**Before tool run begins**

* Inform ALL staff of reason for tool run i.e. Healthcare Staffing Legislation
* Attend a training session
* Ensure SCN/M and CN/Ms have access to workload tools and BOXI reporting
* Ensure you have ALL the paperwork available and have discussed it with All staff
* Collect dependency scores as instructed by Healthcare Staffing Team

**During tool run**

* Keep on top of ALL data collection
* SCN/M should Identify a person on each shift responsible for ensuring quality of data collected i.e. scores are added correctly, paperwork in a safe place
* **For AIT only**
  + Total the dependency score (horizontal numbers) for each patient and give a dependency rating per patient
  + Record the averages for each rating on the dependency summary sheet (see sheet for details)
  + Enter total dependency rating for each dependency into Adult Inpatient Tool on SSTS for each 24 hr period
  + Record Bed Occupancy on *AIT 24 hr Dependency Form,* between 12 md and 14.00, remember to include and dependency score any patients in chairs or ward attenders.
* Keep contemporary notes of all circumstances, which in your professional judgement, required more resources during the workload period

**After tool run**

* Ensure required number of days and nights have been collected
* Ensure all workload data had been entered into SSTS platform
* Enter Professional Judgement and any comments from contemporary notes.

Remember this is the staff, that in your professional judgement, you **needed** to safely manage the workload

* Arrange meeting with Lead nurse/midwife to discuss Common Staffing Method and quality of service provision to agree final WTE to be reported back to Chief Nurse.
* Run your BOXI report and share with your teams, or get the one-page Common Staffing Method summary from CN/M to share with team