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**North Imaging Alliance – Safe Staffing assessment tools**

**Summary:**

The North Imaging Alliance has developed a suite of workforce assessment tools (*Indirect and Associated Workload assessment* and *Safe Staffing* *tool*) based on the Health Improvement Scotland (HIS) Safer Staffing tools for nursing workforce, to enable imaging and other AHP services to carry out a retrospective assessment of workforce using a comparison of professional judgement with actual staffing in order to comply with the Health and Social Care (Staffing) (Scotland) Act 2019, which comes into force on 1st April 2024.

Each of the tools was tested by the MRI team in NHS Tayside in June 2023, then modified and refined based on feedback. Testing in NHS Grampian in January 2024 with a diverse set of teams has enabled us to test each tool in a variety of clinical settings, and final drafts have been shared with the Scottish Radiology Managers Group, one of the Scottish Clinical Imaging Network (SCIN)’s special interest groups, for final ratification. The Society of Radiographers have included reference to these in their suite of workforce tools.

To ensure accessibility throughout NHS Scotland, we have agreement from SCIN that downloadable versions of each of the tools can be hosted nationally, with a link to these posted on the NHS Scotland North website. They are built on Excel as standalone tools with integrated reports and do not require ongoing technical support. The Society of Radiographers have also included these tools in their suite of workforce tools.

Due to limitations with web-hosting options, the final versions of the *User Guide*, *Indirect and Associated Workload assessment* and *Safe Staffing tool* are embedded within this document.

Don’t enter data directly into the files in this document, double-click to open each of the files, then File/ Save As and save to your own files. These can then be shared with your team as part of the self-assessment. If you overwrite the data by mistake, download a fresh copy from the [NHS Scotland North, NIA projects](https://www.nhsscotlandnorth.scot/networks/north-imaging-alliance/nia-projects) page.

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