S.S.T.S.

Scottish Standard Time System

SCAMPS™

Workload Tool

(Scottish Children’s Acuity Measurement in Paediatric Settings)

User Guide 2016

(Updated February 2016)

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SCAMPS Workload Tool on the SSTS Platform

1 Navigate to the SSTS website

Use the link provided by your Local Intranet or click the following link:
https://workforce.mhs.scot.nhs.uk/eYou/authentication/login.aspx

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 the local SSTS System Manager.

Type in your password:
- If you do not have a password, one will be supplied by the local SSTS System Manager (and will need to be changed when you first logon).

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 “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 SCAMPS data.
- Then click “Select”.
- Click “Ok” when prompted to confirm.
5 Select SCAMPS workload tool

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

6 Enter SCAMPS data

6.1) Select a date

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

- Select a date for which you want to enter new information
- Edit / delete / amend the date of a previous entry

Click on relevant date to enter new information. (The current date will be highlighted by default.)

Click “Edit” to access previously entered information.

Click “Delete” to delete previously entered information. You’ll be asked to confirm that you definitely want to delete the entry.

Click “Amend Date” to change the date of a previous entry.
6.2) Assigned Values screen

Upon selecting a new date, you will be taken to the “Assigned Values” screen (see below). Use this screen to confirm that you have selected the correct date and cycle.

N.B. Confirm & Clone

- Replicates records where a patient is assumed to still be in the ward at the end of the previous cycle.
- This should mean that records relating to such patients will appear in the current cycle also.
- See following section of this document for further details. Otherwise, skip straight to section 6.3 (Data Entry screen)

You cannot clone a previous cycle if you have already started on the current one.
6.2.1) Confirm & Clone – further information & example

From October 2015, a new option to “Confirm & Clone” within the Assigned Values screen has been available (in addition to the pre-existing “Exit” or “Confirm” options).

This option is relevant where a patient is assumed to be in the ward at the end of the previous cycle. By selecting this option, all such patients should be replicated within the current cycle.

⚠️ You cannot clone a previous cycle if you have already started on the current one.

**For example**, patient 2 on 6/10/15 entered the ward at 08:40 (during the day cycle). You did not enter a time out for the individual, therefore they were assumed to still be in the ward at the end of the day cycle (namely, 19:59):

![Image of patient entry screen](image1)

After clicking “Complete Cycle” and returning to the Assigned Values screen, select “Confirm & Clone” before moving to the night cycle:

![Image of patient entry screen for night cycle](image2)

Therefore, patient 2 appears in the night cycle too:

Time in can be left blank because they were in the ward from the start of the cycle.

Enter time out if they subsequently left the ward during the night cycle.

Adjust level of care if appropriate (it will default to 0).
6.3) Data Entry screen

Use this screen to enter details of patients in the ward during the selected cycle:

<table>
<thead>
<tr>
<th>Unique Identifier</th>
<th>CHI number</th>
</tr>
</thead>
</table>
| Time In / Time Out | Enter the time that the patient entered/left the ward.  
|                    | - If you leave “time in” blank, it is assumed the patient was present at the start of the cycle.  
|                    | - If you leave “time out” blank, it is assumed the patient was present at the end of the cycle.  
|                    | - If you leave both blank, it is assumed the patient was present for the whole cycle.  
|                    | - Times you enter must fall within the selected cycle:  
|                    |  
|                      |   - Day Cycle: 08:00-19:59  
|                      |   - Night Cycle: 20:00-07:59  
| Level of Care | Guidance available via the onscreen blue info icon  
|                | You should record each patient’s highest level of care per cycle  
| Respite Care | Guidance available via the onscreen blue info icon  
| No children present for this cycle | If you select this option, you will be prompted to confirm that no children were present.  
| |  
| | - If you confirm this was definitely the case, you will be unable to enter further patient details and any information already recorded in the Data Entry screen will be deleted.  

Further options on the screen:

Exit | Exit data entry without saving  
| Save | Save entered information  
| Complete Cycle | Move onto next cycle when all data entered for current cycle  
| Increase Patients | To increase the number of patients you can enter data for  
| Clear data | Clear the selected patient’s information  
| | Can’t be undone
6.4) Patient List screen

Use this screen to review the patient details you have entered and saved.

If you choose “delete”, the patient’s record will be deleted immediately **without** asking you to confirm.

- Return to the calendar screen.
- Edit information you have already entered.
- Delete a record.
6.5) Additional Activity screen

Use this screen to capture rare and extraordinary events that remove rostered staff from the clinical setting for a period of time. The nationally agreed Additional Activities that meet the criteria can be found in the “Description” drop-down box on the Additional Activities screen.

- **Clear** allows you to clear the information that you are currently entering.
- **Edit** allows you to amend additional activities that you have already entered.
- **Delete** allows you to delete additional activity that you have already entered. You will be asked to confirm that you definitely want to delete the activity.

! When selecting **Span Cycle**, remember to enter an end time for the additional activity within the next cycle.

! If you select “Other” from the description drop-down, you must give a further description of the additional activity in the **Notes/Others** box. You can also use this box to record any other relevant notes for any other types of additional activity.

6.6) Incomplete Cycles screen

Lists cycles where users have not clicked “Complete Cycle” within the Data Entry screen.
6.7) Summary Display screen

This screen shows:
- the number of patients entered for each cycle (day/night) within the current date
- the recommended WTE for each cycle, based upon information you entered

NB. The screen will be blank until you save any additional activities and complete cycles within the Data Entry screen.

Click on Assigned Values tab to move onto the next cycle.

Review data entered by clicking on the relevant hyperlinks.

Indicates the WTE staffing that would be required if every date was like the one just entered. Values include 22.5% Predicted Absence Allowance.

Exit to return to calendar screen.