Nurse Staffing Indicator Template

Reporting Period: 1st Sep 2014 – 30th Sep 2014

Summary of Results for Commentary – Registered Nurse Staffing Levels

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	94%	102%	PICU was appropriately staffed for the number of patients and their acuity.
	Rose	106%	89%	Day shift on plan; night shifts adjusted as a number of beds were empty.
	AICU	113%	111%	AICU is staffed appropriately for the acuity of patients on the unit for both day and night shifts.
	Alex	110%	96%	Day and night shift on plan.
	Elizabeth	108%	83%	Day shift on plan. Night shift, registered nurse staffing reduced as a small number of beds empty.
	Paul Wood	94%	92%	Day and night shift on plan.
	Sir Reginald Wilson	67%	94%	Day and, night shift registered nurse staffing reduced as a small number of beds empty
	York	114%	113%	Day and night shift on plan.
Lung	Foulis	108%	108%	Required additional support to manage bariatric patients.
	Lind	95%	100%	Appropriate staff for number of patients.
	Victoria	110%	100%	Appropriate staffing to match care needs of the patients. Support needed to manage bariatric patients and to cover for nurse escorts.
Harefield	Cedar	139%	101%	For dependency of patients staffing levels are correct.
	Cherry Tree	-	-	
	Rowan/Fir Tree	82%	81%	Unable to fill all bank shifts. During the day, have utilised other staff such as housekeepers and supernumerary clinical facilitators. At night have utilised ITU staff for sicker patients.
	HDU	91%	82%	Staffing levels adjusted for patients with lower care requirements.
	ITU	127%	105%	Activity above planned levels and new staff being orientated.
	Maple	81%	99%	For the amount and dependency of patients the staffing levels were sufficient.
	Oak/Acorn	106%	109%	We have a number of vacancies and are waiting for 7 Band 5's to commence employment so we cover the vacancies with bank and agency. We book extra staff due to the variable dependency of the patients to ensure patient safety.
Whole Trust		**99%**	**99%**	

Summary of Results for Commentary –Care Staffing Levels

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	94%	42%	PICU staffed appropriately with health care staff both on day and night shifts.
	Rose	94%	42%	Rose ward staffed appropriately on day and night shifts. There was no need to replace care workers.
	AICU	111%	100%	AICU is appropriately staffed.
	Alex	65%	177%	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	53%	143%	Day and night shift healthcare worker shifts not filled as sufficient registered nurses available to provide safe nursing care.
	Paul Wood	55%	93%	Day shift healthcare worker shifts not filled as sufficient registered nurse 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.
	Sir Reginald Wilson	53%	143%	Day shift healthcare worker shifts not filled as sufficient registered nurse 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.
	York	61%	343%	Day shift healthcare worker shifts not filled as sufficient registered nurse available to provide safe nursing care. Night shift on plan.
Lung	Foulis	99%	83%	Required additional support to manage bariatric patients.
	Lind	100%	100%	On plan
	Victoria	125%	60%	Appropriate level of staffing needed for number of patients.
Harefield	Cedar	61%	105%	For dependency of patients staffing levels are correct.
	Cherry Tree	-	-	
	Rowan/Fir Tree	54%	150%	Unable to fill bank shifts. During the day have utilised staff such as housekeepers and supernumary clinical facilitators. Increased HCA use at night due to patients requiring 1:1 supervision.
	HDU	100%	100%	On plan
	ITU	100%	63%	Night duty responsibilities shared amongst nursing team and day shift care staff.
	Maple	37%	45%	Staff moved from other areas when necessary.
	Oak/Acorn	68%	150%	Due to the unpredictable service and patient dependency we book extra staff to ensure the ward is safe, Night: Slight increase due to confused patients requiring observation.
Whole Trust		**62%**	**79%**	

Table 1: Day Shifts

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

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	6588	4804	505	886	6194	94%	806	759	0	0	759	94%
	Rose	5813	3825	486	1829	6139	106%	806	759	0	0	759	94%
	AICU	6200	5917	411	673	7000	113%	330	330	36	0	366	111%
	Alex	2821	2603	188	317	3107	110%	360	189	0	43.5	233	65%
	Elizabeth	4030	3698	172	468	4337	108%	360	189	0	0	189	53%
	Paul Wood	2457	2100	63	135	2298	94%	360	189	8	0	197	55%
	Sir Reginald Wilson	4030	2505	112	81	2698	67%	360	189	0	3	192	53%
	York	2509	2400	192	277	2868	114%	360	189	12	19.5	221	61%
Lung	Foulis	2717	2723	133	84	2939	108%	450	420	12	12	444	99%
	Lind[1]	2138	741	49	0	790	95%	330	300	0	0	300	100%
	Victoria	2164.5	2093	226	65	2383	110%	465	502.5	79.5	0	582	125%
Harefield	Cedar	1628	2023	177	69	2269	139%	1140	655.5	31	12	698	61%
	Cherry Tree[2]	897		127	0	127	14%	-	-	-	-	-	-
	Rowan/Fir Tree	3926	2953	219	46	3218	82%	1484	719	79	0	798	54%
	HDU	2325	2101	23	0	2124	91%	1140	161	0	0	161	100%
	ITU	8125	8308	928	134	9370	127%	688.5	440	251	0	690	100%
	Maple	3016	2296	135	12	2443	81%	3161	995	167	0	1162	37%
	Oak/Acorn	5239	4926	628	12	5565	106%	2009	1082	270	12	1363	68%
Whole Trust		**66622**	**56013**	**4770**	**5084**	**65868**	**98.87%**	**14609**	**8068**	**944**	**101**	**9113**	**62.38%**

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 Sep 2014. For further details about the sources of information and the assumptions made, please see Appendix 1.

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	5865	4043	908	1035	5986	102%	518	219	0	0	219	42%
	Rose	5348	2806	449	1518	4773	89%	518	219	0	0	219	42%
	AICU	5704	5290	391	633	6314	111%	66	0	0	0	0	100%
	Alex	1705	1034	341	264	1639	96%	66	62	22	33	117	177%
	Elizabeth	3410	1661	550	629	2840	83%	66	62	22	11	95	143%
	Paul Wood	1276	891	176	110	1177	92%	66	62	0	0	62	93%
	Sir Reginald Wilson	1364	880	209	187	1276	94%	66	62	11	22	95	143%
	York	1276	858	275	308	1441	113%	66	62	143	22	227	343%
Lung	Foulis	1364	1298	144	33	1475	108%	330	66	121	88	275	83%
	Lind[1]	432	432	0	0	432	100%	0	0	0	0	0	100%
	Victoria	1364	1199	121	44	1364	100%	330	176	22	0	198	60%
Harefield	Cedar	1426	1116	310	12	1437	101%	690	598	69	58	725	105%
	Cherry Tree[2]	0	0	0	0	0	0%	0	0	0	0	0	100%
	Rowan/Fir Tree	2728	1840	368	0	2208	81%	345	448.5	68	0	516	150%
	HDU	2047	1621	41	12	1674	82%	0	0	0	0	0	100%
	ITU	7383	5175	1458	1116	7748	105%	345	161	56	0	217	63%
	Maple	1705	1587	79	29	1695	99%	1380	483	115	23	621	45%
	Oak/Acorn	3069	1661	1597	81	3338	109%	330	242	196	58	495	150%
Whole Trust		**47466**	**33392**	**7455**	**6008**	**46814**	**98.63%**	**5181**	**2919.5**	**844**	**314**	**4078**	**78.70%**

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

Ward		Annual leave	Patient acuity	Patient Volume	Sickness	Vacancy	Maternity cover	Study Leave	Other	
RBH Heart & Paeds	PICU	0	0	290	0	0	0	0	0	
	Rose	0	0	374	0	0	0	0	0	
	AICU	0	0	13	0	230	0	0	0	
	Alex	0	0	53	0	0	0	0	0	
	Elizabeth	0	0	123	0	0	0	0	0	
	Paul Wood	0	0	11	0	0	0	0	0	
	Sir Reginald Wilson	0	0	34	0	0	0	0	0	
	York	0	0	0	0	0	0	0	0	
Lung	Foulis	0	0	14	0	0	0	1	0	
	Lind	0	0	3	0	1	0	0	0	
	Victoria	0	0	45	0	0	0	0	0	
Harefield	Cedar	5	3	8	6	41	0	2	0	
	Cherry Tree	13	0	3	7	3	0	1	0	
	Rowan/Fir Tree	13	4	33	18	5	0	1	2	
	HDU	0	0	9	0	0	0	0	0	
	ITU	3	2	339	8	8	1	8	0	
	Maple	6	3	13	19	6	1	2	1	
	Oak/Acorn	26	31	81	44	55	18	1	0	
Whole Trust		**66**	**43**	**1446**	**102**	**349**	**20**	**16**	**3**	

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 (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 (ie 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