

## **Workforce Planning in a Nutshell**

### **What?**

Workforce planning is the art of visualising the needs of the population in the future, how those needs will be met and working through what workforce capacity and capability will be required to deliver care in the right place, at the right time and to the right quality

### **Why?**

It is done so that the workforce needed can be developed and deployed in the best way to provide high quality care and the financial implications can be understood

### **Where?**

Workforce planning can and should be done at every level from planning rotas and establishments at a ward level, to overall plans for the whole Trust, to system wide bridging across organisations and agencies

### **Who?**

It should include the whole workforce within the defined boundaries of the service that is being planned. Agreement to the boundaries at the outset is important

### **When?**

The best workforce plans will be live and frequently referred to however they should always be a clear timeframe in which they will be reviewed and refreshed. This will depend on the level that they are covering but is most commonly annually or when there is a major service reconfiguration

### **How?**

Workforce planning is best done within a consistent framework with links to financial and service planning. The plan itself should clearly use data and analysis to inform the narrative which explains the vision of the future workforce and how it will be achieved.

*Quality patient care is dependent upon robust service planning  
underpinned by effective workforce development planning which informs  
educational and transformational investment*