

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

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

Ward	Registered nurses		
	Day % fill rate	Night % fill rate	Comments
PICU	104%	112%	PICU on plan for number of patients and their acuity
Rose	114%	94%	Rose ward appropriately staffed to meet patient needs.
<b>RBH Heart &amp; Paeds</b>			
AICU	114%	127%	On plan
Alex	116%	103%	On plan
Elizabeth	111%	90%	On plan
Paul Wood	99%	98%	On plan
Sir Reginald Wilson	125%	126%	On plan
York	120%	131%	On plan
<b>Lung</b>			
Foulis	127%	190%	High patient acuity and very high intravenous drug administration on both day and night requiring additional staff
Lind	111%	100%	Registered staff numbers matched care needs
Victoria	92%	101%	Staff matched to patient occupancy and acuity
<b>Harefield</b>			
Cedar	157%	113%	High patient acuity / dependency including 1:1 nursing
Cherry Tree	-	-	N/A
Rowan/Fir Tree	100%	84%	Shortfall on night duty filled by nurses from ITU for dialysis
HDU	75%	85%	Increased numbers of level 1 / ward patients - staffing amended accordingly
ITU	123%	111%	Additional staff due to activity above planned level. Staff sent to other wards to facilitate transfers and to support dialysis service
Maple	76%	106%	Day shift shortfall covered by staff from other wards, otherwise on plan
Oak/Acorn	102%	113%	On plan
<b>Whole Trust</b>	<b>108%</b>	<b>109%</b>	

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	80%	48%	Decision made not to replace with unknown healthcare workers as sufficiently staffed with registered nurses
	Rose	81%	63%	Decision made not to replace with unknown healthcare workers as sufficiently staffed with registered nurses
	AICU	93%	44%	Day shift on plan and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
	Alex	45%	59%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
	Elizabeth	46%	52%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
	Paul Wood	45%	44%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
	Sir Reginald Wilson	54%	74%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
	York	47%	67%	Day and night shift healthcare worker posts not replaced as sufficient RN on shift to provide nursing care
Lung	Foulis	74%	83%	Ward safely staffed with extra registered nurses support
	Lind	N/A	N/A	N/A
	Victoria	74%	266%	Staffing matched patient care needs
Harefield	Cedar	78%	94%	Staff reflected patient acuity and increased dependency of patients including 1:1 specialising
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	87%	133%	Extra HCA cover at night to cover 1:1 nursing
	HDU	20%	0%	N/A
	ITU	100%	83%	Staff vacancies at present
	Maple	74%	85%	Staff reflected patient acuity and increased dependency of patients within HDU area
	Oak/Acorn	91%	194%	Day: on plan. Night: staff reflects acuity workload
<b>Whole Trust</b>	<b>73%</b>	<b>87%</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				
RBH Heart & Paeds	PICU	6375	4620	496	1499	6615	104%	928	732	11.5	0	744	80%
	Rose	5625	5078	381	955	6413	114%	928	732	23	0	755	81%
	AICU	6000	5520	426	912	6857	114%	594	266	288.75	0	554	93%
	Alex	2730	2888	117	168	3172	116%	594	266	0	0	266	45%
	Elizabeth	3900	3503	403	424	4329	111%	594	266	7.5	0	273	46%
	Paul Wood	2080	1433	82	540	2054	99%	594	266	0	0	266	45%
	Sir Reginald Wilson	2340	2730	25	178	2933	125%	594	266	57	0	323	54%
	York	2418	2295	180	415	2890	120%	594	266	15	0	281	47%
Lung	Foulis	2626	3098	54	189	3340	127%	450	323	12	0	335	74%
	Lind <sup>1</sup>	825	803	58	53	913	111%	0	0	0	0	0	N/A
	Victoria	2790	2460	105	0	2565	92%	450	307.5	24	0	332	74%
Harefield	Cedar	1575	2307	129	35	2470	157%	1140	810	64	10	884	78%
	Cherry Tree <sup>2</sup>	858	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	3796	3241	226	346	3813	100%	1178	840	129	53	1022	87%
	HDU	2250	1448	172	69	1689	75%	570	104	13	0	116	20%
	ITU	7850	8343	941	401	9685	123%	742	399	342	0	741	100%
	Maple	2912	1967	238	12	2216	76%	1107	792	23	0	815	74%
	Oak/Acorn	5070	4485	563	126	5174	102%	2009	1217	571	47	1834	91%
<b>Whole Trust</b>	<b>62020</b>	<b>56214</b>	<b>4593</b>	<b>6318</b>	<b>67125</b>	<b>108.23%</b>	<b>13065</b>	<b>7849</b>	<b>1580</b>	<b>109</b>	<b>9538</b>	<b>73.01%</b>	

\* Columns in *italics* will be submitted to NHS England on 15 Oct. 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 Oct. 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	5865	4320	886	1346	6551	112%	518	236	11.5	0	247	48%
	Rose	5175	3577	633	681	4890	94%	518	236	92	0	328	63%
RBH Heart & Paeds	AICU	5520	5210	656	1129	6994	127%	145.2	63.8	0	0	64	44%
	Alex	1650	1375	148	176	1699	103%	145	64	22	0	86	59%
	Elizabeth	3300	1276	845	858	2979	90%	145	64	11	0	75	52%
	Paul Wood	1232	638	253	319	1210	98%	145	64	0	0	64	44%
	Sir Reginald Wilson	1320	825	422	418	1665	126%	145	64	44	0	108	74%
	York	1232	891	374	354	1619	131%	145	64	33	0	97	67%
	Foulis	1320	1804	418	286	2508	190%	330	198	77	0	275	83%
Lung	Lind <sup>1</sup>	396	209	187	0	396	100%	0	0	0	0	0	N/A
	Victoria	1320	1320	11	0	1331	101%	120	220	88	11	319	266%
Harefield	Cedar	1380	1472	69	23	1564	113%	690	471.5	145	34	650	94%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2640	1668	357	195	2219	84%	714	678.5	272	0	950	133%
	HDU	1978	1277	319	81	1676	85%	345	0	0	0	0	0%
	ITU	7130	5129	1794	1024	7947	111%	345	230	58	0	288	83%
	Maple	1650	1254	377	115	1746	106%	759	506	137	0	643	85%
	Oak/Acorn	2970	1562	1504	300	3366	113%	330	187	315	138	640	194%
<b>Whole Trust</b>		<b>46078</b>	<b>33805</b>	<b>9251</b>	<b>7303</b>	<b>50358</b>	<b>109.29%</b>	<b>5539</b>	<b>3345.3</b>	<b>1304</b>	<b>183</b>	<b>4832</b>	<b>87.23%</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	372	0	0	0	0	0
Rose	0	0	249	0	0	0	0	0
<b>RBH Heart &amp; Paeds</b>								
AICU	0	0	326	0	0	0	0	0
Alex	0	0	24	0	0	0	0	0
Elizabeth	0	0	166	0	0	0	0	0
Paul Wood	0	0	14	0	0	0	0	0
Sir Reginald								
Wilson	0	0	38	0	0	0	0	0
York	0	0	0	0	0	0	0	0
<b>Lung</b>								
Foulis	0	0	36	0	10	2	2	0
Lind	0	0	1	0	0	2	2	0
Victoria	0	0	2	0	9	17	2	0
<b>Harefield</b>								
Cedar	3	9	14	13	2	0	3	0
Cherry Tree	0	0	0	0	0	0	0	0
Rowan/Fir Tree	2	20	38	27	56	0	4	0
HDU	2	0	51	0	7	0	1	0
ITU	0	0	415	1	0	0	1	0
Maple	0	0	11	14	34	0	20	0
Oak/Acorn	1	48	155	39	72	9	1	0
<b>Whole Trust</b>	<b>8</b>	<b>77</b>	<b>1912</b>	<b>94</b>	<b>190</b>	<b>30</b>	<b>36</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