

Appendix A: Assessing staffing needs

Consider the following when assessing your staffing needs. These are important to review at the start of establishing a practice and when there will be changes to the size and type of practice.

Internal

- Will there be a change in the number of physicians or number of hours the physicians are working in the office?
- Are any of the physicians planning to change their activities in the office in a way that may impact the staffing needs (e.g., introduction of new in-office procedures, shifting the profile of the practice, etc.)?
- Is the volume of patients seen by one or more of the physicians expected to change significantly in the future?
- Are there tasks or processes that you could delegate to an employee?
- Are there problems in your office policies that are hindering the proper function of your office (e.g., sick leave, internal communications, etc.)?
- Are things falling between the cracks because tasks or responsibilities are not properly assigned?
- Do you expect the permanent or temporary departure of one or more of your employees?
- Are there deficiencies in the actual layout or the amount of floor space that is hindering employees from completing their work?
- Do the employees have the tools (e.g. software, knowledge) to perform their duties?

External

- Have there been changes in the labour laws or rules that may impact the way you manage your employees?
- Are there expected shifts in revenue or expenses that might influence the budget for your team?
- Will new technology be introduced that requires your staff to learn and adapt?
- Is your community or region undergoing changes, such as shifts in unemployment, economic conditions, or increased competition for talent, which could affect your ability to find skilled employees?