



# Renal Workforce Planning Group

## Terms of Reference

### 1.0 PURPOSE

The Workforce Planning group is a working group of the Renal Association, British Association for Paediatric Nephrology, British Transplant Society and the British Renal Symposium on behalf of the Royal Colleges of Nurses, Paediatricians, Physicians and Surgeons together with other professional organisations related to renal healthcare.

The purpose of the Renal Workforce Planning group is to review the current guidance on staffing establishments across each professional group and to produce revised recommendations for these groups. The Working Group will also address the workforce planning requirements for renal services nationally as part of the development of a national Renal Recruitment and Retention Strategy.

### 2.0 CORE MEMBERSHIP

The core membership of the group is shown. Further group members may be co-opted onto the group as appropriate.

Name	Title	Organisation
Mr Ali Bakran	Representative of the BTS	Royal Liverpool University Hospital
Ms Yvonne Bradburn	BRS Rep of the Renal Dietetic Group	Heartlands Hospital
Prof Andrew Bradley	President of the British Transplant Society	
Mr Ken Collins	BRS Rep of the Association of Renal Managers	Wythenshawe Hospital
Ms Sue Dolby	Clinical Psychologist	Bristol Royal Children's Hospital
Dr Peter Doyle	Doctor for Policy on Renal	Department of Health
Dr Roger Greenwood	Vice Chairman of the Kidney Alliance	North Hertfordshire NHS Trust
Ms Cherie Hunter	Assistant Head of Department, Faculty of Health and Human Science	University of Hertfordshire
Mr Ray James	BRS Rep of the Association of Renal Technicians	Royal London Hospital
Ms Corrine Jeffrey	BRS Rep for RCN Renal Forum	St Luke's Hospital
Ms Prue Kiddie	DOH, Human Resource Department	Leeds
Mr Paul O'Brien	BRS Rep of the Renal Pharmacy Group	Oxford Transplant Centre
Dr Donal O'Donoghue	President of the BRS	Hope Hospital
Mrs Julie Pearce	Nurse for Policy on Renal	Department of Health
Mrs Chris Pritchard	BRS Rep for the Renal SWSIG	Ysbyty Gwynedd Hospital
Mrs Gill Savage	Chair of the DOH Renal Nursing Recruitment & Retention Group	West Hertfordshire Hospital Trust
Mrs Jenny Scott	Specialised Commissioning Manager	NHS Executive (North West)
Prof Robert Wilkinson	Chairman of Royal College Committee on Renal Disease	Freeman Hospital
Prof Andrew Rees	President of Renal Association	University of Aberdeen
Dr Les Sellars	Secretary of Royal College of Physicians Committee on Renal Disease	Hull Royal Infirmary
Dr Bob Postlethwaite	President of the British Association of Paediatric Nephrologists	Central Manchester & Manchester Children's University Hospitals NHS Trust
Dr Paul Roderick	Senior Lecturer in Public Health Medicine	University of Southampton
Ms Jane Verity	Team Leader for Adult Renal Services	Department of Health

The key objectives of the group are described in the table below

Objective	Actions	Timescale
1. To collate all current guidance on workforce planning across each professional group	1. Each Group member to identify any current good practice guidance on workforce planning within his or her professional group.	April 2001
	2. Each group member to seek comments on these current recommended levels where they exist to ascertain views on whether they are still appropriate.	April 2001
2. To review national drivers for change on workforce planning and recruitment and retention.	1. Group members to consider nation guidance such as the NHS Plan and the workforce-planning document ' <b>A Health Service of all the Talents</b> ' to determine their impact on each professional group.	April 2001
3. To review projections of patient numbers and service issues.	1. Group to identify service developments and issues likely to affect workforce requirements over the next decade.	July 2001
	2. Group members to assess the impact of the growing renal population and these service issues on their profession and to project likely staffing requirements both in terms of numbers and enabling measures (Training, education etc)	
4. To prepare recommendations for establishments and staffing levels across each professional group	1. Each group member to bring outline recommendations for staffing establishments and projected workforce requirements to collate into overall recommendations.	October 2001
5. To prepare a final report for circulation	1. A first draft report to be discussed by the Working Group.	January 2002
	2. Agreement on format and content of final report.	April 2002
	3. Final Report to be prepared.	
6. To seek views from key representatives and organisations across the national renal community.	1. Final Draft document to be circulated for consultation.	April 2002
	2. Document amended and finalised	July 2002

### 3.0 TIMESCALES

The timescale for completion of this work is July 2002.

### 4.0 FREQUENCY OF MEETINGS

The Working Group will meet on a quarterly basis as shown.

January 2001	Inaugural Meeting
April 2001	Reviewing baseline information
July 2001	Feedback from professional discussions
October 2001	Draft Report prepared and discussed
January 2002	Comments received from draft report / agreement on final report
April 2002	Final draft report produced and circulated for comment
July 2002	Complete consultation and publish finalised document

### 5.0 DELIVERABLES

The Working Group will produce a report outlining the recommendations made for staffing establishments across each professional group and for total workforce planning projections.

This Report will inform the development of a national Renal Recruitment and Retention Strategy.