**Optimum Workforce Leadership**

Workforce Data Sheet 2015-2016

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Completing this document shows how you have considered the needs of your clients in developing your workforce. This information helps Optimum to shape its programme to meet your needs and can be used as evidence to meet the Care Quality Commission Key Lines of Enquiry and local authority audit frameworks.

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| **PERSON-CENTRED WORKFORCE DEVELOPMENT PLAN** | |
| **Person-centred requirements:**  (Working through these answers will help you understand the skills your workforce need to develop to provide person-centred care and indicate the competence that you need to be able to evidence) | |
| What care and support do your service users need **and** members of staff need? |  |
| What outcomes do they want to achieve? |  |
| Do you need to change existing services you offer to deliver these?  If so, how? |  |
| Do you need to change the way you deliver the services you provide?  If so, how? |  |
| What learning needs do your competence assessments identify? |  |
| What learning needs do your supervisions and appraisals identify? |  |
| What workforce development issues are recommended in your:   * Inspection reports? * Audit reports? * Other quality audit systems? |  |
| **Skills, interests and competence audit:** | |
| How do you currently record the skills, interests and competences of your staff and where do you record this information? (Job related and other skills and interests could aid retention and benefit your organisation and services? |  |
| Do you have star performers that you could develop into champions and mentors to cascade best practice?  If so who are they and what skills do they have? |  |
| How are you going to make sure these skills and people stay in your organisation? |  |
| If you have to recruit, how are you going to make sure you recruit the most suitable staff? |  |
| **Workforce development Plan:**  *(List the skills knowledge, behaviours and attitudes that you have identified would be of benefit to the following groups of employees)* | |
| Housekeeping staff |  |
| Kitchen staff |  |
| Care workers – inductions |  |
| Care workers – apprentices |  |
| Care workers – general |  |
| Care workers – specialisms |  |
| Mentors/champions |  |
| Seniors |  |
| New and aspiring manager for succession planning |  |
| Nurses |  |
| Registered managers qualifications |  |
| Registered Managers CPD |  |
| **Quality improvement plan:**  *(Any information that indicates an opportunity for improvement should be processed and action taken and outcomes from that action should be recorded)* | |
| How are you going to continue to improve the care and support services you offer? |  |
| What are your measures of how successful your care setting is? |  |
| What evidence can you produce that tells people how good your care setting is? |  |

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| **ACTION PLAN**  As a result of the above workforce plan the action I need to take is: | | |
| **WHAT?** | **WHY?** | **OUTCOME REQUIRED?** |
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| **LEARNING AND DEVELOPMENT PLAN**  As a result of the above plan the staff development required is: | | |
| **ACTION/SUBJECT?** | **WHO & HOW MANY?** | **OUTCOME REQUIRED?** |
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**Please continue, if required, on separate sheets or produce electronically**