Urgent and Emergency Care

Critical recruitment within Virtual Wards

Meeting Date	08/09/2021	Agenda item	TBC
Meeting	Step Up Step Down Core Steering Group		
Report Title	Critical recruitment within Virtual Wards		
Report Author	Rich Brown (Head of Transformation Portfolio) Perri Mills (Project Support Officer)		
Report Sponsor	Rich Brown (Head of Transformation Portfolio) Heledd Bingham (Strategic Planning Manager)		
Presented by	Heledd Bingham (Strategic Planning Manager)		

Situation

The ability to recruit and place the required workforce to support the Urgent and Emergency Care programme is identified as a key risk to delivery. Recruitment to critical posts is monitored via a recruitment tracker, supported by the programme office team.

Background

Swansea Bay University Health Board is transforming its urgent and emergency care services, by re-designing acute medical services, and building capacity within the community, via multi-disciplinary virtual wards.

Assessment

This report summarises the current position of the recruitment of critical posts within the Urgent and Emergency Care programme's Step Up Step Down project.

Progress of recruitment is tracked via a recruitment tracker, with key posts reported fortnightly into the Step Up Step Down Core Steering Group.

It is essential that hiring managers provide timely information the programme office team, for the recruitment tracker to be kept up to date, to inform the project plan, and mitigation actions.

The progress of posts within the Virtual Ward workstream is as follows:

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Posts not yet advertised

Post	Band	WTE	Status	Lead
Heart Failure CNS	7	2.0	Documentation being written	Anjula Mehta
Respiratory CNS	7	2.0	Documentation being written	Anjula Mehta
Clinical Manager	7	4.0	Submitted on Trac	Emily Davies
Administrative Officer	3	4.0	Documentation being written	Emily Davies
HCSW	4	2.0	Documentation being written	Emily Davies
Social Worker - Swansea	N/A	1.0	Documentation being written	Anjula Mehta

Posts with live adverts

Post	Band	WTE	Status	Lead
Project Manager	7	2.0	Advert Live	Emily Davies
Social Worker - NPT	6	1.0	Advert Live	Emily Davies

Posts with interviews scheduled

None for this period.

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Posts with offers made

Post	Band	WTE	Status	Lead
Clinical Pharmacist	8a	2.0	Offer made	Kirsty Speakman
General Practitioner		0.8	Offer made	Anjula Mehta
Discharge Liaison Nurse	6	1.0	Offer made	Clare James
Clinical Lead Occupational Therapist	8a	1.0	Offer made	Robert Workman
Specialist Occupational Therapist	7	1.0	Offer made	Robert Workman
Occupational Therapist	6	2.2	Offer made	Robert Workman

Recommendation

The group is asked to:

- **NOTE** the key risk that the ability to recruit and place critical posts places upon delivery of the programme's critical path, and
- **DISCUSS** the progress of recruitment to critical posts within the Virtual Ward work stream.

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Recruitment tracker

Status	Count
Identified	0
Documentation being written	10
Vacancy control requested	0
Vacancy control approved	0
Vacancy to be added to Trac	0
Submitted on Trac	4
Approved on Trac	0
Advert live	3
Advert closed	0
Shortlisting	0
Interview invitations sent	0
Interviews completed	0
Interviews deferred	0
Offers made	7
Vacancy to be re-advertised	0
Start date scheduled	0
Vacancy filled	0

Number of posts	Late posts	Posts filled
25	2	0

Re-advertised	Scheduled starts	No target start dates
0	2	0

Work stream
- Consultant Geriatricians
- Home First Pathway 2
- Virtual Ward

Management Lead
- Anjula Mehta (Swansea …
- clare james (Swansea Ba…
- Emily Davies (Swansea B…
- Kirsty Speakman (Swans…
- Robert Workman (Swans…
- Fiona Hughes (Swansea …
- Helen StJohn (Swansea B…

Role	Identified	Documentation being written	Vacancy control requested	Vacancy control approved	Vacancy to be added to Trac	Submitted on Trac	Approved on Trac	Advert live	Advert closed	Shortlisting	Interview invitations sent	Interviews completed	Interviews deferred	Offers made	Vacancy to be re-advertised	Start date scheduled	Vacancy filled
Care of the Elderly Consultant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Band 6 Nurse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occupational Therapist	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
Physiotherapist	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Home First Assistant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Social Worker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Case Management Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clinical Pharmacist	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Clinical Lead Occupational Therapist	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Specialist Occupational Therapist	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Project Manager	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Discharge Liaison Nurse	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Heart Failure CNS	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Respiratory CNS	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clinical Manager	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0
Administrative Officer	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HCSW	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Practitioner	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Social Worker - NPT	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Social Worker - Swansea	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0