

Job Planning

What is a Job Plan?

“A job plan is a prospective, professional agreement describing each employee’s duties, responsibilities, accountabilities and objectives. It describes how an employee’s working time will be used according to the specific categories of direct clinical care (DCC), specified supporting professional activities (SPA) and other activities such as additional NHS responsibilities (ANR) and externally funded duties (ED).”

Job planning the clinical workforce – allied health professionals, A best practice guide, July 2019.

Why is a job plan required?

From an Advanced Practice perspective - all 4 pillars of practice should be covered once the Advanced Practitioner is fully qualified.

1. Clinical Practice – complex caseload
2. Leadership and Management
3. Learning and Education – this would include own CPD and maintaining capabilities as well as training of colleagues, less experienced staff and the wider MDT where relevant
4. Research and Evidence Based Practice

Job planning is probably more critical in the Advanced Practice role than in a typical clinical role. In an Advanced Practice role, changing models of care delivery and ensuring it meets patient/client needs is essential. Designated time must be set aside, and protected, to ensure the Advanced Practice role meets its function. The job plan allows the Advanced Practitioner to evidence how they are working across the 4 pillars and having this agreement with the employer protects this. If you are only working clinically then it’s not an Advanced Practice role.

For trainee Advanced Practitioners dedicated non-clinical time is required for

- a. study at university
- b. supernumerary to enable the clinician to develop new clinical skills. This may continue post qualification but to a lesser extent.

Minimum standard for the Advanced Practice job plans

- Clearly identified Clinical, Research and evidence based practice, Leadership and Management and Facilitated Learning time
- Work duties then allocated to DCC, SPA, ANR and ED time
- Clearly identified job banding and hours of work and post identification
- Staff full name
- All time accounted for and how much time the employee is expected to be available for work
- Clearly identified objectives and supporting resources
- Location of planned activity (inpatients, outpatient clinics, community/domiciliary, private clinics)
- Specialty/service line of planned activity
- Outcomes that the job plan is expected to deliver.

The job plan should be reviewed as part of the appraisal process and as a minimum on an annual basis, to ensure it continues to meet the needs of the service and the practitioner.

Sample Job Plan – Advanced Practitioner

Name :

Job Title:

Area of Work:

Contracted hours:

Clinically accountable to:

Managerial accountable to:

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

Example:

Type of activity	Description of activity	Approx % of time spent on each pillar
Direct clinical care (DCC)	Clinical pillar Treating a highly complex caseload of patients on a ward or in clinic or online;/ clinic telephone; letters making arrangement for further investigations.	45% 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)	Evidence based Practice and Research, and Facilitated Learning pillars of practice CPD, delivering education sessions Keeping abreast of new evidence and amending local/regional guidance as relevant and adapting practice; Carrying out education to ensure new practices are fully implemented, then reviewing and auditing this practice.	20%
Additional NHS responsibilities (ANR)	Leadership and management pillar working across the wider health economy regional meetings, coordinating/ contributing to policies and procedures. 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:

Advanced Practitioner signature:

Appendix 1: Job plan of Advanced Practitioner in Enteral Nutrition Service

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
AM	Service Development	Ward Assessments / Procedures	Team Mtg. & MDT		Research			
Hrs.	4.44	4.44	4.44		4.44			
<i>BREAK</i>	0.5	0.5	0.5		0.5			
PM	IR Training List / Teaching	OP AP Clinic	IR Training List / Teaching		IR Training List / Teaching			
Hrs.	4.44	4.44	4.44		4.44			Hrs.
<i>Total Hrs.</i>	9.38	9.38	9.38		9.38			37.5