

# Workforce and Workload Planning Programme

## Community Nurse Workload tool data collection template

|             |             |       |
|-------------|-------------|-------|
| Day & Date: | Nurse Name: | Team: |
|-------------|-------------|-------|

| CHI number<br>or unique identifier | <u>Patient related Interventions</u> |   |  |   |                               |  |  |   | <u>Other</u>           |              |  |
|------------------------------------|--------------------------------------|---|--|---|-------------------------------|--|--|---|------------------------|--------------|--|
|                                    | Face to Face                         |   |  |   | Non face to face              |  |  |   | Travel                 |              |  |
|                                    | <u>Duration</u><br>In minutes        | <u>*Level of Care</u><br>Insert number<br>1 - 4 | Was this an<br>assisted<br>visit?<br><br>Tick<br>Yes    No | <u>Location</u><br>e.g Health<br>Centre/ care<br>home etc | <u>Duration</u><br>In minutes | <u>*Level of<br/>Care</u><br>Insert<br>number<br>1 - 4 | Was this<br>an assisted<br>visit?<br><br>Tick<br>Yes    No | <u>Location</u><br>e.g Health<br>Centre/ care<br>home etc | <u>Time</u><br>Minutes | <u>Miles</u> | <u>Format</u><br>e.g. foot, car<br>etc |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  |   |                        |              |  |
|                                    |                                      |   |  |   |                               |  |  | <b>Total time &amp;<br/>miles</b>                         |                        |              |  |

# Workforce and Workload Planning Programme

## Community Nurse

|             |       |
|-------------|-------|
| Nurse Name: | Team: |
|-------------|-------|

Week Beginning:

| Date & Day | Clinic |            |          |            | Associated work |                           | Exception |            |          |            |
|------------|--------|------------|----------|------------|-----------------|---------------------------|-----------|------------|----------|------------|
|            | Type   | Start time | End time | No. people | Type            | <u>Time</u><br>in minutes | Type      | Start time | End time | No. people |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |
|            |        |            |          |            |                 |                           |           |            |          |            |

**Workload tool data collection template**

# Workforce and Workload Planning Programme

## Community Nurse

### Professional Judgement collection template

|             |             |              |
|-------------|-------------|--------------|
| <b>Team</b> | <b>Day:</b> | <b>Date:</b> |
|-------------|-------------|--------------|

\*Please work in 4 hourly segments adjusting the times to suit e.g 08.00-12.00/12.00-16.00 or 09.00-13.00/13.00-17.00

| Time period                          | Staff type                    | What number and level of staff were needed for work activities? | Comments<br><br>Have any unique or complex situations influenced your professional judgement? |
|--------------------------------------|-------------------------------|---|---|
| <b>*Morning</b><br><br>08.30-12.30   | <b>NMC<br/>Registered</b>     |   |   |
|                                      | <b>Non NMC<br/>registered</b> |   |   |
| <b>*Afternoon</b><br><br>12.30-16.30 | <b>NMC<br/>Registered</b>     |   |   |
|                                      | <b>Non NMC<br/>registered</b> |   |   |

## Workforce and Workload Planning Programme

|                 |  |  |  |
|-----------------|--|--|--|
| Additional Time |  |  |  |
|-----------------|--|--|--|

### Community Nurse

#### Professional Judgement Tool Guidance

- The professional judgement tool runs for 2 weeks commencing Monday of each week
- The tool on SSTS is to be completed by the team leader.
- It is recommended that data is inputted to the system daily with decisions about skill mix made weekly.
- The purpose of the tool is to document the **ACTUAL** number of staff that was professionally judged to meet the workload activities of the team during an 8, 12 or 24 hour period. This data will be analysed in conjunction with the other workforce tools submitted.
- Please use this sheet to share with them your experience and judgement about staffing during this time to support the team leaders decisions. Ensure you complete and share your data sheet as quickly as possible to inform the process.
- Please use the comments section to inform your team lead of any unusual or additional workload pressures that have influenced your judgement e.g. complex clinical or social situations that required additional support. If you have any queries about what information to include then please contact your line manager or local workforce lead.
- If the available staff in your team exceeds the workload activity please record to indicate the troughs of activity
- As a team ensure the SSTS configuration reflects whether you work within an 8, 12 or 24 hour services