

[Unique Reference Number]

Contribute to developing and implementing a workforce plan



Overview

This standard is about contributing to developing a workforce plan. It covers helping to identify options that exist for increasing supply or reducing demand, as well as identifying any potential gaps and constraints in relation to increasing supply or reducing demand. It also covers helping to implement the workforce plan so that it is successful.

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

[Unique Reference Number]

Contribute to developing and implementing a workforce plan

Performance criteria

You must be able to:

- P1 how the service pathway impacts on the workforce plan
- P2 the options and constraints that exist for increasing supply or reducing staff demand
- P3 the resources required to implement the plan (e.g. financial, information etc)
- P4 how to measure progress of the workforce plan and keep it up to date
- P5 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- P6 external factors which should also be considered such as transportation, geography and infrastructure
- P7 the potential changes in skill mix within your area of workforce planning
- P8 who the main stakeholders are and how to gain and maintain commitment from them
- P9 how to communicate and promote the importance of workforce planning to colleagues
- P10 how to enable colleagues to contribute to workforce planning
- P11 the information you need to access for workforce planning and how to do this
- P12 the importance of reliable information on which to base workforce planning
- P13 the reasons why it is necessary to acknowledge any weaknesses in the available
- P14 your organisation(s) needs in terms of workforce planning
- P15 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- P16 the local, regional and national requirements, drivers and policy implications for workforce planning
- P17 the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning
- P18 contribute to identifying the options that exist for increasing supply or reducing demand
- P19 contribute to identifying any potential gaps and constraints in relation to increasing supply or reducing demand
- P20 contribute to developing a workforce plan based on the available options and constraints, in consultation with colleagues
- P21 contribute to enabling the successful implementation of the workforce plan in accordance with the required timetable
- P22 monitor and evaluate the progress of the workforce plan towards the desired goals and outcomes
- P23 inform the appropriate person if there are barriers to implementation

[Unique Reference Number]

Contribute to developing and implementing 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, why the plan is needed and the timescales
- K4 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 the resources required to implement the plan (e.g. financial, information etc)
- K11 how to measure progress of the workforce plan and keep it up to date
- K12 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- K13 external factors which should also be considered such as transportation, geography and infrastructure
- K14 the potential changes in skill mix within your area of workforce planning
- K15 who the main stakeholders are and how to gain and maintain commitment from them
- K16 how to communicate and promote the importance of workforce planning to colleagues
- K17 how to enable colleagues to contribute to workforce planning
- K18 the information you need to access for workforce planning and how to do this
- K19 the importance of reliable information on which to base workforce planning
- K20 the reasons why it is necessary to acknowledge any weaknesses in the available information
- K21 your organisation(s) needs in terms of workforce planning
- K22 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- K23 the local, regional and national requirements, drivers and policy implications for workforce planning
- K24 the relevant organisations involved in the delivery of services in your

[Unique Reference Number]

Contribute to developing and implementing a workforce plan

geographical area and how these affect workforce planning

[Unique Reference Number]

Contribute to developing and implementing 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 3

[Unique Reference Number]

Contribute to developing and implementing 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	WP9
Relevant occupations	Health, Public Services and Care; Healthcare and Related Personal Services
Suite	Workforce Planning
Key words	Health, Implement, Organisation, Stakeholder, Workforce, Demand, Supply