

Appendix 1

Maternity Services Staffing Level Tool glossary of definitions and acronyms

Term	Definition
Antenatal	Pre-birth care provided during pregnancy defined as the period between 1st trimester to 3 rd trimester from conception until birth (or pregnancy loss).
Associated Care	Workload is not patient related at all e.g. cleaning, bed making, clinical supervision of midwives
BOXI	Business Objects
Clinics	An outpatient facility providing antenatal and postnatal midwifery care including early pregnancy and maternity assessment services
CNOD	Chief Nursing Officers Directorate
Community Midwifery	Community midwifery refers to the practice of providing midwifery care in community settings, e.g. patient's homes and local community clinics
CSM	Common Staffing Method
DHSC	Department of Health and Social Care
Direct Care	Direct care workload where the mother and/or baby is present e.g. Early Warning Scores, medicine administration, abdominal palpation etc
DoMs	Directors of Midwifery
HIS	Health Improvement Scotland
HoMs	Heads of Midwifery
HSP	Healthcare Staffing Programme
Indirect Care	Indirect workload where it may be patient related but not specifically to a named patient, or not directly involving the patient e.g. checking electronic blood results, completing documentation of care given
Intrapartum	Pregnancy care for expectant people and their babies during labour and immediately after birth. It focuses on women and pregnant people who give birth between 37 and 42 weeks of pregnancy ('term').
IT	Information Technology
NES	NHS Education for Scotland
NICE	National Institute for Health and Care Excellence
Personal	Non-clinical workload e.g. staff breaks
Postnatal	The postnatal period, is defined as the period beginning immediately after the birth of the baby and extending up to six weeks (42 days)
RCOG	Royal College of Obstetricians and Gynaecologists
RCM	Royal College of Midwives
rWTE	Recommended Whole Time Equivalent
SEND	Scottish Executive Nurse Directors
SG	Scottish Government
SLT	Staffing Level Tool
SSTS	Scottish Standard Time System

Triage	When maternity service users attend for unscheduled visits with pregnancy related concerns (either while pregnant or in the immediate postnatal period). Triage assessment and advice may be provided by telephone or in person
UI	User Interface