Staffing Toolkit
National Rollout Programme

Commissioned by the Department of Health, NHS Commercial Alliance working with a number of NHS providers developed a staffing toolkit which provides practical advice, guidance and templates to help trusts seeking support to improve their internal controls and better balance safe staffing/patient care with the desire to reduce agency spend.

The toolkit covers a broad range of topics, including:-

- Diagnostic tool
- Sample policy and procedures
- Key Performance indicators
- Identifying and managing risks associated with agency staff use
- Assessing whether insourcing or outsourcing staff bank would be most financially beneficial
- Appointing and managing temporary agency suppliers
- Case studies of good practice.

The programme is supported by DH, Monitor and NHS TDA and includes several strands:-

- Two half-day Board level events to provide a high level overview of the programme; key actions and expectations from Monitor and TDA; and a practical session to introduce the diagnostic tool. Attendees should be a member of the trust board.

- Delivery of 6 Staffing Toolkit training workshops, held across England, these will be practical interactive full day events designed to provide a maximum of 2 trust representatives with the training required to best make use of the Staffing Toolkit.

- Delivery of 4 pilots—resources will be provided to assist the trust to test, develop and embed the toolkit. Trusts will be nominated by Monitor and TDA.

Given the objective of the workshops is to provide training on the elements of the toolkit. One or two delegates should attend the second workshop to learn about the staffing toolkit, ideally staff tasked to manage and reduce agency staff use. At least one delegate should have decision making authority to implement change as we will be looking for feedback on progress made with toolkit implementation.

Nominated trust delegates should individually click on the relevant links below to book their place at the event most suited to their location and availability.

Board Level Overview—9:00am—12.30pm

Date	Venue	Booking Link
1st June	Danubius Hotel Regents Park, London	Click Here to Book
4th June 2015	The Heath Business Park, Runcorn, Cheshire	Click Here to Book

Toolkit Training Workshops—9:00am—5:00pm

Date	Region	Venue	Booking Link
16th June 2015	North West	The Heath Business Park, Runcorn	Click Here to Book
22nd June 2015	South	Armada House, Bristol	Click Here to Book
2nd July 2015	London	The Rooms at Browns, Covent Garden, London	Click Here to Book
6th July 2015	East of England	Wyboston Lakes, Bedfordshire	Click Here to Book
16th July 2015	Midlands	Holiday Inn, Crick, Rugby	Click Here to Book
13th July 2015	North East	Hilton Hotel, York	Click Here to Book

Toolkit

All registered delegates for both Trust Board Briefings and Staffing Toolkit Training Workshops will be sent an email inviting them to register to access the toolkit via the Procurement & Efficiency Portal—Workforce Workspace.

Monitor

The programme will be supported by personnel from Monitor's Provider Sustainability team.

Trust Development Authority

The programme of events are being supported by the following within NHS TDA:

- Peter Blythin, Director of Nursing
- Jacqueline McKenna, Deputy Director of Nursing
- Fabian Henderson, Head of Workforce, Assurance & Surveillance

Questions?

Queries regarding the programme should be forwarded to Joanne Barton, Project Lead DH Joanne.barton@eoecph.nhs.uk
Mobile: 07983 339 080

For registration and booking queries please contact Alison Tildsley, Project Administrator, Alison.tildsley@eoecph.nhs.uk