

<b>Module Title</b> <b>Workforce Planning and Development</b>	Reference NUM079 SCQF SCQF Level 11 SCQF Points 15 ECTS Points 7.5 Created March 2016 Approved June 2016 Amended Version No. 1
<b>Keywords</b> Workforce planning; people management.	

## This Version is No Longer Current

The latest version of this module is available [here](#)

### Prerequisites for Module

None, in addition to the course entry requirements or equivalent.

### Indicative Student Workload

	Full Time	Part Time
<i>Contact Hours</i>	20	20

### Corequisite Modules

None.

### *Directed Study*

80 80

### *Private Study*

### Precluded Modules

50 50

None.

### Mode of Delivery

The module will be delivered online via CampusMoodle.

### Aims of Module

To enable students to develop the knowledge and skills required to support workforce planning and development within their professional context.

### Assessment Plan

### Learning Outcomes for Module

	Learning Outcomes Assessed
Component 1	1,2,3,4,5

On completion of this module, students are expected to be able to:

1. Critically explore policy drivers and organisational factors that impact on quality care provision/ workforce planning.
2. Evaluate the ways in which performance management contributes to the quality of care provision/ workforce planning.
3. Critically appraise models and tools of workload and workforce measurement.
4. Critically review the role of human resource management in health and social care.
5. Critically analyse workload and workforce data to justify decision making in own area of practice.

### **Indicative Module Content**

Policy drivers; Organisational culture; Workload measurement tools and systems; Analysing workload data; Skill mix; Staff rostering; Planning and managing staff resources; People management; Staff utilisation and deployment; Multi-professional working; Working in partnership with human resources; Legislation (work time, maternity/paternity leave, reasonable adjustments);

This module will be assessed by a written piece of coursework.

### **Indicative Bibliography**

1. DALY, J., SPEEDY, S. and JACKSON, D., 2015. *Leadership and nursing: contemporary perspectives*. 2nd ed. Chatswood, NSW: Churchill Livingstone.
2. KLOSS, D., 2010. *Occupational health law*. Chichester: John Wiley.
3. NHS Education Scotland (NES), 2013. *Nursing and Midwifery workload and workforce planning learning toolkit*. Edinburgh: NES.
4. SARGEANT, M., 2014. *Employment law*. 7th ed. Harlow: Pearson.
5. A current and comprehensive list of references will be supplied on an annual basis to reflect the evolving nature of the topics addressed within this module.

Financial management;  
Performance management;  
Change management; Use of  
technology; Staff recruitment;  
Risk management; Workload  
forecasting.