

Retention Support Programme - Next Steps

Following the Retention Support Programme workshop on 14 July, this document summarises the next steps for the programme.

NHS Improvement clinical and workforce leads

You should now have received an email from the team setting out your trust's nominated clinical and workforce leads at NHS Improvement. Your clinical and workforce leads are available for support and guidance during the 90 period and will act as a critical friend whilst you shape your retention improvement plan. Your NHS Improvement leads will be in touch over the next few weeks to arrange times to discuss progress.

Retention improvement plan

The overall aim of the plan is to improve retention in your trust within the next 12 month period. There is no set template for your trust's retention improvement plan; however your plan will outline the improvements you anticipate in your turnover rate (based on your current trend) and where you expect these improvements to occur.

A high quality improvement plan will demonstrate alignment of the different initiatives across your trust relating to retention, whilst demonstrating the areas you have identified requiring improvement based on your leaver data. It will also include the actions, timeframes and project leads in your trust required to make the appropriate improvements.

We recognise that action may be currently underway to improve retention within your organisation and so you may wish to continue or refine the plans already in place whilst exploring any new areas that you may have identified requiring further action. Where appropriate, you may wish to test new areas/initiatives via PDSA cycles in order to assess impact and refine new interventions.

Alternatively, you may wish to consider your initiatives through the retention domains framework presented within the workshop, however if there are other structures that better represent your trust or that are already in use, please feel able to continue the use of these.

We hope the information and case studies sent out to you on Friday from the masterclasses will give you some ideas of best practice across the system. If there is particular area related to retention that you think you could learn from other trusts (e.g. staff benefits or staff engagement) then let your clinical and workforce leads and we will try to connect you with other trusts that implemented changes in your areas for improvement.

Please submit a final version of your retention improvement plan to your NHSI leads by **6 October 2017**.

Milestone tracker

You may wish to consider the following milestones for the next 90 day period:

Month 1	Month 2	Month 3
<ul style="list-style-type: none"> • Understand your trust data • Review current initiatives underway and gauge their impact with staff • Develop SMART aims • Identify primary drivers • Set up project governance 	<ul style="list-style-type: none"> • Identify areas of improvement • Focus on engagement with staff and relevant stakeholders to test and develop your plan • Refine aim, drivers and initiatives 	<ul style="list-style-type: none"> • Identify measurable gains and overall impact you expect to make on your turnover rate • Identify clear actions and delivery leads