

Area/Location		Day:	Date:		
Time Period		Medical Category	Head count	Comments – In this column, general and variation - e.g. Emergency situation, complexity social and or physical, specific demands, care of the dying	
00:00-04:00	Staffing required to meet workload	Senior Doctor			
		Middle Doctor			
		Junior Doctor			
04:00-08:00	Staffing required to meet workload	Senior Doctor			
		Middle Doctor			
		Junior Doctor			
08:00-12:00	Staffing required to meet workload	Senior Doctor			
		Middle Doctor			
		Junior Doctor			
12:00-16:00	Staffing required to meet workload	Senior Doctor			
		Middle Doctor			
		Junior Doctor			
16:00-20:00	Staffing required to meet workload	Senior Doctor			
		Middle Doctor			
		Junior Doctor			
20:00-23:59	Staffing required 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.