

## Sample Job Plan – Advanced Practitioner

Name :

Job Title:

Area of Work:

Contracted hours:

Clinically accountable to:

Managerial accountable to:

| Day                 | Duties   | Location  |
|---------------------|--|---|
| <b>Monday AM</b>    | Clinic; 9am – 1pm highly complex patients  | Outpatient dept   |
| <b>Monday PM</b>    | Attendance at regional meeting – monthly; team meeting monthly and individual meetings with staff including appraisals   | Online and face to face                                       |
| <b>Tuesday AM</b>   | Research: Monthly audit meeting – week 2<br>Audit of own practice and review of outcomes; completion of national data set  | Office/home   |
| <b>Tuesday PM</b>   | Attendance at organisation risk and governance meetings; maintenance of risk register; investigations of incidents and reporting back/lessons learned            | Office/home   |
| <b>Wednesday AM</b> | Clinic 9am – 1pm highly complex patients   | Outpatient dept   |
| <b>Wednesday PM</b> | Clinical supervision with mentor 1 hour<br>MDT meeting, CPD  | On site   |
| <b>Thursday AM</b>  | Review and updating organisation wide clinical policies and procedures; liaising with regional colleagues of policy issues                                       | Office/home   |
| <b>Thursday PM</b>  | Education: preparation and delivery of training to GP trainees, junior doctors, dietitians, students including student dietitians, acute/community nursing staff | Learning and Education Centre, community venues, GP practices |
| <b>Friday AM</b>    | Telephone review clinic 9am – 1 pm   | Office  |
| <b>Friday PM</b>    | Checking and electronic signing of clinic letters<br>Answering patient queries   | Office  |

Example:

| Type of activity                                   | Description of activity  | Approx % of time spent on each pillar  |
|--|--|--|
| Direct clinical care (DCC)                         | <b>Clinical pillar</b><br>Treating a highly complex caseload of patients on a ward or in clinic or online;/ clinic telephone; letters making arrangement for further investigations.   | 45%<br><br>This could range from 20 –80% depending on the role. It must be a minimum of 1 working day (7.5hours) |
| Specified supporting professional activities (SPA) | <b>Evidence based Practice and Research, and Facilitated Learning pillars of practice</b><br>CPD, delivering education sessions<br>Keeping abreast of new evidence and amending local/regional guidance as relevant and adapting practice;<br>Carrying out education to ensure new practices are fully implemented, then reviewing and auditing this practice. | 20%  |
| Additional NHS responsibilities (ANR)              | <b>Leadership and management pillar</b><br>working across the wider health economy regional meetings, coordinating/ contributing to policies and procedures.<br>Supervising and appraising staff; developing the clinical pathway.   | 35%  |

All Advanced Practice roles vary depending on the circumstances within the organisation and needs of the service. Therefore, the percentage split for different aspects of the role will also vary.

For example, a dietitian who works in a HEI and delivers lectures on an Advanced Clinical Practice or First Contact Practice programme may be stronger in the education or research pillar but will still deliver at least 7.5 hours of advanced level clinical care.

Reference : Job Planning the Clinical Workforce – Allied Health Professionals, A best practice guide, July 2019 <https://www.england.nhs.uk/wp-content/uploads/2021/05/aps-job-planning-best-practice-guide-2019.pdf>

Manager’s signature:

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Advanced Practitioner signature:

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