

**Factsheet version 2:  
Nursing, Midwifery and Care Staff Staffing Fill Rate Indicator UNIFY Return**

**Timeframes**

The data collection period is 1 to 31 May. This data must be returned by noon on Tuesday 10 June.

The UNIFY template will be accessible on the UNIFY website on 2 June

The information will be displayed on NHS Choices from 8am on Tuesday 24 June.

**Template Explained**

|                            |  |
|----------------------------|--|
| Reporting Period           | The calendar month   |
| URL Link                   | This link is provided to direct the NHS Choices user to more detailed information about your staffing, held on your own Trust website.   |
| Hospital Site Code         | Select your hospital site code from the drop down box. All hospital sites can be added to one overall return for each Trust.   |
| Ward Name                  | Enter the ward name or number.<br><br>All wards with inpatient beds need to be included, with the exception of <ul style="list-style-type: none"> <li>• Day care wards</li> <li>• CDU</li> </ul> Where appropriate please ensure the ward name is in line with the names of wards used on the FFT submission to allow alignment on the NHS Choices website. Please make sure you do not use abbreviations. |
| First Specialty            | Select the first specialty for the ward from the drop down box.<br>The specialty list is based on the FFT specialties list with additional codes added for mental health, community and high dependency areas.   |
| Second Specialty           | If there is more than one select the second specialty for the ward from the drop down box. Data should be entered for the whole ward<br>If the ward covers more than two specialties select the two for which there are the most patients.   |
| Night                      | Night is defined as the period within which midnight falls   |
| Day                        | Day shifts are all the periods not included in night.  |
| Registered Nurse / Midwife | A member of registered nursing or midwifery staff on the duty rota dedicated to the inpatient area. This includes supervisory ward managers.   |
| Care Staff                 | A member of staff on the duty rota dedicated to the inpatient area with delegated responsibility from a registered nurse/midwife.<br>Examples include Nursing Assistants, Midwifery Assistants, HCA, Support workers, Auxiliary Nurses,  |

|                                   |   |
|-----------------------------------|---|
|                                   | Assistant Practitioners. Student nurses should not be included.   |
| Total monthly planned staff hours | Enter the total monthly planned hours for: <ul style="list-style-type: none"> <li>• Registered Nurses / Midwives on day shifts</li> <li>• Registered Nurses / Midwives on night shifts</li> <li>• Care Staff on day shifts</li> <li>• Care Staff on night shifts</li> </ul>   |
| Total monthly actual staff hours  | Enter the total monthly actual hours worked for: <ul style="list-style-type: none"> <li>• Registered Nurses / Midwives on day shifts</li> <li>• Registered Nurses / Midwives on night shifts</li> <li>• Care Staff on day shifts</li> <li>• Care Staff on night shifts</li> </ul>   |
| Average Fill Rates                | This information will be filled in automatically from the data entered on the template.<br><br>The fill rate is calculated by taking actual hours as a percentage of planning hours for: <ul style="list-style-type: none"> <li>• Registered Nurses / Midwives on day shifts</li> <li>• Registered Nurses / Midwives on night shifts</li> <li>• Care Staff on day shifts</li> <li>• Care Staff on night shifts</li> </ul> |
| Hospital Site Monthly Fill Rate   | This will be filled in automatically from the data entered on the template when you select your hospital site(s).<br>The fill rate calculation is the planned versus actual staffing as a percentage variance for the hospital site.  |

### **Planned Staff Hours**

This should be derived from the review of the nursing & midwifery workforce using evidence based tools (where appropriate). The required numbers and skill mix of staff should be described for each ward by shift. This should have been presented to the Board.

A short term increase in required staffing for acuity/dependency should NOT be reflected in Planned but rather in Actual staff hours.

### **Actual Staff Hours**

This will include all staff hours undertaken during the time period; including additional staff for 'specialing' or other duties.

### **UNIFY**

The template for inputting data should be downloaded from the UNIFY system at the following address: <http://nww.unify2.dh.nhs.uk/unify/interface/homepage.aspx>

Those Trusts who have not previously registered to use the site will be required to do so prior to data submission. If you do not have a Unify account, you can register at <http://nww.unify2.dh.nhs.uk/unify/interface/homepage.aspx>. Click on the account request link and fill in the details. The domain you will need is Knowledge and Intelligence.

Data should be entered into the white cells. The values in green cells will be calculated automatically from the data entered.  
When completed the spreadsheet should be uploaded to the UNIFY system.

**Factsheet updates**

This factsheet will be periodically updated.