

Ward / area / location	Day:	Date:
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Time period		Nurse or Midwife	Insert what number of staff was needed for activity	Comments – in this column: General & Variation -e.g. Transfers/ escorts/ emergency situations/ complexity social and or physical / specific demands/ theatre lists /one-one care
Morning 0800-1200	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		
Afternoon 1200-1600	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		
Evening 1600-2000	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		
Late Evening Night 2000-0000	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		
Night 0000-0400	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		
Night 0400-0800	Staffing requirement to meet workload	Registered		
		Non Registered		
		ENP		

Professional Judgement Tool Guidance

- This tool runs for 2 concurrent weeks, commencing on a Monday and completed daily.
- To be completed by Senior Charge Nurse / Midwife or recognised leader of each time period / shift.
- The sheet to be completed as 'live' as possible retrospectively at the end of each 4 hourly segment.
- Discuss how the time went with staff and record in the comment section; record any additional workload pressures such as complex social cases, non-English speaking patients, physical issues/ transfers, complex 1-2-1 patients that may not be in labour, bereavement etc. These are the times when in your professional judgement more staff were required.
- Document the actual amount of staff that you required to meet the workload, registered and non-registered in each of the sections, and this can vary over the day due to peaks and troughs in workload i.e. emergencies etc.
- If the available rostered staff in your team exceeds the workload activity please record to indicate this accordingly.
- Queries about what information should be recorded in the tool or the proforma please contact your line manager or workforce planning co-ordinator.
- Data should be input into SSTS timeously once the data is discussed and quality assured in partnership with senior clinical staff and colleagues.
- Ensure the SSTS configuration reflects either 8, 12 or 24 hour services