

Consultants JOB PLAN SUMMARY proforma

REVISED JOB PLAN - _____

A. WEEKLY TIME-TABLE OF DIRECT CLINICAL CARE DUTIES					
		Sessions	Hours	HOSPITAL / LOCATION	TYPE OF WORK (Indicate any travel time)
MONDAY	AM	*1	3.75	Plas Menai Surgery	MH Clinic Additional Resp
	PM				
TUESDAY	AM	1	3.75	Dinerth Road Community Team Base	Home Visits if needed, Assessments, Aftercare meetings
	PM	1	3.75	DR	Community Team based Work
WEDNESDAY	AM	1	3.75	Bryn Y Neuadd	LDS Clinic - Conwy
	PM	1	3.75	Bryn Y Neuadd	MDR meetings for inpatients
THURSDAY	AM	1	3.75	Tan Y Coed/Hergest/ Ablett	Ward Rounds
	PM	1	3.75	Colwyn Bay	LDS Clinic
FRIDAY	AM	1	3.75	Bryn Y Neuadd	Admin/Educational Supervision
	PM				
WEEKEND					
ON CALL					

Other Direct Clinical Care Sessions:				
				Additional session identified above *
TOTAL	8			

NOTE: ONLY DIRECT CLINICAL CARE COMMITMENTS SHOULD BE INCLUDED IN THIS TIME TABLE

The above Job plan has been agreed at the job plan review.

Signed off :

Consultant..... Date/...../.....

B. AVERAGE NUMBER OF HOURS SPENT EACH WEEK ON NHS DUTIES (combine and complete boxes as appropriate)		
TYPE OF DUTY	AVERAGE NO. OF HOURS	
Emergency duties [inc. work on-call] *		
Operating sessions [including pre and post-operative care]		
Ward rounds	3.75	
Out patients		
Clinical diagnostic work	7.5	
Other patient treatment	3.75	
Public health duties		
Multi-disciplinary meetings about direct patient care	7.5	
Administration directly related to patient care	3.75	
Training		
Continuing Professional Development	2 SPA for revalidation	
Teaching		
Audit	3 rd Session as detailed	
Job Planning		
Appraisal		
Research		
Clinical Management		
Local Clinical Governance Activities		
Fee-paying work (specify whether included or not included in above)		
Planned Additional Sessions (*Mental Health Clinic Monday am)	3.75	
Waiting list Initiatives		
Average Hours On-Call Work Done (where not included in * above)		
	TOTAL	41.25

Additional Responsibilities	
Management Responsibilities	
Other external relevant NHS duties	
Rota Arrangements eg. 1 : 4 and number of sites covered	

NOTE: COMPLETION OF THIS TABLE DOES NOT GIVE RISE TO A CONTRACTUAL DUTY TO WORK BEYOND THE ACTUAL CONTRACTUAL COMMITMENT

CPG Lead/Clinical Director..... Date/...../.....

AGREED JOB PLAN OUTCOMES

For periodNovember 2012..... to November 2013.....

Consultant's Expected Outcomes:-

1. Appraisal
2. Mandatory training: Fire training, Manual Handling, Child Protection,
3. Negotiated extra session in Mental Health
4. Over the next 3 months - review 7 DCCs as may change in direction of work picking up community work in and may need to re visit job plan (to cover Bangor and Bethesda, Tregarth) move away from routine in patient, but need to take into account MDRs as necessary
5. Adult in patient that still remain involved
6.
7.

The Job Plan set out overleaf together with the above Expected Outcomes and Support action is agreed between the following:-

ConsultantDate.....
CPG LeadDate.....

N.B. There is no significance to the numbers of points indicated above, which can be extended or diminished as required.

SUPPORTING ACTION AGREED TO BE UNDERTAKEN

For period ...November 2012..... toNovember 2013.....

ACTION	BY WHOM	BY WHEN
1. 2 SPAs for revalidation purposes	XXX	Nov 2013
2. 3 rd SPA LDS programme lead on clinical effectiveness/ audit research		Nov 2013
3.		
4.		
5.		
6.		
7.		
8.		