

Regulation	Regulation 18 HSCA (RA) Regulations 2014 Staffing				
Regulated Activity	Treatment of disease, disorder or injury				
Requirement	Ensure that there are sufficient numbers of suitably qualified, competent, skilled and experienced staff in health visiting, school nursing and occupational therapy within children and young people services.				
Local Description	As per requirement description (above)				
Action(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline 31/03/16	
Individual tasks required to complete action			Task Deadline	Action to date	Task Status
a)	Collaboration between different departments, with dedicated leads		31/08/15	Recruitment and Retention Working Group includes representatives from Health Visiting, School Nursing, HR and OD, Quality & Learning, Comms. Action plan has clear leads for each action.	COMPLETED
b)	Identify clear leads for both HV and SN recruitment from Team Leaders		31/08/15	See above.	COMPLETED
c)	Review and update current adverts		30/09/15	Job adverts have been refreshed and re-advertised.	COMPLETED
d)	Review of the recruitment pathway, including interview process		30/09/15	Interview process sub task & finish group met and completed review. This work highlighted process issues outside the control of CHD division which has been linked to the Trust-wide review currently taking place, led by Capita.	COMPLETED
e)	Review of salary offered to newly qualified staff		31/08/15	All newly qualified Health Visitors were entered onto the pay scale	COMPLETED

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					recognising relevant previous experience, rather than entering at the bottom of a Band 6.
f)	Ensure exit interviews are offered and that staff are given a choice about who they meet			31/08/15	Message from ADQ circulated to CBU Managers for onward cascade to team leads to ensure staff understood the options available for exit interviews.
g)	Representation at job fairs/set up open days/Listening Events			30/11/15	Variety of attendances by senior representatives from CHD at Job Fairs, and University open days. Series of listening events planned for November.
h)	Workforce analysis			30/11/15	Since the inspection, the HR Business Partner has developed and implemented a system which tracks vacancies and recruitment progress within health visiting and school nursing. This is updated on a monthly basis which is shared with the
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					recruitment and retention working group members. This is in addition to the regular workforce report presented at each divisional board meeting and divisional performance review meeting.	
i)	Analysis of specific staff survey results/create action plan			30/09/15	Results of the survey were shared with the CBU Managers and following discussion at Divisional Management Team an action plan was developed in partnership with HR and OD colleagues. Progress on the action plan is monitored at the Divisional Management team meeting.	COMPLETED
j)	Review and re-launch of clinical supervision			30/09/15	Review has been completed and the information on the intranet has been updated. Clinical Supervision has been added to the Trust-wide revalidation action log, as a result training dates have been offered,	COMPLETED

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					commencing October 2015 through to July 2016, all clinical staff within CHD have been encouraged to attend. CHD CBU Managers have been actively reviewing staff involvement in clinical supervision in line with the Trust policy.	
k)	Senior team to prioritise attendance at staff gatherings, i.e. professional forum. [Process in place for ensuring recurring attendance]			31/08/15	Since the inspection greater emphasis has been placed on attendance by senior staff at staff meetings and visits to clinical areas. Following discussion it was agreed to monitor this at the Divisional Management Team meetings at least quarterly.	COMPLETED
l)	Explore "grow your own" staff			30/11/15	Initial discussions have taken place within the sub group for the Band 5 development programme for school nurses. This work is being progressed as part of action 'S' below	COMPLETED

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m)	Support CLGH students as they qualify to secure posts [action reoccurs annually for new cohort]			31/08/15	Work continues to support students in training which includes support with their application and interview process in the second half of their training.	COMPLETED
n)	Ensure all training places are filled for each cohort [action reoccurs annually for new cohort – next cohort 31/01/16]			31/08/15	Each of the Specialist Community Practice Teachers have allocated students for the current academic year.	COMPLETED
o)	Review and refresh the local induction pack for new starters			30/11/15	Review of the existing induction pack is underway and is being updated to reflect local changes and national institute of health visiting guidance. Will be completed by the end of November.	OPEN
p)	Review and refresh Alternative Practice process			30/09/15	Alternative practice procedure agreed at Education Forum and cascaded across the Health Visiting service.	COMPLETED
q)	Monitor Statutory and Mandatory training compliance [action reoccurs via review at monthly divisional board meetings]			31/08/15	This continues to be monitored through the Divisional Board	COMPLETED

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					Meetings.
r)	Revise existing competency frameworks			31/12/15	This work is underway, initially concentrating on Band 5 school nursing and immunisation for Health Visitor and School Nursing.
s)	Design and deliver a Band 5 development programme			31/03/16	A working group has been established and development needs identified. Priority will be given to developing a Band 5 induction pack and competency assessments.
t)	Use divisional communications channels to discuss good practice and celebrate achievements e.g. Bi-monthly Team Talk Newsletter/ Professional Forums [recurring action implemented as business as usual]			31/08/15	Staff achievements and good practice continue to be communicated to all staff within CHD through existing channels including Today@CLCH, Team Talk and the Intranet as well as team meetings.
u)	Provide access to Continuous Professional Development opportunities (via 0-19 forums, SN development week, L&D course catalogue) [recurring action implemented as business as usual]			31/08/15	CPD opportunities continue to be communicated to all staff within CHD through existing channels including
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					Today@CLCH, Team Talk and the Intranet as well as team meetings.
v)	Maintain preceptorship for newly qualified health visitors, including academic sessions from Kingston University (Not Kings College London as previously noted)			31/03/16	Learning & Development team will continue to contract the academic element of the Preceptorship programme. Action learning set is currently being reviewed.
w)	Monitoring of associated PREMS, Incidents and Complaints data at Divisional Quality & Governance Committee Meeting [action reoccurs monthly at meeting]			31/08/15	This continues to be monitored through the Divisional Quality & Governance Committee Meetings and Divisional Board Meetings.
x)	Consider how to maintain contact with alumni			30/11/15	This is being discussed in the recruitment and retention group.
Action Status	IN PROGRESS				