Health and Care (Staffing) (Scotland) Act 2019

12IR 'HIS: Monitoring and Development of Staffing Tools'

Updates to staffing level tools to reflect the 36 hour reduced working week

1.0 Introduction

Healthcare Improvement Scotland (HIS) recommends to Scottish Ministers revisions to the staffing tools, prescribed under section 12IJ (3) of the Health and Care (Staffing) (Scotland) Act 2019 (HCSA) as follows:

The revision of the 'Adult Inpatient Staffing Level Tool Version 4' with a new revised staffing level tool 'Adult Inpatient Staffing Level Tool Version 5'

- **Staffing tool:** Adult Inpatient Staffing Level Tool Version 5

- **Type of healthcare:** Adult inpatient provision

- **Location:** Hospital wards with 17 occupied beds or more on average

- **Employees:** Registered nurses (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'Small Wards Staffing Level Tool Version 3' with a new revised staffing level tool 'Small Wards Staffing Level Tool Version 4'

- **Staffing tool:** Small Wards Staffing Level Tool Version 4

- **Type of healthcare:** Small ward provision

- **Location:** Hospital wards with 16 occupied beds or fewer on average

- **Employees:** Registered nurses (including other staff working under the supervision

or delegation by the registered nurse)

The revision of the 'Neonatal Staffing Level Tool Version 3' with a new revised staffing level tool 'Neonatal Staffing Level Tool Version 1'

- **Staffing tool:** Neonatal Staffing Level Tool Version 1

- **Type of healthcare:** Neonatal provision

- **Location:** Neonatal units in hospitals

- **Employees:** Registered nurses and registered midwives (including other staff working under the supervision or delegation by the registered nurse and/or registered midwife)

The revision of the 'Emergency Care Provision Staffing Level Tool Version 4' with a new revised staffing level tool 'Emergency Care Provision Staffing Level Tool Version 1'

- **Staffing tool:** Emergency Care Provision Staffing Level Tool Version 1

- **Type of healthcare:** Emergency care provision

- **Location:** Emergency departments in hospitals

- **Employees:** Medical practitioners and registered nurses (including other staff working under the supervision or delegation by a medical practitioner and/or registered nurse)

The revision of the 'Maternity Staffing Level Tool Version 3' with a new revised staffing level tool 'Maternity Staffing Level Tool Version 1'

- **Staffing tool:** Maternity Staffing Level Tool Version 1

- **Type of healthcare:** Maternity provision

- **Location:** Maternity provision in hospitals and community settings

- **Employees:** Registered midwives (including other staff working under the supervision or delegation by the registered nurse and/or registered midwife)

The revision of the 'Mental Health and Learning Disabilities Inpatient Nurse Staffing Level Tool Version 1' with a new revised staffing level tool 'Mental Health and Learning Disabilities Inpatient Nurse Staffing Level Tool Version 2'

- **Staffing tool:** Mental Health and Learning Disabilities Inpatient Nurse Staffing Level Tool Version 2

- **Type of healthcare:** Mental health and learning disability provision

- **Location:** Mental health units and learning disability units in hospitals

- **Employees:** Registered nurses (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'Community Children's & Children's Specialist Nurse Staffing Level Tool Version 3' with a new revised staffing level tool 'Community Children's & Children's Specialist Nurse Staffing Level Tool Version 4'

- **Staffing tool:** Community Children's & Children's Specialist Nurse Staffing Level Tool Version 4

- **Type of healthcare:** Community children's nursing provision

- **Location:** Community settings

- **Employees:** Registered nurses (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'Clinical Nurse Specialist Staffing Level Tool Version 3 (for adults)' with a new revised staffing level tool 'Clinical Nurse Specialist Staffing Level Tool Version 4 (for adults)'

- **Staffing tool:** Clinical Nurse Specialist Staffing Level Tool Version 4 (for adults)

- **Type of healthcare:** Clinical nurse specialist provision

- **Location:** Community settings and hospitals

- **Employees:** Registered nurses who work as clinical nurse specialists (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'Community Nurse Staffing Level Tool Version 3' with a new revised staffing level tool 'Community Nurse Staffing Level Tool Version 4'

- **Staffing tool:** Community Nurse Staffing Level Tool Version 4

- **Type of healthcare:** Community nursing provision

- **Location:** Community settings

- **Employees:** Registered nurses (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'SCAMPS – Scottish Children's Acuity Measurement in Paediatric Settings Version 3' with a new revised staffing level tool 'SCAMPS – Scottish Children's Acuity Measurement in Paediatric Settings Version 4'

- **Staffing tool:** SCAMPS – Scottish Children's Acuity Measurement in Paediatric Settings Version 4

- **Type of healthcare:** Paediatric inpatient provision

- **Location:** Paediatric wards in hospitals

- **Employees:** Registered nurses (including other staff working under the supervision or delegation by the registered nurse)

The revision of the 'Professional Judgement Tool Version 4' with a new revised tool 'Professional Judgement Tool Version 5'

- **Staffing tool:** Professional Judgement Tool Version 5

- **Type of healthcare:** 12IK the first column of the table in subsection (1) The types of health care

- **Location:** 12IK the second column of the table subsection (1) kinds of locations

- **Employees:** 12IK the third column of the table in subsection (1) employees of a kind

2.0   Revision to the tools: reduced working week

HIS proposes a revision to all the staffing level tools and professional judgement tool prescribed under section 12IJ (3) based on the reduction in the working week for Agenda for Change staff as follows:

2.1   The 2023/24 pay settlement for healthcare staff governed by Agenda for Change (AfC) agreed to explore the feasibility of a reduction in working hours. This is with the overall aim of reducing to a 36-hour working week.

2.2   From the 1 April 2026 fulltime staff in NHS Scotland employed on Agenda for Change terms and conditions will be 36 hours per week, not 37 hours. Staff on part-time hours will benefit from a pro rata reduction proportionate to full-time colleagues.

2.3   This had implications for the output of the staffing tools prescribed under section 12IR of the HCSA. The staffing tools are currently based on the standard working week of 37 hours.

2.4   HIS have undertaken a review of all the staffing tools and worked closely with the technical provider Atos to identify all the necessary changes to the staffing tools hosted on the Scottish Standard Time System (SSTS) platform.

2.5   HIS will commission Atos to start work on the necessary revisions to the tools. This work will be undertaken between September 2025 to February 2026 in preparation for when the updated regulations are laid before parliament.

2.6   HIS will update the Business Objects XI (BOXI) reports for all the staffing tools to include the calculations to reflect the reduction from 37 to 36 hours. This will support board's workforce planning in preparation for future reductions to the standard working hours.

3.0   Recommendations

3.1   HIS recommend the following amendments to The National Health Service (Common Staffing Method) (Scotland) Regulations 2025, that accompany the Health and Care (Staffing) (Scotland) Act 2019, as follows:

3.2   Adult Inpatient

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Adult inpatient provision by registered nurses in hospital wards with 17 occupied beds or more on average – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

    'Adult Inpatient Staffing Level Tool Version 4 (3)'

    Replacement with a revised staffing level tool as follows:

    'Adult Inpatient Staffing Level Tool Version 5 (3)'

- (3) Version 3 was developed by Healthcare Improvement Scotland and was made available online at the SSTS login page, in 2024, to those granted access – remains unchanged.

3.3   Small Wards

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Small ward provision by registered nurses in hospital wards with 16 occupied beds or fewer on average – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'Small Wards Staffing Level Tool Version 3 (12)'

  Replacement with a revised staffing level tool as follows:

  'Small Wards Staffing Level Tool Version 4 (12)'

- (12) Version 3 was developed by Healthcare Improvement Scotland and was made available online at the [SSTS login page](#), in 2024, to those granted access – remains unchanged.

3.4 Neonatal

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Neonatal provision by registered midwives or by registered nurses in neonatal units in hospitals – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'Neonatal Staffing Level Tool Version 3 (10)'

  (10) Version 3 was developed by Healthcare Improvement Scotland and was made available online at the [SSTS login page](#), in 2024, to those granted access.

  Replacement with a revised staffing level tool as follows:

  'Neonatal Staffing Level Tool Version 1 (10)'

  (10) Version 1 was developed by Healthcare Improvement Scotland and made available online on the RLDatix SafeCare Platform as part of the national e-rostering contract, in 2025, to those granted access.

3.5 Emergency Care

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Emergency Care provision by registered nurses or by medical practitioners in emergency departments in hospitals' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

'Emergency Care Provision Staffing Level Tool Version 3 (7)'

Replacement with a revised staffing level tool as follows:

'Emergency Care Provision Staffing Level Tool Version 1 (7)'

(7) Version 1 was developed by Healthcare Improvement Scotland and made available online on the RLDatix SafeCare Platform as part of the national e-rostering contract, in 2025, to those granted access.

3.6 Maternity

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Maternity provision by registered midwives in hospitals or in community settings' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

'Maternity Staffing Level Tool Version 3 (8)'

Replacement with a revised staffing level tool as follows:

'Maternity Staffing Level Tool Version 1 (8)'

(8) Version 1 was developed by Healthcare Improvement Scotland and made available online on the RLDatix SafeCare Platform as part of the national e-rostering contract, in 2025, to those granted access.

3.7 Mental Health and Learning Disability

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Mental health and learning disability provision by registered nurses in mental health or learning disability units in hospitals' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

'Mental Health and Learning Disabilities Inpatient Nurse Staffing Level Tool Version 1 (9)'

Replacement with a revised staffing level tool as follows:

'Mental Health and Learning Disabilities Inpatient Nurse Staffing Level Tool Version 2 (9)'

(9) Version 2 was developed by Healthcare Improvement Scotland and made available online on the RLDatix SafeCare Platform as part of the national e-rostering contract, in 2025, to those granted access.

3.8   Community Children's & Children's Specialist Nurse

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Clinical nurse specialist provision (for children) by registered nurses who work as clinical nurse specialists in hospitals or in community settings' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'Community Children's and Children's Specialist Nurse Staffing Level Tool Version 3 (5)'

  Replacement with a revised staffing level tool as follows:

  'Community Children's and Children's Specialist Nurse Staffing Level Tool Version 4 (5)'

  (5) Version 4 was developed by Healthcare Improvement Scotland and was made available online at the SSTS login page, in 2025, to those granted access.

3.9   Clinical Nurse Specialist

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Clinical nurse specialist provision (for adults) by registered nurses who work as clinical nurse specialists in hospitals or in community settings' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'Clinical Nurse Specialist Staffing Level Tool Version 3 (4)'

  Replacement with a revised staffing level tool as follows:

  'Clinical Nurse Specialist Staffing Level Tool Version 4 (4)'

  (4) Version 4 was developed by Healthcare Improvement Scotland and was made available online at the SSTS login page, in 2025, to those granted access.

3.10   Community Nurse

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Community nursing provision by registered nurses' – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'Community Nurse Staffing Level Tool Version 3 (6)'

  Replacement with a revised staffing level tool as follows:

  'Community Nurse Staffing Level Tool Version 4 (6)'

  (6) Version 4 was developed by Healthcare Improvement Scotland and was made available online at the [SSTS login page](#), in 2025, to those granted access.

3.11   Paediatric

- Schedule Staffing Level Tools Column 1 Kind of health care Provision: 'Paediatric inpatient provision by registered nurses in paediatric wards in hospitals – remains unchanged.

- Schedule Staffing Level Tools Column 2 Staffing level tool:

  'SCAMPS – Scottish Children's Acuity Measurement in Paediatric Settings Version 3 (11)'

  Replacement with a revised staffing level tool as follows:

  'SCAMPS – Scottish Children's Acuity Measurement in Paediatric Settings Version 4 (11)'

- (11) Version 3 was developed by Healthcare Improvement Scotland and was made available online at the [SSTS login page](#), in 2024, to those granted access – remains unchanged.

3.6   Professional Judgement

- Professional judgement tool:

  '4. For the purposes of section 12IJ(3)(b) of the 1978 Act, the professional judgement tool for each kind of health care provision described in the first column of the table in the schedule, is the Professional Judgement Tool Version 4 (2).'

Replacement with a revised tool as follows:

'4. For the purposes of section 12IJ(3)(b) of the 1978 Act, the professional judgement tool for each kind of health care provision described in the first column of the table in the schedule, is the Professional Judgement Tool Version 5 (2).'

(2) Version 5 was developed by Healthcare Improvement Scotland and was made available online at the SSTS login page, in 2025, to those granted access.