



SAMPLE WORKORCE PLAN FOR NURSES



GENERAL INFORMATION

Demographic	Organizational Data
Total Headcount	
Retention Rate	
Turnover within a year	
Voluntary Turnover	
Involuntary Turnover	
Retirements	
Average Age	

ETHNICITY OF EMPLOYEES

Demographic	Organizational Data
African American/Black	
American Indian/Alaska Native	
Asian/Pacific Islander	
Hispanic/Latino	
White/Caucasian	
Other	

GENDER OF EMPLOYEES

Demographic	Organizational Data
Male	
Female	

PROFESSIONAL

Demographic

Organizational Data

RN

LPN

Nurse Manager/Supervisor

Years of Experience

DETERMINING WORKFORCE GAPS

Top 5 Skills Nurses need to provide top patient care

- 1.
- 2.
- 3.

What are the top 3 weaknesses in your current Nurse workforce?

- 1.
- 2.
- 3.

**Is your current workforce performing to the full extent of their credentials and/or education?
If not, why not?**

List all Competency Gaps

ANALYZING RECRUITING INITIATIVES

1. What positions are currently open?
2. What positions need to be filled that are new?
3. What positions need to be filled that are replacements?
4. What are your top workforce concerns?
5. What are your long- term goals in the next: 1 year, 3-5 years, 10 years?
6. List top the top five occupational skills you anticipate needing in the next 5 years.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
7. How does your company current source Nurse Talent? Check all that apply
 - ☐ Job Boards (Indeed, care.com, et)
 - ☐ Community Colleges
 - ☐ Professional Organizations
 - ☐ Employee Referrals
 - ☐ Job Fairs
 - ☐ Print Advertisements

8. Do you have a lot of interview no shows? If so, what percentage?

9. What is your offer acceptance rate?

10. Describe your on-boarding process

11. What other methods have you used to attract top Nurse talent?

SAMPLE RECRUITMENT STRATEGY FOR NURSES

Activity	Projected Date	Actual Date	Who	Actual Impact	Notes
Job Description Review					
Employer Branding					
Create Sourcing Strategy					
Develop Pre-Screen Questions					
Design in person Interview Questions					
Create Print Ads					
Prepare Job Application					
Screen All Resumes					
Conduct Pre-Screens					
Schedule in person interviews & Job Shadows					
Communicate with all candidates regarding their status					
Discuss Salary Ranges					
Conduct Background Checks					
Conduct Reference Checks					
Make sure final candidate is on-boarded quickly					

<i>Activity</i>	<i>Projected Date</i>	<i>Actual Date</i>	<i>Who</i>	<i>Actual Impact</i>	<i>Notes</i>
<i>Create New Hire Orientation</i>					
<i>Conduct 30-60-90 day performance review</i>					
<i>Training & Development Initiatives</i>					

RETENTION TIPS

- ☐ Nurse Mentoring Program (See guidelines below)
- ☐ Career Ladder from RN to Nurse Practitioner (See example below)
- ☐ Tuition Assistance for those seeking to become an LPN or an RN
- ☐ Job Shadowing Opportunities
- ☐ Host seminars/workshops at your company to help Nurses improve skills
- ☐ Implement a 30-60-90 Day performance review in addition to a 6 month check up to let Nurses know that their work is valued
- ☐ Offer shift differentials
- ☐ Offer sign on bonuses
- ☐ Offer free/discounted chiropractic or massage opportunities since nurses are often bending and lifting patients
- ☐ Implement e-learning opportunities
- ☐ Ensure adequate Nursing staffing levels to prevent burnout
- ☐ Give Nurses a voice in workflow, scheduling, etc.
- ☐ Encourage a culture of collaboration between CNA's, LPN's, RN's and NP's.

SAMPLE CAREER LADDER

	Qualifications	Certifications	Average Salary Range
Certified Nursing Assistant	High School Diploma; Responsible for personal care of patient; healthcare experience	BLS Certification; CNA Certification	\$11-14/hr
Licensed Practical Nurse	Graduate of an accredited LPN school; Responsible for therapeutic care under the direction of RN	BLS Certification; Licensed as LPN	\$18-24/hr
Registered Nurse	Associate's or Bachelor's degree in nursing; Responsible for deliver quality nursing care to patients with complex needs; Requires strong clinical assessment skills.	BLS Certification; Pass NCLEX Exam. Other certifications may be required depending on clinical specialty.	\$28-40/hr

Nurse Practitioner	Graduate of an accredited school of nursing; Graduate of an Advanced Nurse Practitioner program. Master's degree required; Coordinates comprehensive care along	BLS Certification; Certification to practice professional nursing in your state; current certification to practice as an advanced nurse practitioner; Certified as a NP by the American Nurses Association; AHA ACLS	\$97,000-113,000 annually
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DEVELOPING A MENTORING PROGRAM

- ☐ Identify purpose of the program
- ☐ Encourage senior leaders to champion the cause
- ☐ Identify mentors and mentees
- ☐ Schedule activities to support mentors and mentees such as meet and greet luncheons
- ☐ Develop a communications strategy

IDENTIFYING CAREER GOALS

- I. **Knowing Yourself**
 - Key strengths
 - Clinical Skills
 - Technical Skills
 - Areas of Improvement
 - Work Values
 - Key areas of Interests
- II. **Explore Possibilities**

a. Career Option 1

- Prerequisites and requirements needed to achieve goal

b. Career Option 2

- Prerequisites and requirements needed to achieve goal

c. Career Option 3

- Prerequisites and requirements needed to achieve goal

III. Identify Internal & External Barriers