FAQ - Nursing & Midwifery - Clinical Leader

	Question	Answer
Q1	**What is the Health and Care (Staffing) (Scotland) Act 2019 (HCSSA)?**	The Health and Care (Staffing) (Scotland) Act 2019 was enacted on 1st April 2024. It provides a statutory basis for the provision of appropriate staffing in Health and Social Care services to support the delivery of safe and effective high-quality care. This will be achieved by having the right people with the right skills in the right place at the right time to improve outcomes for people using our services and improve staff wellbeing. A great resource with short section on aspects of the Act and its duties and its guiding principles is available here in an accessible, easy to consume format Health and Care (Staffing) (Scotland) Act 2019 (cloud.microsoft) NHSGG must report annually to Scottish Ministers on how they have met the requirements in the legislation and support Healthcare Improvement Scotland (HIS), as required, including providing information, to enable HIS to perform its functions.
Q2	**What is my Role and Responsibility of the Health and Care (Staffing) (Scotland) Act 2019?**	**All** staff must review and understand the principles of the legislation and consider how these impact on their responsibilities to: • People who use the service • Colleagues • NHSGGC • if appropriate to their profession They must also take responsibility to escalate to the senior person on shift any immediate concerns about healthcare staffing. A link to the Act can be found here: Health and Care (Staffing) (Scotland) Act 2019: overview - gov.scot (www.gov.scot) As a clinical leader, you are responsible for supporting teams in their knowledge and understanding of healthcare staffing

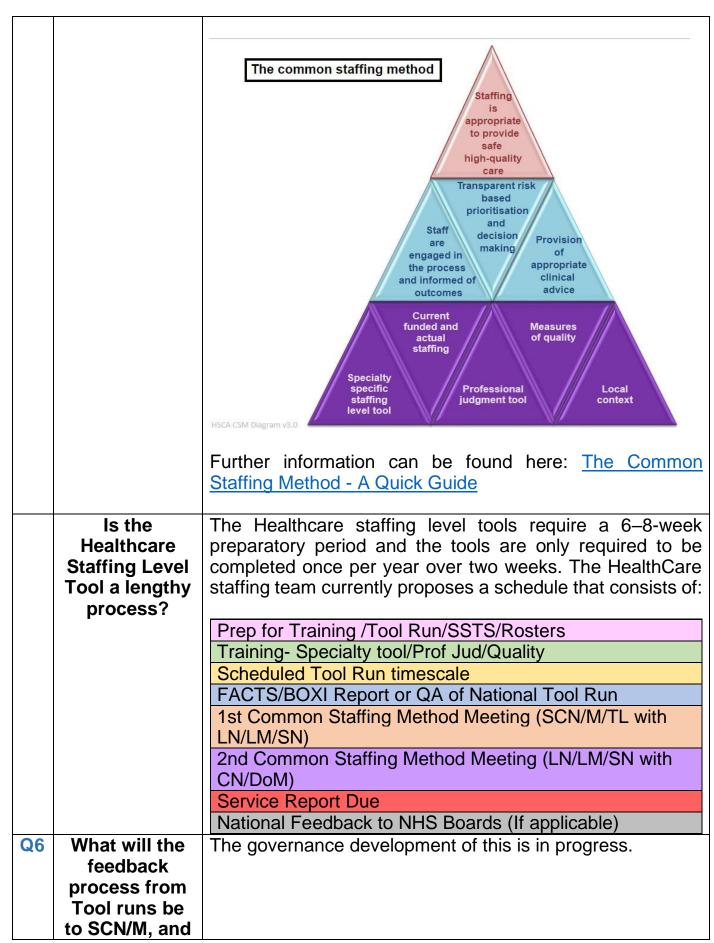|		
		which is inclusive of open and transparent discussions about healthcare staffing decisions. Please complete: Learning resources : Informed level | Turas | Learn (nhs.scot) Learning resources : Skilled level | Turas | Learn (nhs.scot)
Q3	**What is a Healthcare Staffing Level Tool run?**	In NHS Scotland there are 12 nationally tested and validated specialty-specific healthcare staffing level tools to aid in understanding the work of nursing and midwifery staff. These tools measure workload based on occupancy levels, dependency levels, and time and task. The tools consider patient-focused work –direct care- and associated workload –not patient-focused. In NHSGGC applicable services run these tools at least once per year over a two-week period. The data obtained from the tools can assist in supporting staffing-level recommendations and service re-design. Healthcare Improvement Scotland (HIS) has developed toolkits for you to prepare for and complete a staffing-level tool run. Staffing level (workload) tools and methodology (healthcareimprovementscotland.org) NHSGGC in partnership with the Health Improvement Scotland (HIS) Healthcare Staffing Programme (HSP) Team has created a Quality Assurance and Reporting checklist to provide planning and quality assurance requirements for a tool run. This provides the necessary steps to prepare and run a staffing-level tool. It includes: • Training in tool use • Communications around tool runs • Data entry • Quality checks This approach guides you on how to pull together the information for reporting from various sources, which includes: • Staffing tools • Local context • Quality outcomes

- Risk management

Once a tool run is complete, the report is run through BOXI (Business Objects System).

BOXI reports contain tables and/or charts which provide a visual summary of the tool run data. These can be easily viewed, printed off and shared with colleagues. This report information can include:

- Current funded staffing establishment
- Staffing level tool recommended staffing levels *(where applicable)*
- Professional Judgement staffing levels
- Specialty specific workload information
- Quality Tool scoring *(where applicable)*

The information from the BOXI report is required to apply The Common Staffing Method (CSM). These reports should aid healthcare staffing planning, service provision and redesign.

Q4	**How can the Healthcare Staffing Level Tool be used to inform Healthcare Staffing and service redesign in my area?**	Service areas that have a specialty-specific healthcare staffing tool, have a duty under the HCCSA to use the CSM to plan their workforce. This is a triangulated approach to assist clinical leaders in understanding and evidence staffing requirements and service redesign in their area.

The common staffing method

Further information can be found here: [The Common Staffing Method - A Quick Guide](#)

	Is the Healthcare Staffing Level Tool a lengthy process?	The Healthcare staffing level tools require a 6–8-week preparatory period and the tools are only required to be completed once per year over two weeks. The HealthCare staffing team currently proposes a schedule that consists of:	

Prep for Training /Tool Run/SSTS/Rosters

Training- Specialty tool/Prof Jud/Quality

Scheduled Tool Run timescale

FACTS/BOXI Report or QA of National Tool Run

1st Common Staffing Method Meeting (SCN/M/TL with LN/LM/SN)

2nd Common Staffing Method Meeting (LN/LM/SN with CN/DoM)

Service Report Due

National Feedback to NHS Boards (If applicable)

Q6	**What will the feedback process from Tool runs be to SCN/M, and**	The governance development of this is in progress.

	how will we be involved and informed?	
Q7	**How will adequate time given to clinical leaders be implemented?**	To ensure NHSGGC has the required guidance and supportive structures in place to enable the application and implementation of the HCSSA. To assure that the statutory guidance, and any associated resources, are in place to enable healthcare services to meet the requirements of the Act, including the provision of appropriate reporting to the Scottish Government and ministers. NHSGGC has self-nominated to be a pre-implementation test Board, which will involve testing the effectiveness of the guidance on implementing the Act, the preparedness of NHSGGC to assess the impact of implementation, and to provide regular reports to the Scottish Government Health and Care (Staffing) (Scotland) Act Testing Oversight Group. The scope of this testing is inclusive of all duties and all healthcare professions – the Board will take a testing approach to this and will select for each chapter identified areas and required healthcare professions to undergo testing and reporting. Over the life of the testing phase (now to 31st March 2024; the testing of each chapter will continue to be rolled out until there is full coverage of all healthcare professions as per the requirement of the HCSSA across services.
Q8	**How do we currently record when management & supervisory time is not fulfilled?**	This is under review with support from SSTS colleagues. In the interim, it is essential to highlight this at daily site huddles.