
Overview

This standard is about implementing and reviewing a workforce plan. It covers confirming that the factors that will make the plan succeed are in place, and enabling the successful implementation of the plan. It also covers taking corrective action to overcome any barriers to implementation and regularly evaluating the effectiveness of the plan.

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

SFHWP8

Implement and review a workforce plan

Performance criteria

You must be able to:

- P1 how the process within your organisation(s) for recruiting, selecting, retaining, educating and developing staff affects workforce planning
- P2 the factors for success of a workforce plan and how to check these are in place
- P3 the resources required to implement the plan (e.g. financial, information etc)
- P4 the required content of a workforce plan in terms of milestones, reporting arrangements and timescales
- P5 how to measure progress of the workforce plan and keep it up to date
- P6 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
- P7 how to access information on the demographics of the local population and the impact on demand
- P8 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- P9 how to interpret and use information on demographics
- P10 who the main stakeholders are and how to gain and maintain commitment from them
- P11 how to communicate and promote the importance of workforce planning to stakeholders
- P12 how to enable stakeholders to contribute to workforce planning
- P13 the workforce information systems that are used in your organisation(s) and their potential limitations
- P14 ways of supplementing information systems to meet planning needs
- P15 the reasons why it is necessary to acknowledge any weaknesses in the available
- P16 your organisation(s) needs in terms of workforce planning
- P17 the organisational goals at the macro and micro level
- P18 the political context for workforce planning
- P19 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- P20 the local, regional and national requirements, drivers and policy implications for workforce planning
- P21 the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning
- P22 factual knowledge of the international context for workforce planning
- P23 confirm the factors that will make the workforce plan succeed are in place and initiate plans to put such factors in place where they are not already extant
- P24 enable the successful implementation of the workforce plan in

SFHWP8

Implement and review a workforce plan

- accordance with the required timetable
- P25 monitor and evaluate the progress of the workforce plan towards the desired goals and outcomes
- P26 take the appropriate corrective action to overcome any barriers to implementation
- P27 regularly evaluate the effectiveness of the workforce plan, identify lessons learned and communicate findings to relevant stakeholders
- P28 up-date the workforce plan at the appropriate time in accordance with the requirements of the workforce plan

SFHWP8

Implement and review a workforce plan

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 the projected impact that a workforce plan could have on service users and health outcomes
- K5 how the process within your organisation(s) for recruiting, selecting, retaining, educating and developing staff affects workforce planning
- K6 the factors for success of a workforce plan and how to check these are in place
- K7 the resources required to implement the plan (e.g. financial, information etc)
- K8 the required content of a workforce plan in terms of milestones, reporting arrangements and timescales
- K9 how to measure progress of the workforce plan and keep it up to date
- 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
- K12 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- K13 how to interpret and use information on demographics
- 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 workforce information systems that are used in your organisation(s) and their potential limitations
- K18 ways of supplementing information systems to meet planning needs
- K19 the reasons why it is necessary to acknowledge any weaknesses in the available information
- K20 your organisation(s) needs in terms of workforce planning
- K21 the organisational goals at the macro and micro level
- K22 the political context for workforce planning
- K23 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- K24 the local, regional and national requirements, drivers and policy

SFHWP8

Implement and review a workforce plan

- implications for workforce planning
- K25 the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning
- K26 factual knowledge of the international context for workforce planning

SFHWP8

Implement and review a workforce plan

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

SFHWP8

Implement and review a workforce plan

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	WP8
Relevant occupations	Health, Public Services and Care; Healthcare and Related Personal Services
Suite	Workforce Planning
Key words	Health, Implement, Organisation, Stakeholder, Workforce