

Area / location			Day:	Date:
Time period		Medical Category	Head count	Comments – in this column.General & Variation -e.g. Emergency situations/ complexity social and or physical / specific demands /care of the dying.
8am – 12md	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		
12md – 4pm	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		
4pm – 8pm	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		
8pm – 12am	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		

Continues overleaf....

12am – 4am	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		
4am – 8am	Staffing requirement to meet workload	Senior Doctor		
		Middle Doctor		
		Junior Doctor		

- To be completed by Medical Staff, Team leader/ Manager or designated individual for a 2 week period.
- Professional judgement sheet to be completed as 'live' as possible retrospectively for each time block i.e. morning / afternoon etc
- Discuss the workload in the time period with staff.
- State how many **Senior/Middle/Junior grade** staff in the section of the table that you would **require** on duty to cover the **workload** using your own professional judgement. This is **not** what you had rostered but what staff were needed to undertake the workload.
- Staff should make a note of their shift on the Professional judgement sheet on each day of the 2 week data collection to facilitate team discussion and judgement with Medical Staff, Team Leader / Manager completing the Professional Judgement tool on SSTS.
- Comments should record any additional workload pressures such as complex social cases, non English speaking patients, physical issues/ transfers/ care of the dying. This is times when in your professional judgement more staff were required in the clinical area.
- If the number of staff required is different from your actual staffing write reasons in the comments box.
- Queries about what information should be recorded in the tool or the proforma please contact your line manager or workforce planning co-ordinator.