S.S.T.S.
Scottish Standard Time System

NEONATAL
Workload Tool

User Guide 2017
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V1.2

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1 Navigate to the SSTS website

Use the link provided by your Local Intranet.

2 Login

Type in your user name:
- If you are already registered on SSTS within the Board, use your existing user name.
- If you are not already registered, your username will be supplied by your local SSTS manager.

Type in your password:
- If you do not have a password, one will be supplied by your local SSTS manager.

Click “Login”

When you have logged in successfully, you should be presented with this screen.
- If the details are correct, click Confirm.
- If the details are not correct, follow the on-screen instructions.
3 Select SSTS system

Click on “SSTS” when presented with the following screen:

4 Check location (and change it, if required)

Upon entering the SSTS system, you will be presented with the following screen.

Ensure that the “Current Location” (at the top of the screen) is the location for which you want to enter data.
- **If it is correct**, ignore the instructions below and **skip straight to step 5**.
- **If it is not correct**, see instructions below.

If you need to change Current Location:
- Click: My Account.
- Click: Change Working Location.

You will then see all of the wards and clinical areas that you have access to.
- Click the ward/area for which you are going to enter neonatal data.
- Then click “Select”.
- Click “Ok” when prompted to confirm.
5 Select Neonatal workload tool

- Click: **“Workload Tools”** near the top of the screen.
- Select: **“Neonatal”** from the list.

6 Enter neonatal data

6.1) Select a date

You should now be in the Neonatal workload tool and be presented with the following screen, from which you can:

- Access guidance documents
- Select a date for which to enter new information
- Edit / delete / amend the date of a previous entry
- Change cot numbers - NB: This will only apply if there are local service changes affecting cot numbers.
### 6.2) Assigned Values screen

Upon selecting a date, you will be taken to the “Assigned Values” screen (see below). Use this screen to either:

- **Confirm** that you have selected the correct date and cycle.
- **Cancel** to select an alternative date.

![Assigned Values screen](image_url)

- **Date**: 03/07/2017
- **Status**: NEW DATE
- **Number of Cots**: 25
- **Available**: 0
- **Daily Cycles**: 2
- **Start Time for Day Cycle**: 0800

Click ‘CONFIRM’ to proceed to the Data Entry Screen.
6.3) Data Entry screen

Use this screen to enter workload details of babies in the unit during the selected cycle:

Please note:
- The time in / time out that you enter must fall within the selected cycle.
- The “guidelines for use” link provides information on categorising workload associated with the babies.
- Unique Identifier should be the CHI number where possible.
- Click “No babies present” if applicable (tick box only available on the first cot).
- Click “Cancel” to return to the Assigned Values screen without saving changes.
- Click “Save” to save the cot/record you have just entered before moving to the next cot/record.
- The “Cot Number” hyperlinks near the bottom of the screen allow you to move between records.
- “Increase available cots” option allows you to add further records should the default number of cots be insufficient.

“Complete Day/Night Cycle” should be clicked when you have entered all information for the cycle (including any Additional Activity). This action will take you to the “Summary Display” screen.

⚠️ If you proceed to the next cot without saving, you will lose the record that you just entered.

Tip:
If the baby was present for the whole shift, you can choose to leave Time In and Time Out blank. The system will automatically assign the time in and time out as the start and end of the shift. Similarly, if you enter a Time In but not a Time Out, the system assumes that the baby was still present at the end of the shift (i.e. 19:59 or 07:59).
If you enter a Time Out but not a Time In, it is assumed that the baby was present at the start of the shift (08:00 or 20:00).

Tip: Within the workload tool, blue information icons offer further information and guidance.
6.4) Patient List screen

This screen lists the babies whose workload details you have entered into the tool, and allows you to **edit** or **delete** the information as required. Click **exit** to return to the Data Entry screen.

![Patient List screen](image)

6.5) Summary Display screen

This screen shows (depending upon your role):

- The number of babies entered for each cycle (day/night) within the current date.
- The staffing (whole time equivalent) recommendations, as calculated by the neonatal workload tool, for each cycle, based upon information you entered.

From this screen, you can **print** out the summary information or **exit** to return to the Assigned Values screen (via the Data Entry screen), ready to enter information for the next cycle. You can also **access/edit** the records entered by clicking on the relevant links within the first table.

❗ The screen will not be populated until you **complete cycle** on the Data Entry screen.

![Summary Display screen](image)
6.6) Display Incomplete Cycles screen

(Accessed via the Summary Display screen). Lists cycles where users have not clicked “Complete Cycle” within the Data Entry screen. Cycles can be identified and closed off via this screen, if your role allows.
6.7) Additional Activity screen

Use this screen to capture any additional clinical workload that requires input from staff who are rostered to deliver direct clinical care.

The screen can be accessed via the relevant tab:

- Select “Add New Activity” to enter details or “Exit” to return to the previous screen.
- When adding details of any additional activity, there is an option to “span cycle” if the activity crosses from the day to night cycle (or from night to day).
- After adding additional activities, select “Exit” to return to the main Data Entry screen.

! Remember to click “Complete Cycle” on the Data Entry screen when you have entered all information for the cycle (including any Additional Activity).