

Professional Judgement Tool

User guide

October 2025

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1. Introduction

The Professional Judgement (PJ) Tool is part of the national triangulation process for nursing and midwifery workload planning. Although the Professional Judgement Tool can be used on its own, it is only mandated to be used in conjunction with other specialty specific staffing level tools as part of the common staffing method (CSM) as required within the Health and Care (Staffing) (Scotland) Act 2019.

For areas with no speciality specific staffing level tool, you can complete the Professional Judgement Tool independently. Please note it is not mandatory for these areas.

The Professional Judgement Tool is based on users' professional opinion on how many staff, registered and unregistered, are needed to carry out the workload required in a defined time, normally over a period of two consecutive weeks. The Professional Judgement Tool always starts on a Monday.

The revised Professional Judgement Tool version 4 has enhanced functionality this includes the following:

- removal of 4-hour blocks
- introduction of recording shifts
- user recording of unpaid breaks
- other tab for recording of non-nursing and/or medical staff with 0% predicted absence allowance

The Professional Judgement Tool allows the user to record a brief explanation for their recorded staff requirements, for example if the number recorded differs from the usual staffing level agreed locally.

There is a data capture template available to aid data collection before upload to SSTS

This information is then available in a report that can be used by the practitioner and managers to plan the allocation of resources to effectively meet the service or health board's priorities and to identify any risks that may exist in the service. It is important to remember the report is only one element of the **Common Staffing Method** mandated by the Health and Care (Staffing) (Scotland) Act 2019

The report should be considered in conjunction with:

- Funded establishment
- Specialty Specific Staffing Level Tool outcomes

- Quality indicators/measures and local context

This document will provide detailed information, from how to log in, to how to finalise and submit data. It will not provide information about the methodologies used to develop the tool or how best to use the reports obtained from the Professional Judgement Tool. That information can be accessed via the learning resources available on the Healthcare Staffing Programme webpages:

Healthcare Staffing Programme (healthcareimprovementscotland.org)

2. Logging in

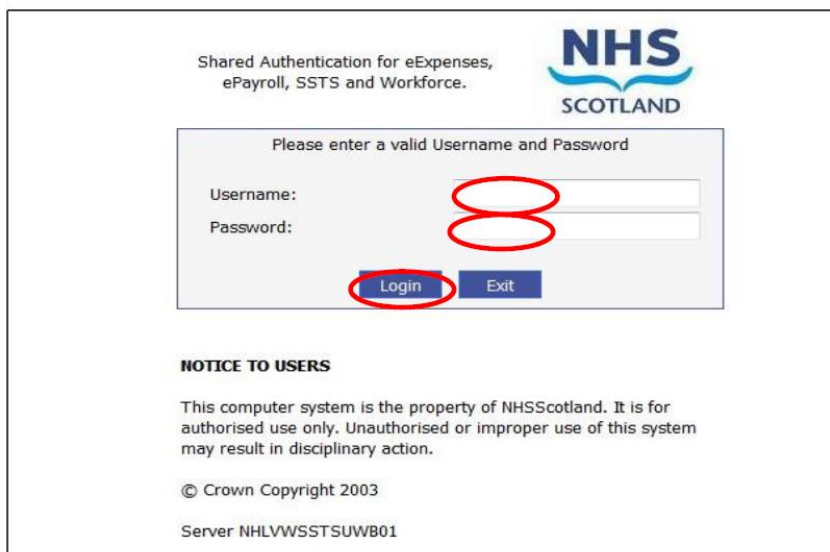
2.1 Accessing the tools

To gain access to the Professional Judgement Tool you will require access to the local Scottish Standard Time (SSTS) platform. Please speak to your Workforce Lead and/or line manager about local processes to obtain this. Some staff may already have SSTS access but will require additional permissions to access the Staffing Level Tools.

Once the local SSTS manager has confirmed that your additional permissions are in place, you should use the link they provide to go to the login page.

- **SSTS and the Staffing Level Tools can only be accessed on a board approved computer network or portable network.**

Enter your username and password as they were provided to you and select '**Login**':



Shared Authentication for eExpenses,
ePayroll, SSTS and Workforce.

NHS
SCOTLAND

Please enter a valid Username and Password

Username:

Password:

Login **Exit**

NOTICE TO USERS

This computer system is the property of NHSScotland. It is for authorised use only. Unauthorised or improper use of this system may result in disciplinary action.

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Server NHLVWSSTS UW801

- **Passwords are case sensitive, and you will be prompted to change your password the first time you log in.**

Click **“Confirm”** to proceed:

Shared Authentication for eExpenses,
ePayroll, SSTS and Workforce.



You last signed on at 01:23 PM on 30 June 2025.

There have been 0 failed login attempts since your last successful login.

If these details are incorrect, please log out and contact your local administrator.

[Confirm](#) [Logout](#)

And then select your **“SSTS”**:

Shared Authentication for eExpenses,
ePayroll, SSTS and Workforce.



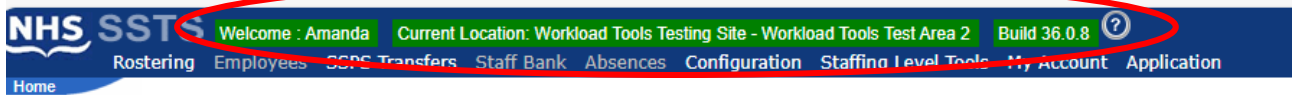
Select an application:

- [SSTS34](#)
- [SSTS35](#)
- [SSTS35.1](#)
- [SSTS36](#)
- [SSTS37](#)

- Please note that the images used in this document are from a test site, you will have different options to choose from within SSTS. Please ensure you select SSTS.

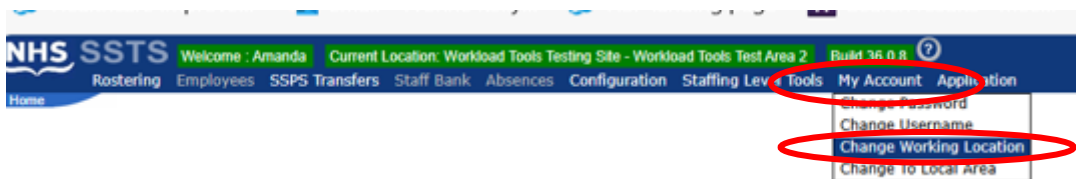
2.2 Changing working Location

Once you have logged into the SSTS platform you will be presented with the following screen (this is green on our test site, this may look different on your live site):



Check the Current Location at the top of the screen. It is unlikely that you will need to change Working Location. However, if Working Location is incorrect, and you have the necessary permissions, select **'My Account'** and then **'Change Working Location'**:

See below:



A screen will then appear containing the ward and clinical areas you have access to,
The ward/area can be searched for by roster location, staff bank, local area, or employer.
To choose a ward/area of interest, select it from the available list and then click **'Select'**

NHS SSTS Welcome : Amanda Current Location: Workload Tools Testing Site - Workload Tools Test Area 2 Build 36.0.8 ?

Rostering Employees SSPS Transfers Staff Bank Absences Configuration Staffing Level Tools My Account Application

Change Working Location

Your Current Location is: Workload Tools Test Area 2

Select a Location Type

☐ All ☒ Roster Locations ☐ Staff Banks ☐ Local Areas ☐ Employers

Please enter all or part of a Roster Location:

Search Locations Show Inactive: ☐

- Workload Tools Testing Site - HSP Input Test
- Workload Tools Testing Site - Workload Tools Test Ante Natal Ward
- Workload Tools Testing Site - Workload Tools Test Area 1
- Workload Tools Testing Site - Workload Tools Test Area 2
- Workload Tools Testing Site - Workload Tools Test Build 18 Rhona
- Workload Tools Testing Site - Workload Tools Test CMH
- Workload Tools Testing Site - Workload Tools Test Maternity Clinic
- Workload Tools Testing Site - Workload Tools Test Maternity Community
- Workload Tools Testing Site - Workload Tools Test Maternity Services
- Workload Tools Testing Site - Workload Tools Test Mixed Ward
- Workload Tools Testing Site - Workload Tools Test Post Natal Ward
- Workload Tools Testing Site - Workload Tools Test Triage/Ass Ward

Select

The location will then update on the toolbar:

NHS SSTS Welcome : Amanda Current Location: Workload Tools Testing Site - Workload Tools Test Area 1 Build 36.0.8 ?

Rostering Employees SSPS Transfers Staff Bank Absences Configuration Staffing Level Tools My Account Application

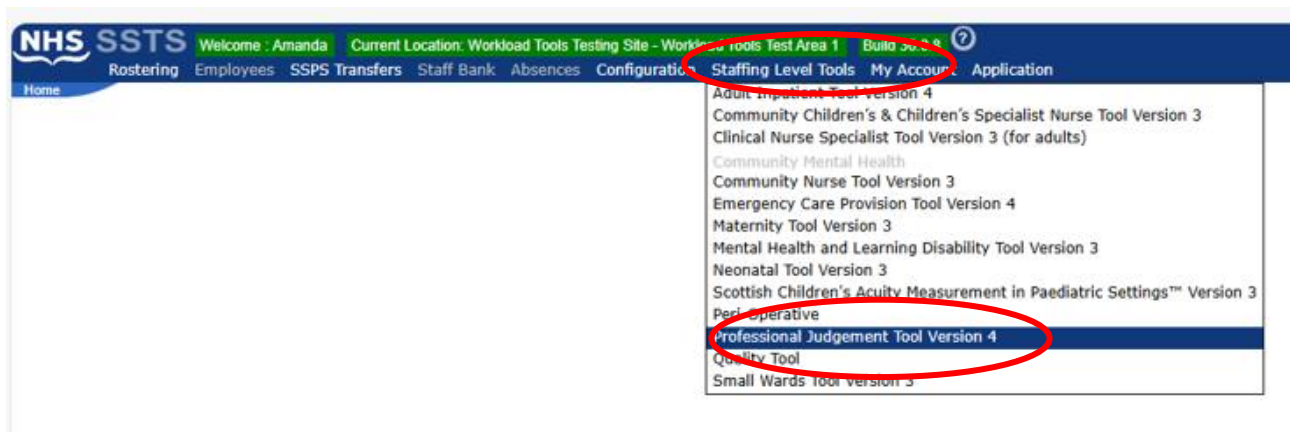
Home

If you do not have the appropriate permissions, please reach out to your local workforce lead or SSTS team.

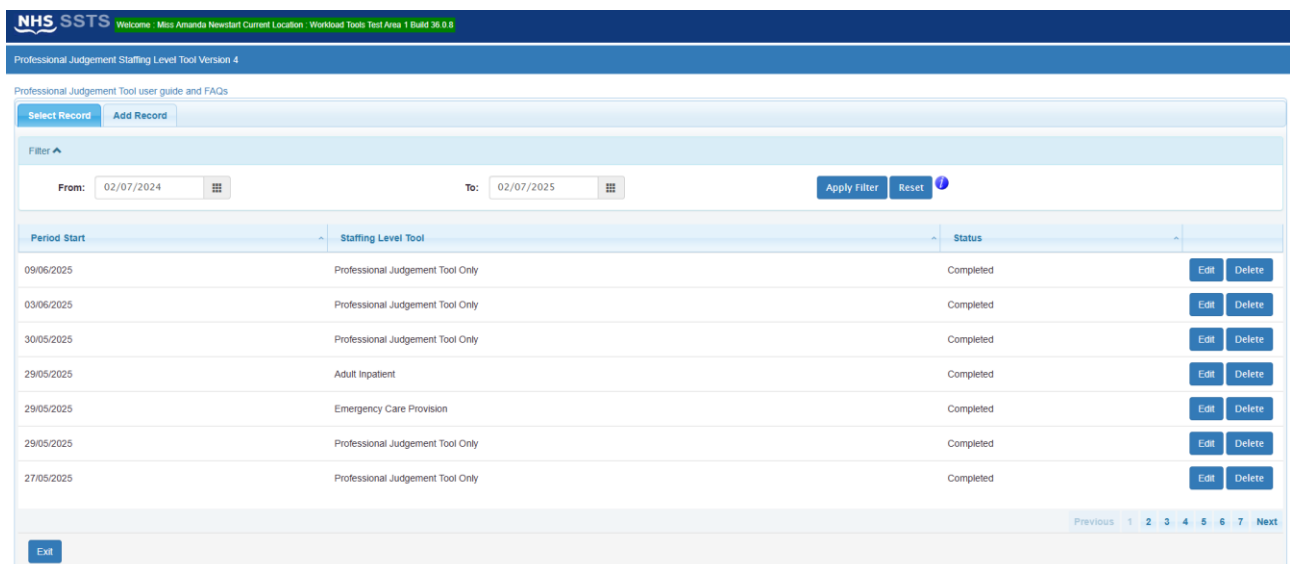
3. Creating/Editing Entries in Tool

3.1 Opening the tool

To open the Professional Judgement Tool, select “**Staffing Level Tool**” and then “**Professional Judgement Tool Version 4**”



You will then see this screen:



3.2 User Roles

There are two types of user role for the Professional Judgement Tool

- Editor permissions allow users to create, enter, edit/delete records, including skill mix and to view tool results
- Data Entry permissions allow users to create records and enter data on the Week 1 and Week 2 tabs, but not to enter Skill Mix, view results or delete records

3.3 Entering Data

After opening the Professional Judgement Tool, you will see a screen similar to the latter one. Also shown below.

Professional Judgement Staffing Level Tool Version 4

Professional Judgement Tool user guide and FAQs

Select Record Add Record

Filter

From: 02/07/2024 To: 02/07/2025 Apply Filter Reset

Period Start	Staffing Level Tool	Status	
09/06/2025	Professional Judgement Tool Only	Completed	Edit Delete
03/06/2025	Professional Judgement Tool Only	Completed	Edit Delete
30/05/2025	Professional Judgement Tool Only	Completed	Edit Delete
29/05/2025	Adult Inpatient	Completed	Edit Delete
29/05/2025	Emergency Care Provision	Completed	Edit Delete
29/05/2025	Professional Judgement Tool Only	Completed	Edit Delete
27/05/2025	Professional Judgement Tool Only	Completed	Edit Delete

Exit Previous 1 2 3 4 5 6 7 Next

- To navigate through the tool, please use the buttons at the bottom of each page (e.g. Save and Proceed, Previous). Clicking directly between tabs may result in entered data being lost.

The “**Period Start**” represents the date the Professional Judgement Tool run began.

The “**Staffing Level Tool**” informs you of the previous tool runs – were these Professional Judgement only or run alongside another Speciality Specific Staffing Level Tool.

The **final two columns** update the user as to whether the previous tool run has been completed and then provide the options for Edit/Delete. This will only be used by individuals with the

appropriate access, as described previously. More information on editing/deleting records can be found in section 4.

If you wish to create a new record, select “**Add record**” (second tab at the top left of the page)

You will then see the following screen:

NHS SSTS Welcome : Miss Amanda Newstart Current Location : Workload Tools Test Area 1 Build 36.0.8

Professional Judgement Staffing Level Tool Version 4

Professional Judgement Tool user guide and FAQs

Select Record **Add Record**

Start Date 02/07/2025

Staffing Level Tool Please select

Comment

Save & Proceed Previous

Select the date you wish your two-week data collection to begin.

- **Please remember that the Professional Judgement Tool must be started on a Monday. The date you select cannot be in the future.**

Professional Judgement Staffing Level Tool Version 4

Professional Judgement Tool user guide and FAQs

Select Record **Add Record**

Start Date 02/07/2025

Staffing Level Tool

Comment

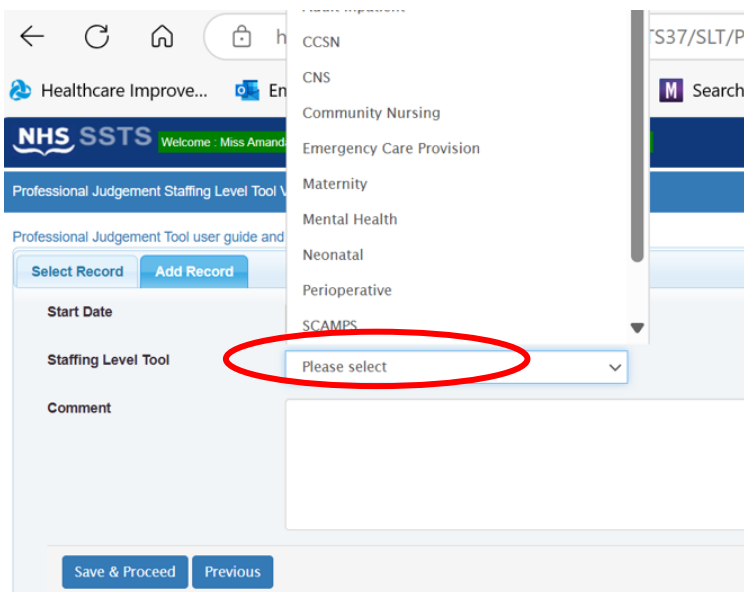
Save & Proceed Previous

July 2025

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear

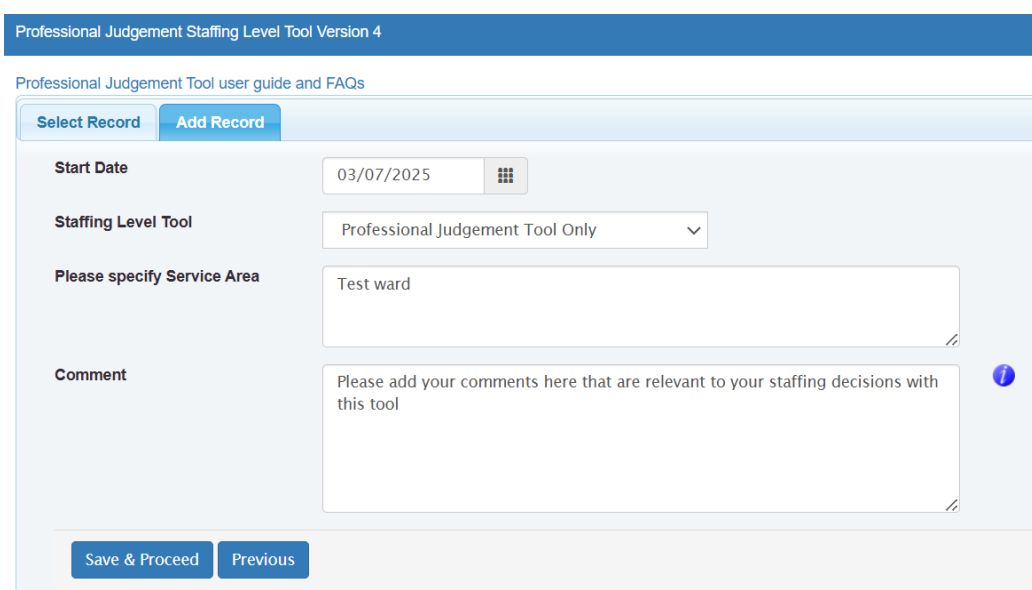
Then Select the Staffing Level Tool you are running alongside the Professional Judgement Tool.



The screenshot shows the NHS SSTS Professional Judgement Staffing Level Tool interface. The 'Staffing Level Tool' dropdown menu is highlighted with a red circle, showing a list of service areas including CCSN, CNS, Community Nursing, Emergency Care Provision, Maternity, Mental Health, Neonatal, Perioperative, and SCAMPS. The dropdown currently displays 'Please select'.

If you choose the Professional Judgement Tool Only, a text box will appear asking you to specify the service area. This should be used where there is no Speciality Specific Staffing Level Tool available. This does not appear when you select a Speciality Specific Staffing Level Tool.

If you wish to insert a comment, to strengthen the reasons as to why you have inputted specific staffing numbers in the Professional Judgement Tool, please do so in the comment box.



The screenshot shows the NHS SSTS Professional Judgement Staffing Level Tool Version 4 interface. The 'Staffing Level Tool' dropdown is set to 'Professional Judgement Tool Only', and the 'Please specify Service Area' text box contains 'Test ward'. The 'Comment' text box is empty.

- **Please note the Professional Judgement Tool is only mandated to be run concurrently with a Speciality Specific Staffing Level Tool. Areas with no Speciality Specific Staffing Level Tool run are not mandated to use the Professional Judgement Only Tool, this is a recommendation only and a local NHS Board decision.**

To proceed you must complete this before clicking “Save and Proceed”

Once you have selected “Save and Proceed”, you will then see the following screen:

Professional Judgement Staffing Level Tool Version 4

Professional Judgement Tool user guide and FAQs

Select Record Add Record **Nursing Week 1** Medical Week 1 Other Week 1 Skill Mix 1 Nursing Week 2 Medical Week 2 Other Week 2 Skill Mix 2 Results

Professional Judgement Record

Staffing Level Tool: Professional Judgement Tool Only
Start Date: 30/06/2025 **End Date:** 13/07/2025
Date Created: 02/07/2025 **Created By:** Amanda Newstart
Date Completed: **Completed By:**
Comment: Please add your comments here that are relevant to your staffing decisions with this tool

Nursing Categories

Shift 1

Start Time 00:00 End Time 00:00 Paid hours 0.0

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Enter Number of staff needed - REGISTERED	0	0	0	0	0	0	0
Enter Number of staff needed - NON-REGISTERED	0	0	0	0	0	0	0

Clear Data Clear Data

Add Shift

The sections in green writing provide information on:

- Staffing Level Tool – the Speciality Specific Staffing Level Tool you are running alongside the Professional Judgement Staffing Level Tool.
- Start and end date refer to the start and end of the period of the Professional Judgement Tool run.
- Date created and created by, refer to the individual who created this Speciality Specific Staffing Level Tool and on what date.
- Date completed and completed by, refer to the individual who completed the Specific Staffing Level Tool and on what date.

There are different tabs along the top, dependant on which Speciality Specific Staffing Level Tool, indicating different staff groups.

- Professional Judgement Only – Medical, Nursing, Midwifery, Allied Health Professions and Others e.g. Pharmacy, Healthcare Scientists etc

- Emergency Care Provision Tool – Medical and Nursing
- All other Specialty Specific Staffing level tools - Nursing and Midwifery only.

Please complete the staffing group tab(s) available for your Specialty Specific Staffing Level Tool Run:

- Nursing week1 (including midwifery)
- Medical week 1 (including dental)
- Other week 1 (including Allied Health Professionals, Chaplains, Pharmacists, healthcare scientists etc.)
- Skill Mix 1

These tabs are duplicated for week 2

- **ONLY the “Professional Judgement Only”**
And “Emergency Care Provision” selections provide the user with more than one staffing group. Please complete the tabs along the top of your selected Speciality

The Professional Judgement Staffing Level Tool enables you to enter data for a specific shift:

3.4 Nursing week 1 Tab

Enter the start time and end time of the shift, for example a twelve-hour shift may be 07:15-19:45.

You then enter the hours paid for during that shift, with the twelve-hour shift example you would be paid for eleven and a half hours

Nursing Categories ⓘ

Shift 1

Start Time: 07:15 End Time: 19:45 Paid hours: 11.5

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	0	0	0	0	0	0	0	Clear Data
Enter Number of staff needed - NON-REGISTERED	0	0	0	0	0	0	0	Clear Data

Add Shift

Save & Proceed Previous Print

The start time, end time and paid hours can be free texted, or you can use the arrow keys at the side to select your relevant time. Please note this should be in 24-hour clock values.

Complete the numbers of staff you have professionally judged were needed for each day. You can enter data for Registered and Non-registered staff.

Nursing Categories ⓘ

Shift 1

Start Time: 07:15 End Time: 19:45 Paid hours: 11.5

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Enter Number of staff needed - REGISTERED	4	4	5	4	4	3	3
Enter Number of staff needed - NON-REGISTERED	5	5	5	5	4	4	4

- Please note even if there are no staff required for a day you must enter 0, if not you will not be able to “Save and Proceed”.

3.5 Staffing requirement for part of a shift: Medical, Nursing and Other.

There may be times during your shift you professionally judge that you require additional healthcare professionals.

To account for this please select “add shift”

Shift 2 Remove Shift

Start Time **End Time** **Paid hours**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	0	0	0	0	0	0	0	Clear Data
Enter Number of staff needed - NON-REGISTERED	0	0	0	0	0	0	0	Clear Data

Add Shift

You will see you have “shift 2” to complete. Enter the start and end time, and the paid hours worked. For example, between 12 and 2pm on Tuesday. If the lead clinician is required to assist in activity to enable the safe and effective care of patients. While also maintaining staff wellbeing. You can professionally judge the band of the assistance required, as it may not have required the Lead Clinician role.

You can "add shift" for each additional time spell someone was required. You may also add to the same shift, as above, if you required an additional body for 2 paid hours on another day of the week as well.

This is a local NHS Board decision.

Shift 2 Remove Shift

Start Time **End Time** **Paid hours**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	0	1	0	0	0	0	0	Clear Data
Enter Number of staff needed - NON-REGISTERED	0	0	0	2	0	0	0	Clear Data

Add Shift

3.6 Medical Week 1

When you select “Save and Proceed” you are taken to the next tab.

- If you have no Medical data to input, please select the “Nursing Week 2” and repeat data entry as discussed on section 3.4 above.

The screenshot shows the 'Medical Categories' form for 'Shift 1'. At the top, there is a header 'Medical Categories' with an information icon. Below it, the 'Shift 1' section contains input fields for 'Start Time' (08:00), 'End Time' (22:00), and 'Paid hours' (13). The main part of the form is a table with columns for the days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for different medical staff categories. Each cell in the table contains a text input field with the value '0'. To the right of each row is a 'Clear Data' button. At the bottom left of the form is an 'Add Shift' button.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - Senior Doctors	0	0	0	0	0	0	0	Clear Data
Enter Number of staff needed - Middle Doctors	0	0	0	0	0	0	0	Clear Data
Enter Number of staff needed - Junior Doctors	0	0	0	0	0	0	0	Clear Data

This is completed the same way as the steps discussed in “nursing week 1 – tab”.

Ensure the start time and end time of the shift are inputted as well as the hours paid.

You have three options for medical staff:

- Senior Doctors
- Middle Doctors
- Junior Doctors

This screenshot shows a portion of the 'Medical Categories' form for 'Shift 1'. It displays the 'Start Time' (08:00), 'End Time' (22:00), and 'Paid hours' (13) input fields. Below these are three rows for entering the number of staff needed for Senior Doctors, Middle Doctors, and Junior Doctors. Each row has a text input field.

To receive a breakdown of what roles the three options for medical staff are, please select the blue “i” icon button .

Definitions for Professional Judgement Staff Groupings

Senior Doctor	Middle Doctor	Junior Doctor
Consultant	Specialty and Specialist (SaS) Doctor	FY1 - STR

OK

- **Remember, even if there are no staff required for a day you must enter 0, if not you will not be able to “Save and Proceed”.**

When completed then select “Save and Proceed”

You are then taken to “Other week 1”

For any additional staffing requirements refer to 3.4.1 above: Staffing requirement for part of a shift: Medical, Nursing and Other.

3.7 Other Week 1

This is completed by following the same steps as Nursing week 1 and Medical Week 1.

Other Categories 

Shift 1 Remove Shift

Start Time End Time Paid hours

	Mon	Tue	Wed
Enter Number of staff needed - REGISTERED	1	1	2
Enter Number of staff needed - NON-REGISTERED	0	0	0

Each shift can be allocated to a specific profession; this can be documented in comments if you wish. This will be a local NHS Board decision.

Date Completed:

Completed By:

Comment:

Please add your comments here that are relevant to your staffing decisions with this tool

In Other week 1 - shift 1 - Physiotherapists
shift 2 - Speech and language therapist

To receive a breakdown of what roles the options for other staff are, please select the blue “i” icon button .

Definitions for Professional Judgement Staff Groupings	
Registered staff	Non-registered staff
any staff member who holds a registration with a professional body	any staff member who does not hold a registration with a professional body

OK

- **Remember, even if there are no staff required for a day you must enter 0, if not you will not be able to “Save and Proceed”.**

When you “Save and Proceed” you are taken to the “Skill Mix 1” tab.

For any additional staffing requirements refer to 3.4 i above: Staffing requirement for part of a shift: Medical, Nursing and Other.

3.8 Skill Mix 1

You will see the skill mix for each tab you have inputted.

For medical staff the numbers of each grade are automatically calculated.

Professional Judgement Tool Version 4

Professional Judgement Tool user guide and FAQs

Select Record Add Record Nursing Week 1 Medical Week 1 Other Week 1 **Skill Mix 1** Nursing Week 2 Medical Week 2 Other Week 2 Skill Mix 2 Results

Professional Judgement Record ^

Staffing Level Tool: Professional Judgement Tool Only

Start Date: 29/09/2025 **End Date:** 12/10/2025

Date Created: 29/09/2025 **Created By:** Billy Murphy

Date Completed: 10/10/2025 **Completed By:** Billy Murphy

Comment:

Category	Staff Band / Medical Grades	WTE Req'd
Medical Staffing	Senior Doctor	1.88
	Middle Doctor	4.50
	Junior Doctor	2.63
Total		9.01

For Nursing Staff there are two sections to complete:

- Nursing Staffing – Registered (with a blue background)
- Nursing Staffing – Non-Registered (with a Green Background)

The total number of staff required to complete a roster for one week is documented however you need to document what Agenda for Change bands were required. The options are from Band 2-8.

Nursing Staffing - Registered	Band 8	0.00
	Band 7	0.00
	Band 6	0.00
	Band 5	0.00
Total		10.38
Nursing Staffing - Non-Registered	Band 4	0.00
	Band 3	0.00
	Band 2	0.00
Total		12.23

The total staff in specific bands **must** match the total at the bottom of the coloured box.

In this example you need 10.38 Nursing Staff – Registered and 12.23 Nursing Staff- Non-registered.

Nursing Staffing - Registered	Band 8	1
	Band 7	2
	Band 6	3
	Band 5	4.38
Total		10.38
Nursing Staffing - Non-Registered	Band 4	5
	Band 3	7.23
	Band 2	0
Total		12.23

For Other Staff there are two sections to complete:

- Other Staffing – Registered (with a blue background)
- Other Staffing – Non-Registered (with a Green Background)

The total number of staff required to complete a roster for one week is documented however you need to document what Agenda for Change bands were required. The options are from Band 2-8.

Other Staffing - Registered	Band 8	0.00
	Band 7	0.00
	Band 6	0.00
	Band 5	0.00
Total		0.73
Other Staffing - Non-Registered	Band 4	0.00
	Band 3	0.00
	Band 2	0.00
Total		0.00

As above the total staff in specific bands **must** match the total at the bottom of the coloured box.

In this example you need 0.73 Other Staffing – Registered and 0 Other Staffing- Non-registered.

Other Staffing - Registered	Band 8	0
	Band 7	0
	Band 6	0.73
	Band 5	0
Total		0.73
Other Staffing - Non-Registered	Band 4	0
	Band 3	0
	Band 2	0
Total		0.00

- Remember, even if there are no staff required for a day you must enter 0, if not you will not be able to “Save and Proceed”.

When you select “Save and Proceed” you are taken to Nursing Week2

3.9 Nursing, Medical and Other week 2

Professional judgement tool user guide and FAQs

Select Record	Add Record	Nursing Week 1	Medical Week 1	Other Week 1	Skill Mix 1	Nursing Week 2	Medical Week 2	Other Week 2	Skill Mix 2	Results
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Professional Judgement Board ▲

Each of these tabs are completed as discussed above for each individual tab, if appropriate to your area.

At the bottom of each tab there is an option to “clone”

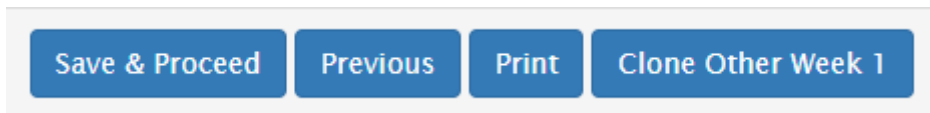
- Nursing Week 1

Save & Proceed	Previous	Print	Clone Nursing Week 1
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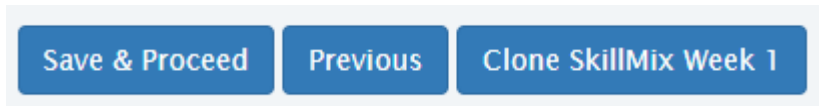
- Medical Week 1

Save & Proceed	Previous	Print	Clone Medical Week 1
----------------	----------	-------	----------------------

- Other Week 1



- Skill Mix Week 1



- **The Healthcare Staffing Programme do not encourage this as errors may occur. In an acute ward activity may vary, however, in a long-term care ward this variation may not be as evident. This is a local NHS Board decision as to whether to use this option or not.**

Once all the relevant week 2 tabs are Saved and Proceeded you are taken to the Results Tab.

3.10 Results Tab

In this Tab all the data is collated.

Medical is defined as Consultant and Non-Consultant, Nursing and Other remain in Agenda for Change bands

Each role is shown as staff required for week 1, week 2 and an average for the two weeks. The results tab also highlights the Skill Mix ratio as well, for Nursing and Other.

- Medical

Medical Category	Week 1 WTE	Week 2 WTE	Average WTE
Consultant	2.22	2.22	2.22
Non-Consultant	11.43	11.43	11.43
Totals	13.65	13.65	13.65

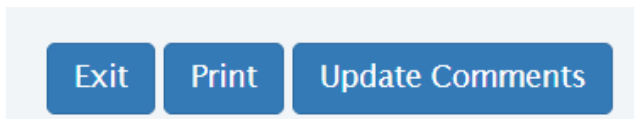
- Nursing Staffing (Registered & Non-Registered)

Nursing Category	Staff Band	Week 1 WTE	Week 2 WTE	Average WTE	Skill Mix Ratio
Nursing Staffing - Registered	Band 8	1.00	1.00	1.00	
	Band 7	2.00	2.00	2.00	
	Band 6	3.00	2.00	2.50	
	Band 5	4.38	5.33	4.86	
	Totals	10.38	10.33	10.36	45.80%
Nursing Staffing - Non-Registered	Band 4	5.00	5.00	5.00	
	Band 3	7.23	5.00	6.12	
	Band 2	0.00	2.28	1.14	
	Totals	12.23	12.28	12.26	54.20%
Nursing Totals		22.61	22.61	22.62	100.00%

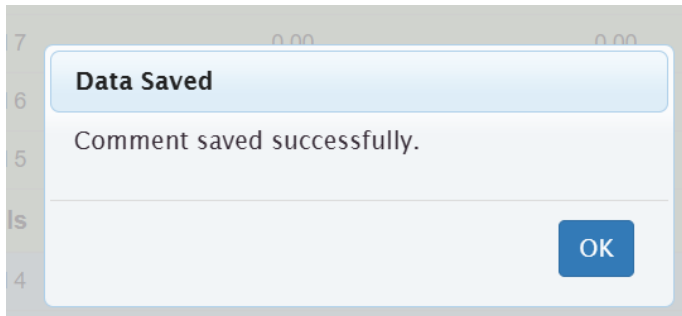
- Other Staffing (Registered & Non-Registered)

Other Staffing Category	Staff Band	Week 1 WTE	Week 2 WTE	Average WTE	Skill Mix Ratio
Other Staffing - Registered	Band 8	0.00	0.00	0.00	
	Band 7	0.00	0.00	0.00	
	Band 6	0.73	0.73	0.73	
	Band 5	0.00	0.00	0.00	
	Totals	0.73	0.73	0.73	100.00%
Other Staffing - Non-Registered	Band 4	0.00	0.00	0.00	
	Band 3	0.00	0.00	0.00	
	Band 2	0.00	0.00	0.00	
	Totals	0.00	0.00	0.00	0.00%
Other Staffing Totals		0.73	0.73	0.73	100.00%

You are also given the option to “Update Comments”



Once updated select the above option and you will see the following message:



This concludes the completion of the Professional Judgement Staffing Level Tool on the SSTS Platform

4. Deleting and Editing Data

4.1 Specialty Specific Staffing Level Tool runs on landing page.

When you enter the Professional Judgement landing page you get a screen similar to below:

Period Start	Staffing Level Tool	Status	
03/07/2025	SCAMPS	Completed	Edit Delete
03/07/2025	Professional Judgement Tool Only	In Progress	Edit Delete

On this page you can select “Edit” to alter and update that specific Speciality Specific Staffing Level Tool data or “delete” the record.

Editing it takes you to the data input page:

Enter Number of staff needed - REGISTERED	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	20	4	4	4	4	4	4	Clear Data
Enter Number of staff needed - NON-REGISTERED	3	3	3	3	3	3	3	Clear Data

Editing this data will be discussed in the following section [\(4.2\)](#)

If you select “delete” you will see the following message:

Delete Record

Do you wish to Delete the selected Date and Staffing Level Tool?

Yes

No

If you select “Yes” then the record will be deleted and if you select “No” you are returned to the previous page.

4.2 Deleting/Editing Data within a confirmed record

To edit data on a tool that is completed please select “Edit” from the first tab – Select Record.

Select Record

Add Record

Nursing Week 1

Skill Mix 1

Nursing Week 2

Skill Mix 2

Results

Filter

From: 03/07/2024

To: 03/07/2025

Apply Filter

Reset

Period Start	Staffing Level Tool	Status	
03/07/2025	SCAMPS	Completed	Edit Delete
03/07/2025	Professional Judgement Tool Only	Completed	Edit Delete

You will be taken to the following page:

NHS SSTS

Welcome : Miss Amanda Newstart Current Location : Workload Tools Test Area 1 Build 37.0.52

Select Record

Add Record

Nursing Week 1

Skill Mix 1

Nursing Week 2

Skill Mix 2

Results

Professional Judgement Record

Staffing Level Tool:

SCAMPS

End Date:

16/07/2025

Date Created:

03/07/2025

Created By:

Amanda Newstart

Date Completed:

03/07/2025

Completed By:

Amanda Newstart

Comment:

test

Nursing Categories

Shift 1

Remove Shift

Start Time

07:15

End Time

19:45

Paid hours

11.5

Enter Number of staff needed - REGISTERED

20

4

4

4

4

4

4

Clear Data

Enter Number of staff needed - NON-REGISTERED

3

3

3

3

3

3

3

Clear Data

Add Shift

Save & Proceed

Previous

Print

Here you can “remove Shift”, Clear the data on each line (Registered & Non-registered), edit data on one day, like above where Monday states 20 staff instead of 2. You can also add a shift.

Nursing Categories ⓘ

Shift 1 Remove Shift

Start Time End Time Paid hours

	Mon	Tue	Wed
Enter Number of staff needed - REGISTERED	2	4	4
Enter Number of staff needed - NON-REGISTERED	3	3	3

Add Shift

Monday “Registered” is now changed to 2

Save and proceed takes you to the next tab - skill mix. The previous staff numbers per Agenda for Change bands are all reset to 0, you need to complete these as discussed previously in the document (Skill mix 1).

As you save and proceed it takes you through the same steps as discussed for completion of the tool. If no more changes, please continue to “Save and Proceed” until you reach your results tab and exit.

4.3 Clear Data tab

When you are entering staff numbers into the shift for the week there is an option to “Clear Data” at the end of each staff group.

Nursing Categories ⓘ

Shift 1 Remove Shift

Start Time End Time Paid hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	3	4	4	4	4	4	4	Clear Data
Enter Number of staff needed - NON-REGISTERED	3	3	3	4	3	3	4	Clear Data

Add Shift

If you select this option, it automatically removes all the data in the associated staff group. There is no warning to prevent this.

Nursing Categories ⓘ

Shift 1

Remove Shift

Start Time

07:15

End Time

19:45

Paid hours

11.5

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Enter Number of staff needed - REGISTERED	0	0	0	0	0	0	0	Clear Data
Enter Number of staff needed - NON-REGISTERED	3	3	3	4	3	3	4	Clear Data

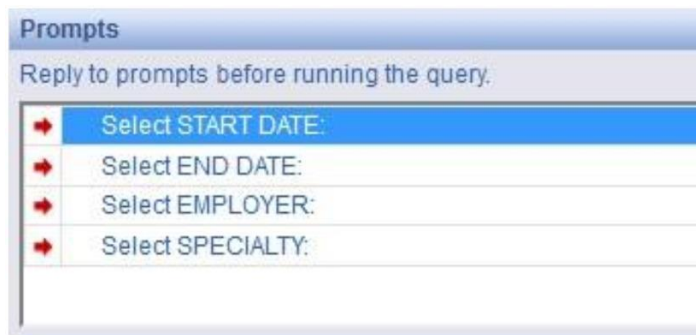
Add Shift

➤ In the RESULT tab no data can be adjusted.

5. Business Objects

After the Professional Judgement Tool data entry into SSTS is complete, please use one of the Professional Judgement standard reports developed in Business Objects (BOXI) to view and extract information for a selected period.

These reports were created by the national team and have a series of built-in prompts to generate customised outputs locally.



Prompts	
Reply to prompts before running the query.	
→	Select START DATE:
→	Select END DATE:
→	Select EMPLOYER:
→	Select SPECIALTY:

Access to BOXI reports requires a login and password. Local processes for BOXI access can vary. Typically, BOXI access can be granted by your local SSTS Manager, line manager or Workforce Lead. Access is requested using the same access permission request form as the one for SSTS access

- **Please seek your line managers' permission and authorisation before contacting your local SSTS manager.**

Appendix A

Background

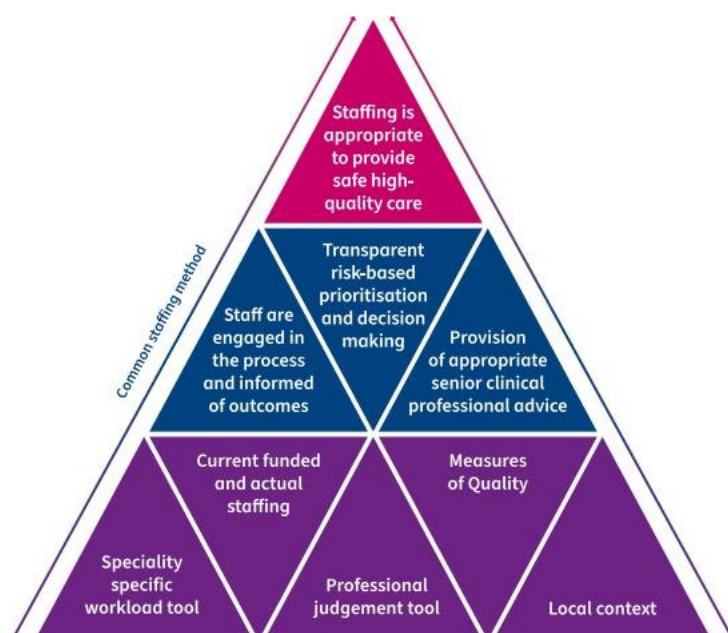
The Health and Care (Staffing) (Scotland) Act 2019 came in to effect on 01 April 2024. It stipulates that Health Boards have a duty to utilise Staffing Level Tools and follow the Common Staffing Method (CSM). The Mental Health and Learning Disability Inpatient Nurse Staffing Level Tool is one of national staffing level tools available for this purpose. The purpose of the Staffing Level Tools is to provide information and recommended Whole time equivalent (WTE) based on workload.

The outputs from the staffing level tools should not be used in isolation and the Common Staffing Method sets out a process, including the use of the relevant Staffing Level Tool and the Professional Judgement Tool and a range of other considerations, which must be applied rigorously and consistently to inform workforce planning. The application of the CSM will support NHS Boards to ensure appropriate staffing, the health, wellbeing and safety of patients and the provision of safe and high-quality care. It will form part of the evidence that relevant organisations submit to demonstrate how they have complied with the Act. The frequency of applying the CSM has been defined as once per financial year as a minimum.

To find out more about this, please refer to the HSP website and learning resources:

Healthcare Staffing Programme (HSP) webpages

Figure 1 – The common staffing method



Appendix B

Frequently Asked Questions

Below are the most frequently asked questions and answers raised during the use and application of the Professional Judgement Tool. This quick guide has adopted a question/ answer format and should be used in conjunction with earlier parts of the user guide.

Q1 What do I need to do before I start using the tool?

You need to make sure you are familiar with the Professional Judgement Tool.

Training and support will be provided via your local Workforce planning team. Please make sure you understand all the information provided, the responsibilities and expectations for you and your team.

Please also refer to the pre and post run animations, and the Professional Judgement eLearning module, found on the TURAS webpage

Q2 How do I access the tool?

Please see Section 2.0 for details.

Q3 How often should the Professional Judgement tool be completed?

It is mandated in legislation that the Professional Judgement tool is run concurrently with the speciality specific staffing level tool for your area. This is mandated for a for a designated 2-week period for local runs. This is dependent on local and national decisions and should be clarified prior to commencing your run.

It is recommended, by Healthcare Improvement Scotland (HIS), that areas with no speciality specific staffing level tools run the Professional Judgment Tool on its own to help inform workforce planning, please note this is not mandated within the legislation.

Q4 How many days/weeks should the tool run for?

The Professional Judgement tool is run for two weeks, fourteen consecutive days. It is advisable the run commences on a Monday and includes weekends.

If your service area does not have a specialty specific staffing level tool, the Professional Judgement Tool can still be run for a 2-week period. It is a local decision the regularity of these runs.

If the service is unavailable during these times, please reflect this with entering '0' for requirements. Boxes left empty will register as incomplete records.

The Professional Judgement Staffing Level Tool should be completed once by a team leader or designated person on behalf of the team. Local arrangements should be established so information from the whole team is collated to inform completion of the tool.

You should check with your local workforce planning team for detail about when the tool has been scheduled for the local area.

Q5 Should other tools be completed at the same time as the Professional Judgement?

Yes.

Speciality Specific Staffing Level Tools: speciality specific staffing level tools are available for 98% of nursing and midwifery areas and should be completed alongside the Professional Judgement tool. The Professional Judgement tool is currently accessed via the SSTS platform. The speciality specific staffing level tools are moving to the SafeCare platform in a phased approach. Please reach out to your workforce planning team to understand which platform/s you need access to for your local tool run.

User guides on how to input data are available for each tool. Please refer to this during the run.

Quality Tool:

The Quality Tool (QT) is a questionnaire designed to reflect the level of quality of care achieved during the time of the tool runs for any of the community tools.

These are

- Community nursing (CN) tool
- Community children's and specialist nursing (CCSN) tool
- Clinical nurse specialist (CNS) tool

The Quality Tool is completed alongside these staffing level tools to provide data for evidencing best practice.

Where no Speciality Specific Staffing Level Tool is available the Professional Judgement Tool can still be used by those service areas.

The Healthcare Staffing Programme has advised boards that the quality tool should be run once per week retrospectively, per team roster, for the duration of the tool run.

While The Quality Tool is not named within the HCSA 2019 legislation and therefore is not mandatory, the HSP recommend its use as best practice which will help support and provide evidence in relation to measuring quality as part of the Common Staffing Method.

Q6 What constitutes 'workload' for completion of the Professional Judgement Tool?

Workload is defined as comprising:

Direct care: Workload that is carried out to or with a patient. It involves hands-on interaction with the patient, e.g. administering medication, performing physical examinations, assisting with mobility or providing education.

Indirect Care: This refers to activities that support a patient's health and treatment without directly interacting with the patient. These tasks are essential for ensuring safe, effective and coordinated care even though they don't involve hands-on or face-to-face contact.

Examples include charting and documentation in electronic health records (EHRs), reviewing results of tests and investigations, medication preparation or checking drug interactions, communicating with other healthcare providers such as consulting with a specialist, scheduling procedures or follow-up appointments, participating in case conferences of multidisciplinary meetings.

Indirect care facilitates

- Continuity and accuracy of care
- Enhances patient safety
- Improves coordination across healthcare teams
- Supports evidence-based decision making

Associated Workload: All the other work not directly related to a patient e.g. general communication, repairs, off duty, appraisal and training

Personal time: General breaks

Q7 Should the SCN / SCM be included in the workforce required?

The Senior Charge Nurse (SCN) /Senior Charge Midwife (SCM) should be included in the required headcount figures if they are on duty and contributing to the workload of the area to ensure safe and effective care.

If the SCN/SCM is rostered for managerial duties out with the ward / department then this would not be captured. Preventing 'double counting'.

i.e. If a SCN /SCM is 1.0 WTE for a ward environment but is only contributing 0.4 WTE to workload on the ward then this should be reflected in the skill mix tab.

Q8 Why does it ask for skill mix on page 2 weekly data entry?

The skill mix is a local decision whereby the senior professional completing the Professional Judgement Tool would utilise the WTE to break down their requirements for registered and unregistered staffing.

The skill mix figures entered have to add up to the total for registered and unregistered in both Day and Night columns.

The skill mix refers to the combination or balance of different categories of health and care staff with the range of skills, knowledge and experience required to deliver safe, effective and high-quality care.

For example, a ward team might include registered nurses, healthcare support workers, physiotherapists and pharmacists. Their skill mix determines how tasks like medication administration, mobility support and patient education are shared.

Within primary care, a skill mix might involve General Practitioners, nurse practitioners, pharmacists and social workers. Each team will be made up of “within profession skill mix, e.g. senior and junior nurse/midwife working together”, “between-profession skill mix, e.g. doctors, nurses and allied health professionals”, “between clinical and non-clinical staff, e.g. clinicians supported by administrative staff” and “role redesign, e.g. shifting tasks to different staff groups, e.g. nurse-led clinics or pharmacist prescribing.”

The skill mix will be a local decision for the team, where the senior professional completing the professional judgment tool will assess the recommended Whole Time Equivalent (rWTE) output and breakdown the total output as per agenda for change band to support their service.

The figures entered for the breakdown of the skill mix must add up to the total rWTE. This is for registered and unregistered colleagues and will be required for both day and night columns where applicable.

Q8 Our service has an overlap of shifts. Is this calculated into the WTE?

This overlap can be captured by adding an additional shift to your professional judgement to cover the short time frame. This will be taken into account on your WTE.

Q9 When should the comments box be used?

The comments box is useful as an aide memoire and as rationale for the figures entered and the decisions taken as some time may pass before you have your local discussion on the outcomes of running the staffing level tools.

Examples of what may arise include:

You have an emergency requiring more staff for a period of time.

Preceptorship of staff within an area has increased the number of staff required to undertake the workload.

Member of staff was off sick at the last minute, but the workload was still manageable therefore they would not be captured in the figures.

Staff missed breaks due to increased workload.

These real-time issues can have an impact on your capacity to maintain the quality of patient care and additional staff may be needed for identified time periods to undertake the workload. The information in the comments box would help you explain the rationale for your decisions at the time.

Appendix C: Trouble shooting

1. SSTS

I am getting an error message when trying to login to SSTS. What should I do?

SSTS and the Staffing Level Tools can only be accessed on an NHS Board approved computer network or portable network.

If you are experiencing login problems when using a board approved network, contact your local SSTS team for advice.

What should I do if I lose my login details?

Contact your local SSTS Team.

The staffing level tool I need to access is greyed out. What do I do?

Double check that you are trying to access the correct tool. Double check the working location is correct

Contact your local SSTS manager to change your permissions if you are unable to access the correct tool.

The working location shown is incorrect – how do I change this?

Refer to section 2.2 You can only change working location if you have the necessary permissions, if you do not then you need to reach out to your SSTS team.

My service area/ working location isn't shown on the list. What do I do?

Contact your local SSTS manager to ensure that you have the right permissions to access the tool for your specialty.

What happens if the internet goes down whilst during data entry to SSTS?

You will have to re-enter any unsaved data once you are able to access SSTS again.

What happens if I enter the wrong information by mistake e.g. wrong dates or staff numbers?

You will be able to amend any unsaved data while still logged into SSTS.

If you have Editor permissions, you should be able to amend the entry even after it has been saved using the edit function.

Why can't I move onto the "skill mix" tab

You will only have access to the "skill mix" and "results" tabs if you have editor permissions

If you have editor permissions, please make sure you have added data into all of the relevant data entry cells and clicked on “save and proceed” to progress to the skill mix tab. This should then let you open the next screen.

2. The Staffing Level Tool

I am unable to download the paper data capture template. What do I do?

1. You can try using a different web browser to download the template.
2. You can print Appendix B from this document.
3. You can speak to the local IT team as permissions may be needed for accessing and downloading documents.
4. Speak to your workforce lead and they should be able to assist in providing paper copies of the template.

There are data capture sheets missing for some of my shifts – what should I do?

Best practice would be to enter the data on to SSTS as near to real-time as possible e.g. at the end of your shift. This should reduce the risk of misplacing data capture sheets.

Double check all areas where you store or carry paperwork. If you are unable to find them, you may be able to complete the data retrospectively, using your appointment diary for example.

Inform your manager if you are unable to find the data capture sheets and feel that you may not be able to fully recall all the activities for the dates in question.

You should enter the data you do have onto SSTS, and this will pull through to the BOXI report. Gaps will show in the charts for any dates you do not have any data for.

The Team Leader is off sick. Who takes responsibility for the Tool Run now?

Each CCSN, CNS and CN (including non-registered CN) clinicians are responsible for their own data collection and upload to SSTS.

The workforce lead will be able to provide support with completing the tool run in the absence of Team Leader.

A nominated person should lead with the Professional Judgement Tool and if relevant, the Quality Tool in the absence of the Team Lead.

The Workforce Lead can also assist with Quality Assuring the data in the absence of the Team leader, although there is up to 2 months to do this.

Appendix D

- [Data capture template for medical](#)
- [Data capture template for nursing and midwifery](#)
- [Date capture template for other professions](#)

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Need information in a different format? Contact our Equality, Inclusion and Human Rights Team to discuss your needs. Email his.equality@nhs.scot or call 0141 225 6999. We will consider your request and respond within 20 days.

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