

# Appendix 1

Maternity Services Staffing Level Tool glossary of definitions and acronyms

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

<b>Triage</b>	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
<b>UI</b>	User Interface