Appendix 20: Staffing Level Tool Review Summary (January 2025)

Supporting better quality health and social care for everyone in Scotland
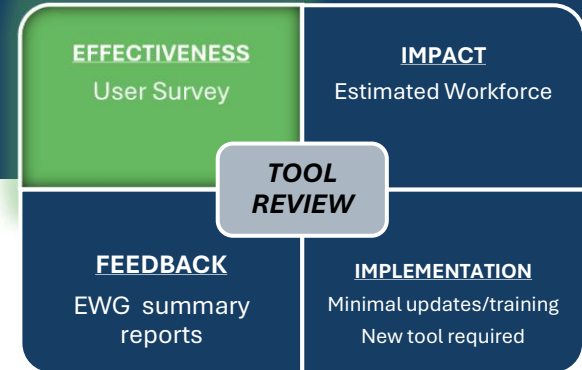
Background

A series of Expert Working Groups (EWGs) were convened by HSP from September 2024 to review the following Staffing Level Tools;

- Community Nursing (CN)
- Clinical Nurse Specialist (CNS)
- Community Children's & Children's Specialist Nursing (CC&SN)
- Adult Inpatient
- Small Wards
- Scottish Children's Acuity Measurement in Paediatric Settings (SCAMPS)
- Neonatal
- Emergency Care Provision Tool (ECP)

Matrix

EFFECTIVENESS

User Survey

IMPACT

Estimated Workforce

TOOL REVIEW

FEEDBACK

EWG summary reports

IMPLEMENTATION

Minimal updates/training

New tool required
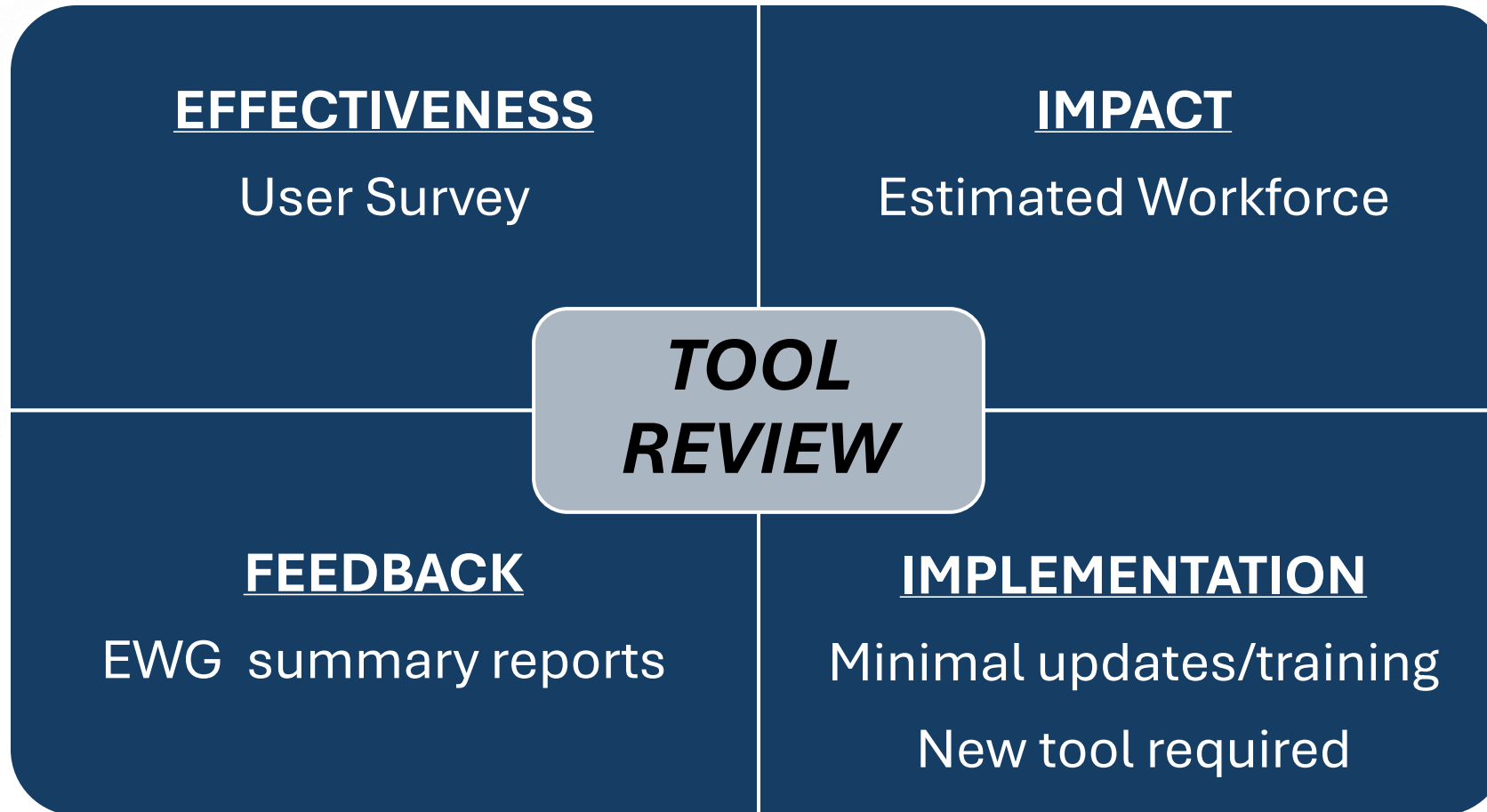
Each element was scored using a scale of 1 – 5
1 = the tool is not effective and requires review
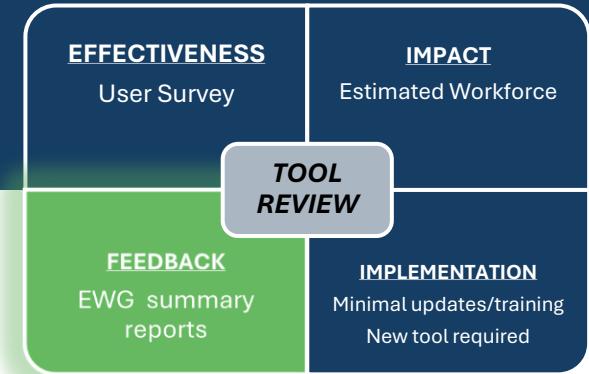5 = the tool is effective and requires little update

Effectiveness

EFFECTIVENESS
User Survey

IMPACT
Estimated Workforce

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IMPLEMENTATION
Minimal updates/training
New tool required

Analysis was undertaken on the survey questions below, with different weightings applied to each question to provide an overall 'Effectiveness' score
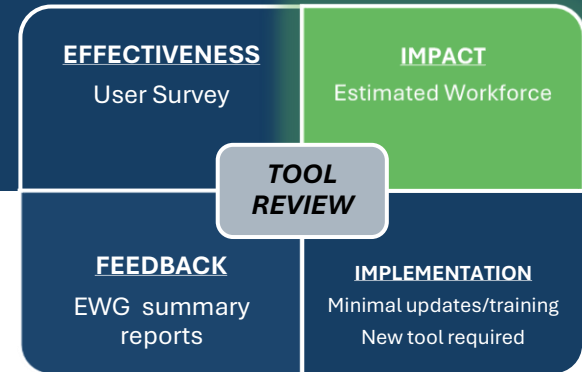
Survey Question	Weighting
The level of care descriptors are up to date and relevant	15%
All level of care descriptors are appropriate for the area/specialty	15%
It is easy to enter data into the SSTS system	5%
Completion of the tool (including data capture) is time consuming	5%
The tool provides outputs that are reflective of service requirements over the given time period	60%

Feedback

EFFECTIVENESS
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New tool required

Each EWG summary report was reviewed with highlights and key themes scored as followed;

Key Themes	Score
No changes required to resources or tool at present	5
Updates required to resources including training materials, data capture templates etc.	4
Updates required to language/terminology within guidance	3
Levels of care require review	2
Significant challenges in implementing tool due to change in service delivery	1

Impact

EFFECTIVENESS
User Survey

IMPACT
Estimated Workforce

TOOL REVIEW

FEEDBACK
EWG summary reports

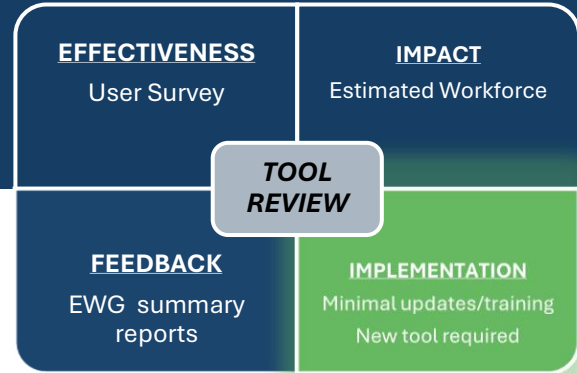IMPLEMENTATION
Minimal updates/training
New tool required

An estimate of the relevant workforce for each SLT was taken from the National Workforce Statistics as at 30th September 2024.

The workforce population was then rated on a scale from Small – Large and scores applied as follows;

Workforce Population	Score
Small (<1,000)	5
Medium (1,000 – 5,000)	3
Large (5,000+)	1

Implementation

A score was applied to each tool based on the previous 3 elements of the matrix together with intelligence from HSP to measure the scale of implementation

Tool	Feedback	Effectiveness	Impact	Implementation	Overall Score
Weighting	15%	60%	5%	20%	
ECP	1	2.3	3	1	1.9
SCAMPS	2	2.2	3	2	2.1
CNS	3	2.4	3	4	2.8
CN	3	2.7	1	4	2.9
Small Wards	3	3.0	3	3	3.0
CCSN	3	2.5	5	4	3.0
AIP	4	3.2	1	3	3.2
Neonates	4	2.9	5	4	3.4

Each element was scored using a scale of 1 – 5 then weighted as shown in the table

1 = the tool is not effective and requires review

5 = the tool is effective and requires little update

- Based on the overall scores from the tool review matrix, the Emergency Care Provision Tool is currently rated least effective

- HSP to determine what capacity they have and how many tools they can review in 2025/26

- Could those with a higher 'implementation' score be considered in addition to those tools requiring a full review (subject to capacity)