Dear Mr MacDonald

Thank you for your letter dated 13th September 2018 in regards to use of workload tools in NHS Highland.

In answer to your questions regarding the use of these tools;

1. **Neonatal** – the neonatal tool was not run in our Special Care Baby Unit because a national points system was introduced for neonatal units (based on number of babies and number of cots) and this was used to agree the establishment in Neonatal Unit. The Neonatal Unit will be part of national a short life working group that will look at the British Association of Perinatal Medicine agreed staffing levels in correlation with their cot capacity. This is following an external review from peers in NHS Grampian earlier this year.

2. **Adult Inpatient & Small Wards** – as noted, these tools have been applied over a 2 year period; this was due to a number of factors relating to service redesign (using the tools to support and inform this, and then allowing the changes to bed in before the tool is re-run. The tool is being re-run this year – 2018) In addition to this, there were a number of occasions where the applications of the tools ran into the following year so it was agreed that it would be run again in 2018.

3. **Mental Health & Learning Disabilities** – The tool was run across all areas in 2016/17 but was not run last year due to a large amount of service redesign that was underway. The plan is to run the Wiseman workload tool (in the Community, as there is no national SSTS tool) alongside the professional judgement tool starting next month.

4. **Professional Judgement Non-Community** – this relates to reduced use of Adult Inpatient tool during 2017 although is increasing during 2018 due to reasons explained in 2.

5. **Community Nursing** – The tool was run across all teams in 2016/17 but only a small number ran in 2017/18 due to a late run of the workload tools in 2016/17, 14 teams have already run the tool since April 2018 and plan is to complete by the end of this financial year.

6. **Community Children’s Specialist Nurse** – this was not run in 2017/2018 because during the run of the tool it was apparent that it did not fit the work of the team due to the geography and the varying way the team works. Workforce establishment planning has however taken place and we will be discussing possible adaptations of the national tool with the national workforce team.

Headquarters: Assynt House, Beechwood Park, INVERNESS IV2 3BW
Chair: David Alston
Chief Executive: Elaine Mead
7. **SCAMPS (Paediatric)** – this was not run in 2017/2018 because of service redesign within the Children's Ward. The Children's ward have carried out the SCAMPS workload tool recently and are in the process of inputting the data and reporting on it.

The development of validated nationally agreed workforce tools is welcomed. The national nursing and midwifery workforce team (NMWWPP) have been invited to run a workshop for NHS Highland in Inverness on the 16th of October to update us on the workload tools. We also plan to appoint a Senior Nurse for Nursing & Midwifery Workforce planning for 1 year (funded by Scottish Government) to assist us.

If you require any further information or clarification please let me know

Yours faithfully

Elaine Mead

*Elaine Mead*

*Chief Executive*