



A lifetime of specialist care

Nurse Staffing Indicator Template

Reporting Period: 1st – 30th Sep. 2017

Summary of Results and Commentary – Registered Nurse Staffing Levels

Ward	Registered Nurses			
	Day % fill rate	Night % fill rate	Comments	
RBH Heart & Paeds	PICU	99%	93%	Within normal parameters
	Rose	93%	85%	Patient safety maintained at all times
	AICU	74%	73%	10 beds closed for refurbishments , nurse staffing adjusted to patient need
	Alex	102%	99%	On plan
	Elizabeth	84%	66%	On plan
	Paul Wood	92%	96%	On plan
	Sir Reginald Wilson	70%	99%	On plan
	York	123%	95%	On plan
Lung	Foulis	101%	81%	Safe staffing maintained patients care needs and treatments met.
	Lind	91%	100%	Ward safely staffed and matched to patient acuity.
	Victoria	107%	109%	Safe staffing maintained to meet Patient acuity and level 2 high care needs.
Harefield	Cedar	128%	77%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Night shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	89%	91%	Safe staffing levels, students and supernumary staff utilised
	HDU	85%	86%	Staffing adjusted according to patient levels and acuity
	ITU	126%	124%	New starters and supernumerary nurses days and nights/ rotation staff.
	Maple	75%	105%	Safe staffing maintained, patients treatment and care needs met. Unfilled RGN Day Shifts.
	Oak/Acorn	83%	98%	Day- sufficient registered nurses to provide safe patient care. Night- on plan
Whole Trust	92%	92%		

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	71%	53%	NB HCAs not delivering direct patient care
	Rose	71%	53%	NB HCAs not delivering direct patient care
	AICU	31%	21%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Alex	31%	77%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Elizabeth	32%	31%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Paul Wood	31%	31%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	Sir Reginald Wilson	31%	21%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
	York	31%	31%	HCA shifts not replaced as sufficient registered nurses available to provide safe nursing care
Lung	Foulis	73%	13%	Reduced health care staff offset by registered nurses. Safety maintained, patients care needs met.
	Lind	N/A	N/A	N/A
	Victoria	48%	57%	This is offset by Registered nurses. Care needs met.
Harefield	Cedar	67%	97%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts.
	Cherry Tree	-	-	N/A
	Rowan/Fir Tree	84%	107%	Safe staffing levels, supernumerary staff utilised
	HDU	0%	0%	N/A
	ITU	59%	83%	Annual leave / sickness
	Maple	66%	97%	Safe staffing maintained, patients treatment and care needs met. Unfilled HCA day shifts.
	Oak/Acorn	62%	79%	Sufficient care staff to provide safe patient care.
Whole Trust	50%	62%		

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	5530	414	713	6657	99%	935	667	0	0	667	71%
	Rose	5625	3795	513	935	5243	93%	935	667	0	0	667	71%
	AICU	7500	5514	12	0	5526	74%	1260	389	0	0	389	31%
	Alex	2730	1928	373	496	2796	102%	1260	389	0	0	389	31%
	Elizabeth	4680	3218	179	531	3928	84%	1260	389	19.5	0	408	32%
	Paul Wood	2496	1710	167	412	2289	92%	1260	389	0	0	389	31%
	Sir Reginald Wilson	3900	2295	232	222	2749	70%	1260	389	0	0	389	31%
	York	2379	2348	207	365	2920	123%	1260	389	0	0	389	31%
Lung	Foulis	2613	2363	184	102	2649	101%	450	330	0	0	330	73%
	Lind ¹	788	429	253	33	715	91%	0	0	0	0	0	N/A
	Victoria	2340	2333	124	51	2507	107%	435	210	0	0	210	48%
Harefield	Cedar	1800	1964	347	0	2310	128%	1140	695	67	0	762	67%
	Cherry Tree ²	1365	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	4173	2933	420	367	3720	89%	1178	800	178	8	985	84%
	HDU	2250	1901	9	0	1910	85%	-	-	-	-	-	-
	ITU	7125	8522	434	0	8956	126%	1194	621	80	0	700	59%
	Maple	3120	2266	71	0	2336	75%	1143	742	12	0	754	66%
	Oak/Acorn	5850	4526	344	12	4881	83%	2347	1106	358	0	1464	62%
Whole Trust		67484	53571	4280	4237	62088	92.01%	17887	8192	713	8	8912	49.83%

* Columns in *italics* will be submitted to NHS England on 13th Oct. 2017. 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	4257	713	828	5798	93%	518	276	0	0	276	53%
	Rose	5175	2220	1093	1074	4386	85%	518	276	0	0	276	53%
	AICU	6900	5037	12	0	5049	73%	330	68.2	0	0	68	21%
	Alex	1650	737	605	286	1628	99%	330	68	187	0	255	77%
	Elizabeth	3960	1595	451	550	2596	66%	330	68	33	0	101	31%
	Paul Wood	1320	649	286	330	1265	96%	330	68	33	0	101	31%
	Sir Reginald Wilson	1650	1001	319	319	1639	99%	330	68	0	0	68	21%
	York	1650	913	373	286	1572	95%	330	68	33	0	101	31%
Lung	Foulis	1980	1276	297	33	1606	81%	330	44	0	0	44	13%
	Lind ¹	352	176	77	99	352	100%	0	0	0	0	0	N/A
	Victoria	1320	1232	121	88	1441	109%	330	121	11	55	187	57%
Harefield	Cedar	1725	1139	173	12	1323	77%	690	540.5	127	0	667	97%
	Cherry Tree ²	-	-	-	-	-	-	-	-	-	-	-	-
	Rowan/Fir Tree	2970	1610	989	115	2714	91%	714	506	248	12	766	107%
	HDU	2070	1737	35	0	1771	86%	-	-	-	-	-	-
	ITU	6555	6406	1591	133	8129	124%	345	253	35	0	288	83%
	Maple	1650	1587	138	0	1725	105%	690	644	23	0	667	97%
	Oak/Acorn	3630	2277	1252	35	3564	98%	660	407	92	23	522	79%
Whole Trust		50767	33847	8568	4186	46600	91.79%	7119	3476.7	821	90	4387	61.63%

Source: Nurse Bank Databases, E-Roster/MAPPS

¹Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

²Cherry 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 13th Oct. 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	0	385	2	10	0	0	0	
	Rose	0	0	437	9	7	0	0	0	
	AICU	0	0	0	0	0	0	0	0	
	Alex	0	2	245	1	0	0	0	0	
	Elizabeth	0	0	271	0	1	0	0	0	
	Paul Wood	0	3	173	0	0	0	0	0	
	Sir Reginald Wilson	0	0	135	0	0	0	0	0	
	York	0	2	0	0	0	0	0	0	
Lung	Foulis	0	0	36	14	9	0	0	0	
	Lind	0	0	10	22	34	0	0	0	
	Victoria	0	2	33	0	18	0	0	0	
Harefield	Cedar	0	1	3	3	126	0	0	0	
	Cherry Tree	0	0	0	0	0	0	0	0	
	Rowan/Fir Tree	0	1	163	15	156	0	0	0	
	HDU	0	0	3	5	0	0	0	0	
	ITU	0	0	402	0	1	0	0	0	
	Maple	8	2	4	19	3	0	0	0	
	Oak/Acorn	0	18	210	40	4	0	0	0	
Whole Trust	8	31	2510	130	369	0	0	0	0	

Source: Nurse Bank Databases, E-Roster/MAPPS

¹Lind: please note these are the total hours planned and filled for the unit. When reporting to NHS England, daycase beds are excluded

²Cherry 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 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 <small>*The Site code is automatically populated when a Site name is selected</small>	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