Dear Lewis

Thank you for your recent letter regarding NHS Borders running of the nursing workload tools.

In response to your specific questions I can confirm the following:

- **Small wards** – we have 1 adult inpatient ward that meets the definition of a “small ward”. Due to technical issues with the tool we were unable to use the Small Wards facility. As a result we utilised the Adult Inpatient tool as an alternative.

- **Clinical nurse specialist** – we have undertaken a review of which posts should be included within this tool. This has now concluded and we intend to apply the tool to this staff group early in 2019.

- **Community children’s specialist nurse** – there is a very small team within NHS Borders. We plan to include these when we apply the Clinical Nurse Specialist tools as outlined above.

- **Mental health and learning disabilities** – these tools were run in late 2016 but not reported until March 2017. We are planning to run the tools again for these services before the end of 2018.

- **Community nursing** – given the geography of the Scottish Borders it has been challenging to consistently train Community Nursing staff on the use of the tool. Additional support has now been secured to address this, which will enable us to apply to District Nursing staff in October and Health Visitors in November.

More generally, to help support application and analysis of the workload tools within NHS Borders additional training has been provided this year to nursing, management and Partnership staff and secured additional funding to create a dedicated Nursing and Midwifery Workforce Planning post, which will ensure all of the workload tools are run annually within NHS Borders. I am confident, however, that the adult inpatient tools we did run are accurate and staff felt engaged in the process and outcomes.
Yours sincerely

Jane Davidson
Chief Executive