2 October 2018

Lewis Macdonald
Health and Sport Committee
T3.60
The Scottish Parliament
EDINBURGH
EH99 1SP

Dear Mr MacDonald,

**Health and Care (Staffing) (Scotland) Bill**

I am writing in response to your letter dated 13 September 2018 requesting the following information.

- **Adult inpatient tool**

We are co-hosted by another Board and there have been challenges with accessing the tools via the SSTS platform over a sustained period however we understand that this has been the case for Boards where the SSTS platform is co-hosted. We are pleased to say that these issues have been overcome with the latest version of the SSTS platform.

Within your letter annex A table 2 there is recognised the completion of the professional judgement tool in 2017/18, and whilst there is minimal evidence for 2016/17, please be assured that this was carried out and reported locally. Within the senior nursing team including Nurse Director there is good knowledge and understanding of the triangulation methodology for workforce and workload planning and we review our data frequently via our Quality Framework and internal scrutiny.

- **Clinical nurse specialist (CNS) tool**

As highlighted above accessing the platform for the CNS tool has met the same challenges. As a Board we did engage with the pilot testing of this tool and we plan to actively engage with the national team to support our utilisation going forward.

We have attached as an appendix some more detail of the work we have taken forward.

With regards,

Jill Young, DL
Chief Executive
Short summary sheet

Education for nursing workforce planning

There is a short ½ day workshop introducing the concepts of nursing workforce planning at the Leadership for Nurses course (Leading Better Care). This looks at the background to workforce planning, predictable absence, use of the professional judgement tools and skill mix.

A full Nursing workforce planning education day is run once/twice per year with the above topics and more time for discussion on workforce planning tool (professional judgement), triangulation, skill mix, shift patterns and wider demographics of the workforce. This is supported by a finance session led by Finance Director and Nurse Director increasing general awareness of all aspects of Board funding and responsibilities for this. This day is led by Eleanor Lang Associate Nurse Director and normally a CNM attends some of this too to support the discussions.

Dependency tools

We undertook some work to review and implement a validated dependency tool in the nursing dept (Shelford). This allows staff to score their patients using same tool throughout the ward areas and an understanding of dependency. Scores go from 0/1a/1b/2/3 and 1to1 (not requiring an RN). This information is held in the Quality Framework. Nurse Managers are deciding on use of this information at daily hospital huddles re staff allocation.

Governance and reporting

We discuss operational workforce issues at regular nursing workforce planning subgroup meetings and agenda may include

- Scrutiny of bank usage/financial impact
- Implementation of professional judgement tools (every March for 2 weeks)
- Education for workforce planning
- Skill mix and competency attainment within HCSWs (and SVQ attainment)
- Review of patient data within quality framework and review of any specific issues from quality of care and staffing/vacancies/dependencies etc.
- Review of nursing requirements for expansions including review of opportunities for all bands/roles (horizon scanning)
- Review of national drivers for nursing workforce planning (ie CNO Nursing 2030 Vision/Safe Staffing/Access to Nursing)

We also report through the wider Nurse Directors Group meeting and the Workforce and Education Steering Group. We report our use of the workforce planning tools via Senior Management Team.