

# Workforce Review Tool 2011



To enter the workforce review tool select the hyperlink on the main page of the ANS website. You will be prompted to accept an insecure certificate - this is normal so select 'OK to Proceed' or 'Yes' (this varies with each web browser).

You will then be prompted for a user name and password.

Web Address:	<a href="https://www.ansuk.org/workforce_review/">https://www.ansuk.org/workforce_review/</a>
User name:	2011
Password:	review

Next you will see introduction page. Read down and select the green button at the bottom.

## **Why Complete a Review?**

This tool is designed to identify the national picture of our service demands in order to profile our requirement for training. As you know, Modernising Scientific Careers (*MSC*) is pushing forward. As Neurophysiology has not historically had a Scientist Training Programme (*STP*) we need to make sure the Department of Health understands how many of our current workforce are employed at this level.

This will be the information we present to commission future training places at STP level and upwards. It is therefore extremely important that this spreadsheet is filled in accurately for all departments across the country.

## **How to Complete the Review**

Fill in the demographics as instructed. The spreadsheet requires the total number of qualified Clinical Physiology staff (including Healthcare Assistants) you have in your department at each banding level (head count, NOT Whole Time Equivalents (*WTE*)).

As you go across the table, please complete the number of staff at each band that perform the investigations unsupervised. For example the 'EMG' field means actually doing the investigation and not assisting.

## **How long will it take?**

We have designed the tables to take as little of your time to complete as possible. Departments with few Physiologists primarily performing EEGs are likely to be able to complete the tables in around five minutes. Departments with Physiologists performing a wider variety of studies (or Physiologists on the same pay spine that perform different tasks) will take longer. The Review consists of only one page.

## **Why do you ask for my name and email address as part of the Review?**

A copy of the information you submit will automatically be sent to you via email. You may provide any email address - it does not have to be your ANS one.

## **Other questions?**

If you have further questions contact Peter Bill directly at [peter.bill@bch.nhs.uk](mailto:peter.bill@bch.nhs.uk).

I would like to thank you all for your help with this project.

Peter Bill  
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