SFHWP1
Identify the purpose and scope of a workforce plan based on service needs

Overview

This standard is about identifying the purpose and scope of a workforce plan based on service needs. It covers identifying the stakeholders that need to be informed and involved in the process, as well as recording and describing the desired goals of the workforce plan. The work described in this standard may be carried out to improve existing workforce plans as well as developing new ones. Workforce planning aims to undertake a systematic and integrated process to ensure that organisations and wider economies strategically plan to have sufficient staff (clinical and non-clinical), with the appropriate skills, to meet the current and future needs of their populations.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

P1   the definitions that are used in, and the application of definitions to, workforce planning

P2   how to access information on the demographics of your organisation(s), for example: staff groups, age, competences, ethnicity, gender, disability, length of service, and working and career patterns

P3   how to access information on the demographics of the local population and the impact on demand

P4   how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality

P5   how to interpret and use information on demographics

P6   who the main stakeholders are and how to gain and maintain commitment from them

P7   how to communicate and promote the importance of workforce planning to stakeholders

P8   how to enable stakeholders to contribute to workforce planning

P9   the information you need to access for workforce planning and how to do this

P10   the importance of reliable information on which to base workforce planning

P11   how to check that information is sufficiently robust for workforce planning and the implications of any limitations

P12   the reasons why it is necessary to acknowledge any weaknesses in the available

P13   the workforce information systems that are used in your organisation(s) and their potential limitations

P14   your organisation(s) needs in terms of workforce planning

P15   the organisational goals at the macro and micro level

P16   the political context for workforce planning

P17   the relevant legislative and regulatory requirements which affect workforce planning (including employment)

P18   the local, regional and national requirements, drivers and policy implications for workforce planning

P19   the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning

P20   the international context for workforce planning

P21   identify and define the purpose of the plan based on service needs

P22   identify the stakeholders that need to be informed and involved in the planning

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Knowledge and understanding

You need to know and understand:

K1   how workforce planning integrates with service, financial and business planning

K2   how workforce planning links with workforce development and education

K3   the purpose of the workforce plan, including; why the plan is needed, what decisions the plan supports, what it covers, who is responsible for it and the timescales

K4   how to access and use the tools, guidance and models that exist to assist you with workforce planning

K5   how to develop models and guidance to support a workforce plan

K6   existing and emerging new roles and ways of working in your organisation(s)

K7   the impact on workforce planning of new roles and ways of working

K8   the projected impact that a workforce plan could have on service users and health outcomes

K9   the definitions that are used in, and the application of definitions to, workforce planning

K10 how to access information on the demographics of your organisation(s), for example: staff groups, age, competences, ethnicity, gender, disability, length of service, and working and career patterns

K11 how to access information on the demographics of the local population and the impact on demand

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K14 who the main stakeholders are and how to gain and maintain commitment from them

K15 how to communicate and promote the importance of workforce planning to stakeholders

K16 how to enable stakeholders to contribute to workforce planning

K17 the information you need to access for workforce planning and how to do this

K18 the importance of reliable information on which to base workforce planning

K19 how to check that information is sufficiently robust for workforce planning and the implications of any limitations

K20 the reasons why it is necessary to acknowledge any weaknesses in the available information

K21 the workforce information systems that are used in your organisation(s) and their potential limitations

K22 your organisation(s) needs in terms of workforce planning

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K23   the organisational goals at the macro and micro level

K24   the political context for workforce planning

K25   the relevant legislative and regulatory requirements which affect workforce planning (including employment)

K26   the local, regional and national requirements, drivers and policy implications for workforce planning

K27   the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning

K28   the international context for workforce planning

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Additional Information

External links   This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Core 4 Service improvement Level 4

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