

**Nurse Staffing Indicator Template**  
**Reporting Period: 1 Sep 2016 – 30 Sep. 2016**

**Summary of Results and Commentary – Registered Nurse Staffing Levels**

Ward		Registered Nurses		
		Day % fill rate	Night % fill rate	Comments
RBH Heart & Paeds	PICU	92%	100%	Within normal boundaries
	Rose	94%	88%	Within normal boundaries
	AICU	77%	81%	Reduced patient activity, therefore nurse staffing revised down as appropriate.
	Alex	107%	92%	On plan
	Elizabeth	93%	74%	Reduced patient activity, therefore nurse staffing revised down as appropriate.
	Paul Wood	96%	94%	On plan
	Sir Reginald Wilson	85%	126%	On plan
	York	125%	104%	On plan
	Lung	Foulis	108%	98%
Lind		91%	100%	Days on plan and reflect patient acuity and volume. Nights on plan.
Victoria		102%	121%	Night - This is due to the high acuity of level 2 patients and high care needs on the ward.
Harefield	Cedar	164%	103%	
	Cherry Tree	-	-	
	Rowan/Fir Tree	103%	108%	
	HDU	83%	86%	Reduction in level of patients. Staffing flexed accordingly
	ITU	125%	127%	Increased level 3 capacity, recovery remaining open 24/7 ECMO patients on unit. Supernumery staff and buddying of staff.
	Maple	72%	134%	
	Oak/Acorn	97%	120%	
Whole Trust		96%	101%	

Ward		Care Staff (NB this is a small proportion of the overall nurse staffing complement)		
		Day % fill rate	Night % fill rate	Comments
	PICU	73%	49%	HCA's not delivering direct patient care
	Rose	75%	49%	HCA's not delivering direct patient care
RBH Heart & Paeds	AICU	44%	40%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
	Alex	54%	90%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
	Elizabeth	44%	40%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
	Paul Wood	44%	48%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
	Sir Reginald Wilson	44%	65%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
	York	46%	73%	Sufficient registered nursing available to provide safe patient care, therefore healthcare worker shifts not replaced.
Lung	Foulis	78%	0%	Covered Night RGN High Volume Intravenous medications x2 staff on maternity leave.
	Lind	-	-	N/A
	Victoria	78%	60%	The Night and the day fill rate has been offset in part by the Registered Nurse.
Harefield	Cedar	64%	135%	
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	91%	184%	
	HDU	-	-	N/A
	ITU	110%	120%	Additional staff due to increased workload.
	Maple	83%	103%	
	Oak/Acorn	78%	163%	
Whole Trust		68%	95%	

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	6750	4525	276	1403	6204	92%	935	682	0	0	682	73%
	Rose	5625	3915	430	966	5311	94%	935	682	21	0	703	75%
	AICU	8250	5992	353	0	6345	77%	720	320	0	0	320	44%
	Alex	2730	2520	201	198	2919	107%	720	320	59	12	391	54%
	Elizabeth	4680	4035	115	215	4364	93%	720	320	0	0	320	44%
	Paul Wood	2522	2160	142	128	2429	96%	720	320	0	0	320	44%
	Sir Reginald Wilson	3900	2775	191	361	3327	85%	720	320	0	0	320	44%
	York	2418	2783	105	127	3015	125%	720	320	0	12	332	46%
Lung	Foulis	2626	2573	160	108	2840	108%	450	353	0	0	353	78%
	Lind <sup>1</sup>	825	669	81	0	750	91%	0	0	0	0	0	N/A
	Victoria	2620	2370	298	7	2675	102%	458	322.5	0	36	359	78%
Harefield	Cedar	1800	1972	541	449	2961	164%	1140	546.5	0	184	731	64%
	Cherry Tree <sup>2</sup>	1430	0	0	0	0	0%	-	-	-	-	-	-
	Rowan/Fir Tree	4186	3176	378	746	4299	103%	1178	636	334	104	1073	91%
	HDU	2250	1836	23	0	1859	83%	570	150	0	0	150	26%
	ITU	7125	8343	587	12	8941	125%	881	608	362	0	970	110%
	Maple	3120	1909	173	161	2243	72%	1153	739	215	0	954	83%
	Oak/Acorn	5850	4896	729	50	5674	97%	2369	1097	691	69	1857	78%
Whole Trust		68707	56446	4780	4929	66155	96.28%	14388	7730	1682	417	9828	68.31%

\* Columns in *italics* will be submitted to NHS England on 14<sup>th</sup> Oct. 2016. For further details about the sources of information and the assumptions made, please see Appendix 1.

Table 2: Night Shifts

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	6210	4181	530	1478	6189	100%	518	253	0	0	253	49%
	Rose	5175	2289	682	1576	4546	88%	518	253	0	0	253	49%
	AICU	7590	5739	380	0	6118	81%	132	52.8	0	0	53	40%
	Alex	1650	1034	209	275	1518	92%	132	53	33	33	119	90%
	Elizabeth	3960	1595	817	508	2920	74%	132	53	0	0	53	40%
	Paul Wood	1320	891	187	165	1243	94%	132	53	11	0	64	48%
	Sir Reginald Wilson	1650	924	691	458	2073	126%	132	53	33	0	86	65%
	York	1650	1342	209	165	1716	104%	132	53	33	11	97	73%
Lung	Foulis	1980	1650	154	132	1936	98%	330	0	0	0	0	0%
	Lind <sup>1</sup>	374	286	88	0	374	100%	0	0	0	0	0	N/A
	Victoria	1320	1276	229	97	1602	121%	330	165	22	11	198	60%
Harefield	Cedar	1725	1012	630	138	1780	103%	690	356.5	551	23	931	135%
	Cherry Tree <sup>2</sup>	0	0	0	0	0	0%	0	0	0	0	0	0%
	Rowan/Fir Tree	2970	1645	1324	253	3221	108%	714	575	713	23	1311	184%
	HDU	2070	1610	114	46	1770	86%	345	0	0	0	0	0%
	ITU	6555	5727	2365	207	8299	127%	345	207	207	0	414	120%
	Maple	1650	1346	552	320	2217	134%	690	621	92	0	713	103%
	Oak/Acorn	3630	1881	2034	426	4341	120%	660	341	735	0	1076	163%
Whole Trust		51479	34426	11193	6243	51862	100.74%	5931	3088.3	2430	101	5620	94.75%

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, daycase beds are excluded

<sup>2</sup> 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.

\* Columns in *italics* will be submitted to NHS England on 14<sup>th</sup> Oct. 2016. For further details about the sources of information and the assumptions made, please see Appendix 1.

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**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				Day		Night	
			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 (%)
Site code *The Site code is automatically populated when a Site name is selected	Hospital Site name				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