

TAQAA

Workforce Planning Tool

A partnership of experts in workforce planning – bringing approaches, software tools and best practice to help your organisation make the most of your skilled people



TAQAA is a workforce planning tool, which sets an expected staffing level for each facility and specialty, based on your activity information and a set of standards you define.

It also allows your teams to store detailed information on current staff, bringing together multiple data fields to provide a single record for planning purposes.

By combining this information you can drive critical workforce planning interventions:

- Identify where your teams are over and under staffed compared to centrally defined standards, allowing you to redirect scarce resources
- Plan interventions to increase staffing where needed
- Report on all aspects of your staffing and workforce gaps

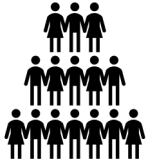


Carados Ltd is a specialist Health & Care training and development team that focus on Workforce Planning. The Carados team provide the TAQAA system, international training and specialist private sector support. The team also manages the NHS WRaPT Workforce Planning system.



O1 Group provide the technical support to the tool, and undertake bespoke changes to create a tool that works for your specific needs. O1 Group also support the NHS WRaPT Workforce Planning system.

1 Data entry



Enter Current Workforce

Enter Activity Data



Set Standards

4 Planning

Plan your future workforce

3 Reporting

2 Modelling

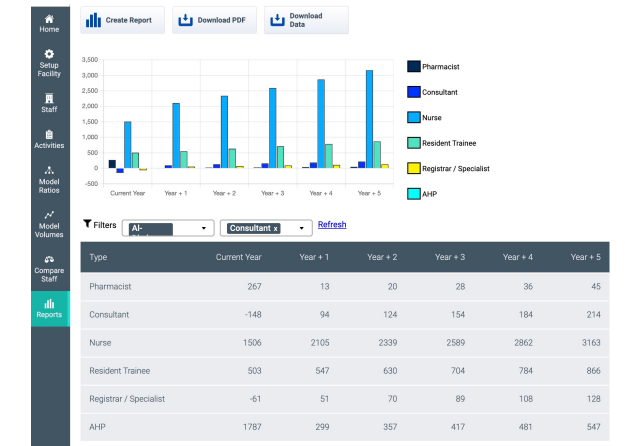
Model by ratios
"X staff per bed"

Model by ratios
"X hours per appointment"


Compare Staff

Staff Group	Current	Year + 1	Year + 2	Year + 3	Year + 4	Year + 5
All Pharmacy	0	0	3	3	3	3
All Pharmacist	0	0	3	3	3	3
Pharmacist	0	0	3	3	3	3
All Physicians	0	0	25	23	23	23
All Consultant	0	0	9	7	7	7
Paediatrics	0	0	2	0	0	0
Obstetrics & Gynaecology	0	0	2	2	2	2
Obstetrics & Gynaecology	0	0	1	1	1	1
Paediatrics	0	0	3	3	3	3
Endocrinology	0	0	1	1	1	1
All Resident Trainees	0	0	5	5	5	5
All Registrar / Specialist	0	0	11	11	11	11
All Nurses	3	100	10	167	167	170

Compare actual vs model staff



Report on current staff and gaps



Home

Setup Facility

Staff

Activities

Model Ratios

Model Volumes

Compare Staff

Reports

Setup Facility

Specialties
Staff Types
Minimum Staffing
Catchment
Payroll


Staff Group	Speciality	Sub-Speciality
Physicians	Paediatrics	Paediatric Infectious Disease x
		Paediatric Cardiology x + Add
	Obstetrics & Gynaecology	Obstetrics and Gynaecology x
		Maternal Foetal Medicine x + Add
	Endocrinology	Diabetes and metabolism x + Add
	+ Add Speciality	
Nurses	Procedure nurses	Procedure nurses x
	Labour Room	Labour Room x
	CCU	CCU x
	Nurse Educator	Nurse Educator x
	ICU	ICU x
	ER beds	ER beds x
	General Nursing	General Nursing x
	+ Add Speciality	
Pharmacy	Pharmacist	Pharmacist x
	+ Add Speciality	

Set up each of your facilities – from the largest hospital to the smallest community team.


Set up the specialties that each facility delivers, and define the staff types and minimum staffing requirements for each of them.


Set up details of the catchment population for each so that you can model future staffing increases.

Provide details of staff budgets for future modelling.



Staff

 Add New Employee

 Download Data

Home

Setup Facility

Staff

Activities

Model Ratios

Model Volumes

Compare Staff

Reports

Filters

Staff Group

Specialities

Sub speciality

Type

Department

Section

Clear

Hierarchy

Staff

Detail View

Employee ID Number	Name Of Employee (English)	Name Of Employee (Arabic)	National ID / Iqamah	Contract With	Contract Type	Nationality
54321	Mona L.					
111111111111...	Roqaya					
123456	Albert Einstein					
12345	Mona Lisa					

1. Personal

2. Facility

3. Contract

4. Jobs

5. Education

6. Accreditation

7. Management

Name of Employee (Arabic)

Name of Employee (English)

Employee ID / Iqamah Number

National Identification

Nationality

Select

Gender

Select

Date of Birth

Delete

Cancel

Save

Enter details of your current staff in each facility.

Record information on their position in each facility, on contract information, on their role, their education, and accreditation.

Set short term roles like returning scholar or management positions – and an end date.

Review your staffing structure at three different levels from summary to detailed line-by-line views.



Setup Activity

Home	Speciality	Sub-Speciality	Drivers	Current		Year +1	
Setup Facility	All Physicians						
Staff	Paediatrics	Paediatric Infectious Disease	Annual OPD ×	10000	+ Add	0%	10000 0
Activities	Paediatrics	Paediatric Cardiology	Annual OPD ×	20000	+ Add	0%	20000 0
Model Ratios	Obstetrics & Gynaecology	Obstetrics And Gynaecology	Annual IPD ×	2500		0%	2500 0
Model Volumes			Annual OPD ×	8500	+ Add	0%	8500 0
Compare Staff	Obstetrics & Gynaecology	Maternal Foetal Medicine	Annual IPD ×	2000		0%	2000 0
Reports			Annual OPD ×	5000	+ Add	0%	5000 0
	Endocrinology	Diabetes And Metabolism	Annual OPD ×	2500	+ Add	3%	2575 3
	All Nurses						
	Procedure Nurses	Procedure Nurses	Cath Lab Procedures ×	5000		0%	5000 0
			Clinical Procedures ×	12000	+ Add	0%	12000 0
	Labour Room	Labour Room	Beds (Ante Part) ×	2		0%	2 0
			Bed Utilisation (Labour Room) ×	2.5	+ Add	0%	2.5 0
	CCU	CCU	Bed Capacity (Low) ×	10		0%	10 0
			Beds (High) ×	20	+ Add	0%	20 0
	Nurse Educator	Nurse Educator	Nurses ×	0		0%	0 0

Define what activities each staff member does for each specialty.

Enter details of how much activity is done each year.

Consider likely increases for future years.

Home

Setup Facility

Staff

Activities

Model Ratios

Model Volumes

Compare Staff

Reports

Model Ratios

Model Volumes

Compare Staff

Reports

Model Ratios

Model Volumes Forecast

Activity Data

Summary

Speciality	Sub-Speciality	Current Staff	Minimum Staff	Drivers	Value	Ratio	Multiplier
All Physicians							
All Consultant							
Paediatrics	Paediatric Infectious Disease	0	0	Annual OPD	10000	0	Select
Paediatrics							
Obstetrics & Gynaecology							
Obstetrics & Gynaecology							
Endocrinology							
All Resident Trainee							
Paediatrics	Paediatric Infectious Disease						
Paediatrics	Paediatric Cardiology						
Obstetrics & Gynaecology	Obstetrics and Gynaecology						
Obstetrics & Gynaecology	Maternal Foetal Medicine						
Endocrinology	Diabetes and metabolism						
All Registrar / Specialist							
Paediatrics	Paediatric Infectious Disease						

Activity Data

Summary

Speciality	Sub Speciality	+ Management Time	Time Hours	FTE	Adjustment	FTE (adjusted) *	Productivity Percentage	CUS
All Physicians				14.99		25		
All Consultant				5.08		9		
Paediatrics	Paediatric Infectious Disease	25%	2125	1.01	40%	2	0	
Paediatrics	Paediatric Cardiology	25%	4250	2.01	40%	3	0	
Obstetrics & Gynaecology	Obstetrics and Gynaecology	25%	2337.5	1.11	40%	2	0	
Obstetrics & Gynaecology	Maternal Foetal Medicine	25%	1487.5	0.7	40%	1	0	
Endocrinology	Diabetes and metabolism	25%	531.25	0.25	40%	1	0	
All Resident Trainee				3.62		5		
Paediatrics	Paediatric Infectious Disease	0%	0	0	40%	0	0	
Paediatrics	Paediatric Cardiology	0%	0	0	40%	0	0	
Obstetrics & Gynaecology	Obstetrics and Gynaecology	0%	5000	2.01	40%	3	0	
Obstetrics & Gynaecology	Maternal Foetal Medicine	0%	4000	1.61	0%	2	0	
Endocrinology	Diabetes and metabolism	0%	0	0	0%	0	0	
All Registrar / Specialist				6.28		11		
Paediatrics	Paediatric Infectious Disease	25%	3125	1.26	40%	2	0	

Model your required staffing levels by setting standards in two ways – either as ratios (e.g. how many staff per bed) or volumes (e.g. how many hours per appointment).

Adjust current staffing levels to take account of non-clinical time.

Adjust required staffing levels to take account of additional tasks.

Create a picture of workforce demand – using ratios, volumes or both.

Speciality	Sub Speciality	Current					Year + 1 >	Year + 2 >	Year + 3 >	Year + 4 >
		Actual	Ratio	Volume	Method	Gap	Gap	Gap	Gap	Gap
⌵ All Pharmacy		0	0	3		3	3	3	3	3
⌵ All Pharmacist		0	0	3		3	3	3	3	3
Pharmacist	Pharmacist	0	0	3	Volume ▾	3	3	3	3	3
⌵ All Physicians		0	0	25		23	23	23	23	23
⌵ All Consultant		0	0	9		7	7	7	7	7
Paediatrics	Paediatric Infectious Disease	0	0	2	Ratio ▾	0	0	0	0	0
Obstetrics & Gynaecology	Obstetrics and Gynaecology	0	0	2	Volume ▾	2	2	2	2	2
Obstetrics & Gynaecology	Maternal Foetal Medicine	0	0	1	Volume ▾	1	1	1	1	1
Paediatrics	Paediatric Cardiology	0	0	3	Volume ▾	3	3	3	3	3
Endocrinology	Diabetes and metabolism	0	0	1	Volume ▾	1	1	1	1	1
⌵ All Resident Trainee		0	0	5		5	5	5	5	5
⌵ All Registrar / Specialist		0	0	11		11	11	11	11	11
⌵ All Nurses		3	160	10		167	167	167	167	167

Compare your current and future staffing levels.

View gaps in current workforce – both over and under staffing.

View impacts of demand changes over time on your current gaps.

Download the data for off-line analysis and reporting if required



Create a range of reports from a standard set.

Understand your current staff and future gaps over years.

Amend reports to consider specific staff types or specialties.

Download reports and tables for off-line analysis.

TAQAA is part of a suite of workforce planning tools



a workforce redesign tool used by the UK NHS to allow teams to set workforce levels based on current performance and then model changes in efficiency, staffing levels and activity to set future workforce plans



a top-down workforce planning tool, setting staffing levels for each facility – permitting comparison with detailed current staffing levels. Includes a mechanism for recording a detailed current staffing picture to allow team by team workforce planning

Bespoke Developments

your workforce planning problems are as unique as your health & care organization. We maintain a team of skilled developers and modellers who can tweak our two main tools to meet your specific needs – or develop bespoke spreadsheets or systems.

For more information, contact Colin Lewry at

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