



CREATING A SOLUTION TO JOB DESIGN & SERVICE PRODUCTIVITY – “REALISING THE BENEFITS OF KSF”

Designed Specifically for HR Directors, HR Managers, Clinical Managers, Service Leads & Staff Side Representatives

Workshop Overview

This day 1 workshop has been designed to help delegates create a solution to job design and service productivity to help to realise the benefits of KSF.

Delegates will be asked to bring to the workshop a selection of job descriptions, with associated post outlines, for four multi-disciplinary roles that are involved in a specific patient pathway. During the workshop the delegates will identify where there is an inappropriate skill mix and/or job level and create revised job description(s) and post outline(s) to better meet the patient needs for their service.

Workshop Prerequisites

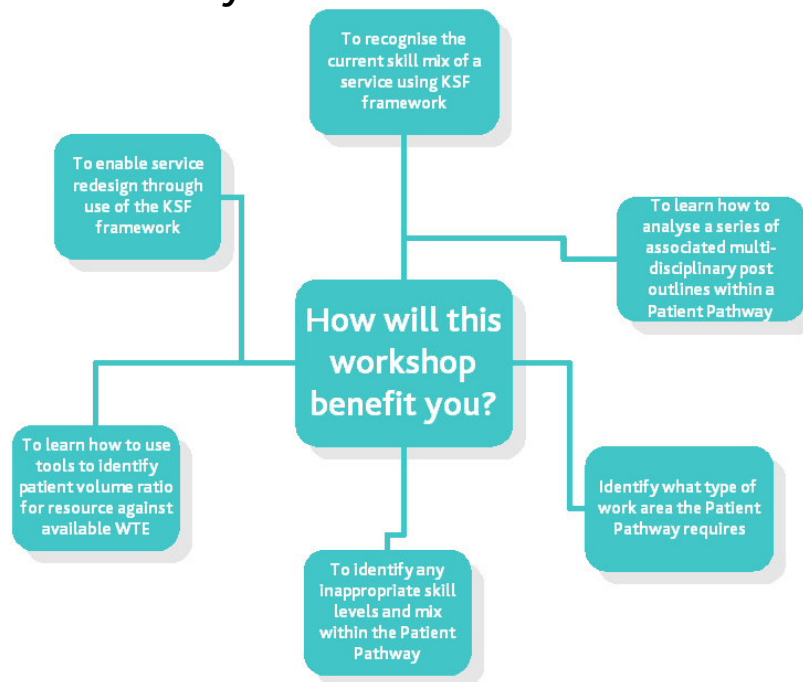
Delegates will need to have an understanding of the patient pathway / journey from initial admission to discharge and have a working knowledge of the Knowledge and Skills Framework (KSF). It is not essential for your organisation to be using e-KSF however we will show how this can help assist with role redesign.

Workshop Programme

The workshop will be highly interactive and relies on active participation and contribution from delegates. Using real examples of within the service the workshop will deliver working examples that can then be replicated in other areas of the organisation. The workshop is structured into the following core sections:

Workshop Sections	Questions asked and Outcomes
The Patient Pathway	<ul style="list-style-type: none">• What does the patient pathway look like from start to finish?• How much of each type of work does the patient pathway and it's subsequent requirements need?
Skill Requirements	<ul style="list-style-type: none">• A study of the KSF Dimensions within the service
Improved use of Skill Mix	<ul style="list-style-type: none">• Identifying where inappropriate levels of skill are used
Existing Competency Mapping	<ul style="list-style-type: none">• To identify and map the range of competences /dimensions to analyse the current level of competence in the service.
Competence Gap Mapping	<ul style="list-style-type: none">• To identify the competences and levels for a revised role
Patient Volumes	<ul style="list-style-type: none">• To identify the volumes and service needs in order to meet the waiting list targets
Staff Resource Availability	<ul style="list-style-type: none">• To identify the current WTE resources within the service and break this into pay band
Service Needs	<ul style="list-style-type: none">• To identify the service needs to meet waiting list targets?
Creating a Modernised Role	<ul style="list-style-type: none">• Creation of a job description using the Job Evaluation factor headings
Engaging Stakeholders, Managers & Staff and gaining support for change	<ul style="list-style-type: none">• What support do they need & how they will engage the post holders to modernise the service.• Creation of an action plan to take back to their service

How will this course benefit you?



You will need to prepare the following prior to the workshop and bring with you: -

- A summary of the patient volumes and number of WTE broken into pay bands
- A selection (3-4) of related Job Descriptions with the relevant post outlines from the service that will benefit from redesign in the organisation. (They do not necessarily need to be from the same profession or pay band but could be where two Whitley grades have been compressed into one pay band during Job Evaluation).

Who will run the workshop?

The group will be divided into small groups of 4/5 and will be facilitated by members of the national eKSF Team

When are workshops taking place?

The following workshops have been scheduled:

Date	Venue	Special Introductory Price
1 st November 2006	Leeds – TBC	£250 per delegate
15 th November 2006	London – TBC	£250 per delegate

Additional Information

If you would like more information on the course more information then please contact Richard Bradbury at richard@think-associates.co.uk or by telephone on 07803 125075. If you cannot attend the workshops scheduled but are interested in attending please contact us to be added onto the mailing list.

How to book?

To book your place on any of these workshops then please complete the booking form and return to:

By Post: Richard Bradbury, 1 Friary, Temple Quay, Bristol, BS1 6EA

By Fax: 0117 344 5004

By Email: richard@think-associates.co.uk

Or fill in the booking form online at:



WORKSHOP BOOKING CONFIRMATION FORM

To confirm your place on a workshop then please complete the details below and return:

By Post: Lisa Brabbins, 1 Friary, Temple Quay, Bristol, BS1 6EA

By Fax: 0117 344 5004

By Email: info@think-associates.co.uk

Course Name: _____ Course Date: ____ / ____ / ____

Full Name: _____

Job Title: _____

Organisation: _____

Address 1: _____

Address 2: _____

City: _____

County: _____ Postcode: _____

Email: _____

Telephone Number: _____

Please state any special dietary requirements

Any additional comments:

Payment terms: Invoices will be raised to the address provided above following confirmation of your place on the workshop. If invoices need to be directed to someone else please advise above. Payment will be due 15 days following receipt of invoice.

Cancellation Policy: If this place is cancelled less than 14 days prior to the workshop fees will be refunded only if the released place is taken up by another participant.

Please tick here to confirm that you accept the payment and cancellation terms and conditions

Please tick here to confirm that you'd like to be kept informed of additional workshops and seminars which may be of interest to you.

Signature _____

Date: ____ / ____ / ____