Small Wards 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’:

![Login Page]

**NOTICE TO USERS**

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Server NHLVWSSTSUWB01

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

Click ‘Confirm’ to proceed:

![Confirmation Message]
And then select ‘SSTS’:

![Image showing the selection of applications with SSTS highlighted]

**Working Location:**

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

![Image showing the working location page]

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

![Image showing the options for changing working location]

A screen will then appear containing the ward and clinical areas you have access to:

![Image showing the selection of wards and areas]

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:

The location will then update on the toolbar:

**Small Wards:**

To open the Small Wards tool select ‘**Workload Tools**’ and then ‘**Small Wards**’:
A screen similar to the below will then appear:

![Small Wards User Manual](image)

**Entering Data:**

To add data, select ‘Add’ and then the following screen will appear:

![Add Data Screen](image)

**Note** - SSTS will default the ‘Days Open’ to 7 and the ‘Hours Open’ to 24, both can be changed by clicking into the appropriate box and amending.

**Enter ‘Average number of patients per dependency’**

- These figures should be the **number of patients** and **not a percentage**
- E.g. If there are generally 12 occupied beds in the ward, then the number of patients per dependency might be:
  - Dependency 1 = 6 patients
  - Dependency 2 = 4 patients
  - Dependency 3 = 2 patients
  - Dependency 4 = No patients (just leave the box blank)
Enter ‘Average bed occupancy’
- This figure should be the number of occupied beds and not a percentage.
- E.g. If the ward has 15 beds and average occupancy is 80%, then average bed occupancy entered into the tool would be 12 (i.e. 80% of 15).

Note - The user can enter either occupancy or dependency data (or both).

Enter ‘Safe staffing’
- You need to enter a figure in this box before the system will allow you to save.

Once all the data has been inputted click ‘Save’:

Viewing Data:
A summary screen of the data will be available to users (permission permitting) including the recommended nursing WTE (rWTE) from the tool.

Note: Only users with View Results permissions are able to view rWTE.

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