Nursing and Midwifery Workload and Workforce Planning Programme

Professional Judgement Workload Tool

User Guide 2018

Amended October 2018
Professional Judgement Workload Tool on the SSTS Platform

Logging in:

Once you have been issued with your username and password, via your local SSTS manager, you should use the link provided to go to the login page.

Enter your username and password as they were provided to you and select ‘Login’:

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

Click ‘Confirm’ to proceed:
And then select ‘SSTS’:

**Working Location:**

Once you have logged in you will be presented with the following screen:

Check the Current Location at the top of the screen. If this is incorrect, select ‘My Account’ and then ‘Change Working Location’:

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’:

The below screen will then appear, select ‘OK’ to proceed:

![Change Working Location]

The location will then update on the toolbar:

**Professional Judgement:**

To open the Professional Judgement tool select ‘Workload Tools’ and then ‘Professional Judgement’:
**User Roles:**

There are two types of user role for the Professional Judgement tool:

- **Editor** permissions allow users to create, enter, edit/delete records 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

**Entering Data:**

After opening the Professional Judgement tool, a screen similar to the below will then appear:

The **Status** column shows records which have been completed or are still In Progress.

**Editor** users will have the option to Edit or Delete records. **Data entry** users will only be able to delete records.

**Note:** To navigate through the tool, please use the buttons at the bottom of the page (e.g. Save & Proceed, Previous). Clicking directly between tabs may result in entered data being lost.
If you wish to create a new record, click on the ‘Add Record’ tab, you will then be presented with the following screen:

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

Then, select the Workload Tool for which you are collecting data:
And then select the **Tool Type** most suited to your area *(Note - Workload Tool needs to be selected for the Tool Type dropdown to appear)*:

- Tool types are:
  - “8 hour”, “12 hour” and “24 hour”
- The PJ tools are developed in 4-hourly time blocks
- The **8 hour** tool is for application where a period of 8 hours or less is worked. The 8 hour period may start at any time e.g. 8-4, 10-6, 2-10, 2000-0200.
- The **12 hour** tool is for application where a period of more than 8 hours but no more than 12 hours has been worked. The starting time may vary as above.
- The **24 hour** tool has 6 x 4 hour periods from 0800-12:00, 12:00-16:00, 16:00-20:00, 20:00-00:00, 00:00-04:00, 04:00-08:00.

If you wish to record a **comment**, insert this in the Comments box:

The comments box should be used to provide explanation and justification of staff requirements.

The PJ and workload information should be used together to explain staffing needs for the actual workload carried out during the designated period.

Once the comments have been updated, click on **Save & Proceed** and you will be presented with the following screen:
To add the number of staff required (Registered & Unregistered) against the time period then click ‘Save & Proceed’.

If you have Editor permissions, you will then be taken to the Skill Mix tab:

If you have not completed Week 1 data input at this point, you should select ‘Previous’:

If you have completed Week 1 data, you are now required to allocate staff to the relevant Agenda for Change Bands to ensure that these add up to the totals shown.

Click on ‘Save & Proceed’ to save the data:

Note: If you have Data Entry permissions, you will be taken straight from the Week 1 to Week 2 screen. You will not be able to view or enter the Skill Mix.
You will then be taken to the **Week 2** screen:

Follow the same process as for **Week 1** and **Skill Mix 1**.

A ‘Clone Week 1’ option is available if the staffing requirements for **Week 2** match those of **Week 1**. To use this option click on the ‘Clone Week 1’ button and then ‘Save & Proceed’:

If you have **Data Entry** permissions, you will receive a message confirming that the data has been saved.

If you have **Editor** permissions; you will then be required to complete **Skill Mix 2** (*Note - Clone option is also available)*:
Once complete click on ‘Save & Proceed’:

The **Results** screen will then appear *(Note - only available to Editor users)*:

You can amend the Comments box in this screen if required - click ‘**Update**’ to cascade any change to the previous screens.

If you wish to print a copy, click on the ‘**Print**’ button.

Click ‘**Exit**’ to return to the Select Record screen.
Editing Data:

If you wish to select an existing record, the record can be searched for using the filter option on the Select Record screen:

The filter can be applied for a period of up to one year. You can also click on the table headings to sort the data.

Once the record has been found, simply highlight and click ‘Edit’:

This can either be a completed set of data or the set of data you are currently working on. If you click ‘Edit’ on a complete record, this will change to In Progress. You will need to click ‘Save & Proceed’ on the Skill Mix 2 tab to mark this record as ‘Complete’ again.

You will need to select the start date every time you wish to add data to the current data set. You can review the data by clicking on the tabs at the top of the screen:

Deleting Data:

To delete an entry (permission permitting) select the entry of interest on the Summary screen and then ‘Delete’: