Area/Location		Day:		Date:	
Time Period		Nurse/Midwife		Head count	Comments – In this column, general and variation - e.g. Transfers, Escorts, Emergency situation, Complexity social and or physical, Specific demands, Theatre Lists, 121 care, care of the dying
00:00-04:00	Staffing required to meet workload	Registered			
		Non-Registered			
		ENP			
04:00-08:00	Staffing required to meet workload	Registered			
		Non-Registered			
		ENP			
08:00-12:00	Staffing required to meet workload	Registered			
		Non-Registered			
		ENP			
12:00-16:00	Staffing required to meet workload	Registered			
		Non-Registered			
		ENP			
16:00-20:00	Staffing required to meet workload	Registered			
		Non-Registered			
		ENP			
20:00-23:59	Staffing required 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