

Job Planning Review & Discussion Guidance (Agenda for Change)

What to check for before sign off:

- Contracted hours – have these been entered?
- Does the job plan reflect the correct working hours/pattern of the clinician?
- Are all contracted hours accounted for?
- Does the job plan have an appropriate proportion of Direct Clinical Care and Supporting Professional Activity?
- Working weeks – for most staff this will be 42.8 – please review and adjust if your staff member is term time only.
- Have activities been scheduled into the week where possible? E.g. meetings/clinics that take place at the same time every week.
- Does time assigned to tasks seem appropriate?
- Is the balance of activities accurate and reasonable?
- Is the job plan consistent with other job plans for similar roles/bands across the service?
- Does the job plan demonstrate an adequate contribution to the overarching service plan and objectives?

Discussion points:

- Through completing your job plan, is there anything about your role that you specifically want to discuss?
- Do you think your job plan is deliverable within your contracted hours and working pattern?
- Are there any activities that are proving challenging to deliver? How can we help?
- Does this job plan enable you to see and work with an appropriate number of patients (e.g. target)?
- What insights or realisations have you had about how you organise your time? What do you plan to do differently, if anything?
- Have you allocated adequate professional development time?
- How can the Trust help to optimise the use of your time and skills?