

**SKILLS FRAMEWORK FOR HEALTHCARE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE**

TSC Category	People Development					
TSC	Nursing Manpower Planning					
TSC Description	Manage planning of manpower resources at the department/unit level					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			HCE-PDV-3044-1.1	HCE-PDV-4044-1.1	HCE-PDV-5044-1.1	HCE-PDV-6044-1.1
			Assist in planning of staff assignments at the ward level	Manage planning of manpower resources at the department level	Lead discussions with senior management and develop models for forecasting the demand and supply of manpower	Drive the development, implementation and review of manpower planning and resourcing strategies Influence manpower decisions at the organisational and ministerial level
Knowledge			<ul style="list-style-type: none"> On-boarding processes Use of Patient Acuity System including Trend Care Factors affecting staff assignment planning and implementation 	<ul style="list-style-type: none"> Concepts and theories of workforce planning and analytics including skills mix for optimal care delivery Effective staff scheduling for 24/7 services Sources of manpower data including Trend Care Productivity metrics Trends and factors which may impact the demand and supply of manpower Cost impact analysis Workload scheduling requirements Rostering of duties for nursing staff Factors affecting roster planning and implementation Organisational processes and tools for manpower planning 	<ul style="list-style-type: none"> Sources of manpower and labour market data Statistical analysis techniques Best practices in manpower planning Links between manpower planning and other aspects of organisational strategies Current and future organisational strategies Organisational selection processes and interview techniques Internal organisational environmental analysis techniques 	<ul style="list-style-type: none"> International manpower trends Factors affecting demand and supply of nurses Global manpower migration for nursing workforce International demand and supply of nursing manpower Diversification of nursing supply
Abilities			<ul style="list-style-type: none"> Assist in the rostering of nursing staff Induct and orientate new nurses to the organisation and work scope 	<ul style="list-style-type: none"> Integrate staffing and skills mix for effective deployment in 24/7 services 	<ul style="list-style-type: none"> Develop models or simulations to project demand and supply of manpower 	<ul style="list-style-type: none"> Drive branding activities including school talks and media promotions Promote nursing as a profession of choice

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				<ul style="list-style-type: none"> • Develop mid- to long-term manpower plans for the business units • Analyse capacity and capabilities of departments to deliver work plans • Develop daily operational manpower plans • Monitor unit attrition rates 	<ul style="list-style-type: none"> • Oversee the analyses of factors affecting manpower supply such as labour market conditions • Manage interviews to select and hire manpower for the organisation • Lead development of manpower strategies to cater to current and future needs of the organisation • Estimate manpower deficits and surpluses across the organisation to determine redeployment opportunities • Monitor cluster attrition rates • Develop retention strategies 	<ul style="list-style-type: none"> • Negotiate for manpower with human resource directors and chief executive officers • Oversee attrition of the organisation • Direct retention strategies • Monitor overseas supply movement • Optimise manpower in the organisation • Drive productivity to augment manpower needs • Increase sponsorships to attract students • Promote upgrading opportunities
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