

20 November 2023

Workforce planning

Please provide details of any e-job planning systems or community scheduling systems you have in place and contract end dates with suppliers

The Belfast Trust recognises improved planning for the healthcare workforce as a top priority and the need to establish better integration between service planning, financial planning and workforce planning in order to ensure continuing organisational fitness.

Locum

The Belfast Trust has no e-job planning or community scheduling systems in place for locum staff.

Nurse

District nursing

E-Roster is currently used by Community Nursing In-reach Team and the Out of Hours District Nursing Team. All other District Nursing Teams use a manual roster system. The Four District Nursing Teams use Caseload Allocation Tool (CAT) supplied by YARRA – this contract is reviewed yearly.

General Nursing

At present Belfast Health & Social Care Trust do not use a software system for electronic job planning, however electronic systems are in place for Rostering, The contract end date is 27/02/2026.

AHP

AHP do not have e-planning or community scheduling systems.

Non-Medical Non-Clinical (NMNC)

PCSS

There are some PCSS staff who are managed through the HRPTS working patterns management system. HRPTS is coming to end of life at in 2026 and a replacement system has already been awarded.

Estates

Job planning/allocation software is called main saver, jobs called into estates helpdesk and put on to mainsaver and then allocated to estates staff or contractor. No rostering software just done on excel spreadsheets including weekend, shift and on call rotas.

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Administration & Clerical

There are no e-job planning or community scheduling systems in place for Administration and Clerical staff.

Please advise what arrangements are in place for workforce planning

In order to increase the effectiveness of workforce planning across the organisation the HR Workforce Planning Team developed a programme of learning and development through joint working and have developed an e-learning awareness programme. The Department of health have also developed a number of regional strategies to support the development and delivery of services. Please see the attached documents.

Locum

Locums are temporary workforce used for interim and short term cover therefore would not form part of any workforce planning. They are a peripheral workforce used to support and supplement our current workforce for short term gaps and service pressures.

Nurse

The Nursing workforce Strategy outlines key strategic targets that will enable good workforce planning. This will be achieved through the below arrangements;

- Monthly Workforce Meetings
- Monthly Workforce Clinics
- Monthly Recruitment Working Group meetings
- International Nurse Recruitment meetings
- Agency Reduction Steering group meetings
- Senior Nursing and Midwifery team meetings
- Workforce Budget meetings
- Regional workforce meetings
- Periop – Strategic workforce meetings
- Student Streamlining
- Rolling Band 5 Adverts across all specialities in the Belfast Trust
- Regular Band 2 and Band 3 recruitment drives
- Annual open days
- Bespoke open days
- Attendance at job fairs regionally and nationally

AHP

AHP workforce planning is undertaken at a regional level by the Department of Health.

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Non-Medical Non-Clinical (NMNC)

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PCSS

Service Managers operate and manage the workforce associated with the delivery of services they have responsibility in line with funded staffing levels (FSL). There is some level of tolerance for managers to realign resources in circumstances where vacancies arise or incumbent staff request a reduction in hours etc. In other instances such as service enhancement or expansion where additional workforce resources are required this would be reflected in revenue Investment Templates.

Administration & Clerical

IT services are currently undertaking a service review to modernise their service delivery model.

What is currently in place to support development of Bank workers – e.g. Care certificate training, additional clinical and non-clinical training?

Locum

There is a list of mandatory training required for medical posts and specific training as required within services. If a locum is engaged via an Agency, it is the responsibility of the agency to ensure all mandatory training is compliant.

Nurse

Nursing and Midwifery Bank workers at Belfast Health & Social Care Trust are supported through all statutory mandatory training, equivalent to the permanent substantive workforce. In addition, Nursing & Midwifery Bank workers at Belfast Health & Social Care Trust receive support from the Nursing Registrant department within the Bank office and nursing workforce, for all aspects of clinical and non-clinical training. Bank Workers have supervision, appraisal, leadership provision for regulatory revalidation and opportunities for professional development associated with Open University courses and the clinical education centre.

AHP

Nutrition and Dietetics

Training needs of bank staff will be identified at supervision and if working in a new area.

SLT

Currently Bank is made up of staff who previously worked in the Trust ie staff who have recently retired. Allocation to a specific bank role is based on previous

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experience and skills. If training needs are identified these will be addressed depending on risks and resources

Orthoptics

Orthoptic locum staff (recently retired trust staff) are expected to maintain mandatory training, they are invited to staff meeting and in service training. They are supported to attend non-trust training events if identified as a requirement through supervision.

Podiatry

Podiatry do not employ bank workers

Physio

All Physio Bank staff are leavers of BHSCT ie retirees or staff leaving the trust for other reasons. All staff are inducted and any training gaps identified at supervision.

Occupational Therapist

OT bank staff (recently retired trust staff) are part of the trust bank system and are expected to maintain mandatory training; they can join in- service clinical training or essential non clinical training as identified via supervision

Radiography

Diagnostic and Therapeutic Radiography do not have bank staff

Non-Medical Non-Clinical (NMNC)

Estates

Estates do not employ any bank workers.

PCSS

There is nothing in place to support the development of Bank Workers in PCSS. TUs are opposed to the creation of Bank Workers in PCSS and view this as casualisation of the workforce.

Administration & Clerical

There are a number of staff who are held on the system as Bank staff within the Administration and clerical job family group to support for example out of hours services.