

SFHWP6

Contribute to assessing workforce demand and supply



Overview

This standard is about contributing to assessing workforce demand and supply. It involves liaising effectively with colleagues that have the relevant expertise to inform the planning process, and helping to identify the inputs to, and leavers from, the workforce. It also covers contributing to identifying and assessing options for developing workforce supply. Options may include, for example; role re-design and new ways of working, improving retention, motivation, attracting and recruiting new staff and so on.

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 communicate and liaise effectively with colleagues that have the relevant expertise and knowledge to help inform the planning process
- P2 take the appropriate action if there are any quality issues with the information that has been obtained concerning workforce demand
- P3 explore and discuss alternative methods of service delivery based on the assessment of workforce demand
- P4 contribute to identifying the likely inputs to, and leavers from, the workforce
- P5 contribute to identifying the options for developing workforce supply and assess their likely impact
- P6 explore and discuss realistic workforce supply options based on the assessment

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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, why the plan is needed and the timescales
- K4 factual knowledge of how to access and use the tools, guidance and models that exist to assist you with workforce planning
- K5 existing and emerging new roles and ways of working in your organisation(s)
- K6 the internal and external forces for change that may affect your area of work
- K7 the projected impact that a workforce plan could have on service users and health outcomes
- K8 how the service pathway impacts on the workforce plan
- K9 the options and constraints that exist for increasing supply or reducing staff demand
- K10 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- K11 external factors which should also be considered such as transportation, geography and infrastructure
- K12 the potential changes in skill mix within your area of workforce planning
- K13 who the main stakeholders are and how to gain and maintain commitment from them
- K14 how to communicate and promote the importance of workforce planning to colleagues
- K15 how to enable colleagues to contribute to workforce planning
- K16 the information you need to access for workforce planning and how to do this
- K17 the importance of reliable information on which to base workforce planning
- K18 the reasons why it is necessary to acknowledge any weaknesses in the available information
- K19 your organisation(s) needs in terms of workforce planning
- K20 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- K21 the local, regional and national requirements, drivers and policy implications for workforce planning
- K22 the relevant organisations involved in the delivery of services in your geographical area and how these affect 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

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Developed by	Skills for Health
Version number	1
Date approved	February 2006
Indicative review date	February 2008
Validity	Current
Status	Original
Originating organisation	Skills for Health
Original URN	WP6
Relevant occupations	Health, Public Services and Care; Healthcare and Related Personal Services
Suite	Workforce Planning
Key words	Health, Organisation, Stakeholders, Workforce, Demand, Supply