be submitted to NHS England on 15th Nov. 2017. For further details about the sources of information and the assumptions made, please see Appendix 1.

Table 2: Night Shifts

Ward		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	6417	4004	748	702	5453	85%	535	247	0	0	247	46%
	Rose	5348	2703	846	1244	4792	90%	535	247	11.5	0	259	48%
	AICU	7130	5957	12	0	5969	84%	341	68.2	0	0	68	20%
	Alex	1705	803	462	495	1760	103%	341	68	198	0	266	78%
	Elizabeth	4092	1650	506	572	2728	67%	341	68	55	0	123	36%
	Paul Wood	1364	583	441	165	1189	87%	341	68	11	0	79	23%
	Sir Reginald Wilson	1705	1023	397	297	1717	101%	341	68	0	0	68	20%
	York	1705	759	374	422	1555	91%	341	68	22	0	90	26%
Lung	Foulis	2046	1199	440	11	1650	81%	341	0	0	0	0	0%
	Lind[1]	396	198	176	22	396	100%	0	0	0	0	0	N/A
	Victoria	1364	1320	88	507	1915	140%	341	187	121	22	330	97%
Harefield	Cedar	1783	1116	323	23	1462	82%	713	483	175	35	692	97%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	N/A
	Rowan/Fir Tree	3069	1783	1128	186	3097	101%	714	598	292	0	890	125%
	HDU	2139	1760	81	0	1840	86%	0	0	0	0	0	N/A
	ITU	6774	6256	1937	184	8377	124%	357	184	115	0	299	84%
	Maple	1705	1599	150	0	1748	103%	713	644	35	11	689	97%
	Oak/Acorn	3751	2013	1293	23	3329	89%	682	385	115	23	523	77%
Whole Trust		52492	34723	9400	4852	48975	93.30%	7333	3384.7	1149	90	4624	63.06%

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 15[th]Nov. 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	1	351	0	0	0	0	0	
	Rose	0	0	449	0	1	0	0	0	
	AICU	0	0	0	0	0	0	0	0	
	Alex	0	31	2	0	244	0	0	0	
	Elizabeth	0	11	287	0	0	0	0	0	
	Paul Wood	0	1	0	4	175	0	0	0	
	Sir Reginald Wilson	0	7	71	0	33	0	0	0	
	York	0	6	0	1	237	0	0	0	
Lung	Foulis	0	15	1	13	21	0	0	0	
	Lind	0	0	3	29	42	0	0	0	
	Victoria	0	12	4	6	52	0	0	0	
Harefield	Cedar	0	6	1	15	112	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	26	131	21	142	0	0	0	
	HDU	0	1	9	1	1	0	0	0	
	ITU	0	0	466	0	0	0	0	0	
	Maple	0	1	5	31	1	0	0	0	
	Oak/Acorn	0	13	225	37	8	0	0	0	
Whole Trust		**0**	**131**	**2005**	**158**	**1069**	**0**	**0**	**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		Ward name	Main two specialties on each ward		Day				Night				Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses/midwives (%)	Average fill rate - care staff (%)
					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		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