

eJob Planning FAQs

(for Agenda for Change staff)



Job planning is nationally recognised as an important means of linking best use of resources with quality outcomes for patients. By documenting professional activity in job plans, the Trust can effectively plan and deploy workforces to achieve productivity gains. By digitising job plans through the Trust's eJob Planning software, L2P, transparency and efficiency can also be ensured.

What is the purpose of job planning?

The purpose of job planning is to ensure enough clinical capacity to meet the expected demand on the clinical service, seven days a week, 52 weeks per year, while balancing the development needs of people and the Trust. Job planning provides the opportunity for AHPs/nurses/midwives/pharmacists/healthcare scientists/psychologists and their managers to agree the proportion of each role that will be attributed to clinical care and other specified supporting clinical activities. It is an opportunity for all staff to describe the activities they are delivering that may not be patient-facing but that add value for patients.

'In line with the NHS Long Term Plan commitment, we expect all the clinical workforce to have an e-job plan, except staff who work exclusively in one clinical area (e.g. purely ward-based staff) and doctors in training (since e-rostering, generic work schedules and training curricula are considered sufficient for these workforce groups).'

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), supporting professional activities (SPA) and other activities such as additional NHS responsibilities (ANR) and externally funded duties (ED). It is a plan that is created annually.

What is in a job plan?

- 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 DCC, SPA, ANR and ED time
- clearly identified objectives and supporting resources
- analysis of expected clinical and non-clinical activity
- 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.

What are the benefits of job planning?

1. Positive impact on patient outcomes: by aligning workforce resources to patient need, resources can be focused on the areas with the highest impact for patients.
2. Empower staff to shape services
3. Improve understanding of the multidisciplinary team's contribution to the patient pathway
4. Improve staff morale, health, and wellbeing
5. Improved staff recruitment and retention
6. Improve responsiveness of services to changing clinical demand
7. Improve use of resources
8. Increase visibility of workforce capacity to the board
9. Reduce bank and agency spend: for some workforce groups, early identification of a shortage in workforce resources enables forward-planning to manage this discrepancy in a way that avoids the excessive use of bank and agency.

What is an e-Job Plan?

- e-Job Planning system, provided by L2P, is designed to help facilitate the process of job planning, allowing users to populate, review and sign off job plans all in one place;
- The system provides the facility to manage and report on job plans at an individual, departmental and organisational level, presenting a valuable opportunity to maximise efficiency through increased transparency

How do I create my eJob Plan?

- Watch the following video and begin to familiarise yourself with the eJob Planning system: [Job Planning - with Introduction \(vimeo.com\)](https://vimeo.com/788888888)
- In the case of staff with existing job plans (from the Allocate system), these have been transferred into the new e-Job Plan system; staff who are entirely new job plans can do these directly onto the system.
- If your team wishes to use templates (i.e. all staff in a similar role complete a similar job plan) please await instruction from your line manager.
- There will be full system training throughout the roll-out of e-Job Plan and post-implementation support will also be available. Please keep an eye out for training sessions and drop ins if you require further support.

When do I need to complete a job plan by?

The system is now live to all divisions.

You can begin to familiarise yourself with the system and complete your job plan as soon as you are in the system.

All staff in scope, must have a signed off job plan within the next 12 months (1st Jan 2023 – 31st Dec 2023).

Your manager is advised to hold your job plan discussion following your 23/24 appraisal, ensuring your job plan allows you sufficient time to achieve your upcoming objectives.

Your job plan will then need to be reviewed annually to ensure it is still accurate and correct or updated ahead of the annual review if there are significant changes to your contract/role.

The Job Planning Process (for the clinician)

