

# **JOB PLANNING-MEDICAL STAFF**

HOW WE DO IT IN UK



# ***DR KADIR HASAN***

*MBChB, FRCR PhD*

***SDU*** Director of Clinical Radiology  
Buckinghamshire Healthcare NHS Trust- UK

# MEDICAL WORK FORCE

- How we organise the medical work force.
- What hours/ work load we are expecting.
- Quality, value for money and affordability.
- Private practice.
- Monitoring –appraisal,CPD,re validation.

# INTRODUCTION

- In 2003 UK government introduced a new law with regards medical consultant work force working for NHS or university departments. The regulation based on 10 contracted programmed activities (PA) per week for a full time consultant. Each PA constitute of 4 hours of activity
- [www.nhsemployers.org/PayAndContracts](http://www.nhsemployers.org/PayAndContracts)

# TYPICAL CONTRACT

- The full time consultant has to work 40 hours on site in hospitals/clinics based on 5 working days per week. However, the consultant can have a contract for fewer hours per week as part time job

# The definition of direct clinical care (DCC)

- Outpatient activity      In-patient care
- Theatres      Clinical interventions – e.g. endoscopy lists
- Intensive Care      Sub-specialty clinical activity
- Taking a lead on a sub-specialty area for the directorate
- Post-take ward rounds      Clinical diagnostic work
- Ward Rounds      Multi-disciplinary team working and meetings
- Pre & post –operative assessments      Consent taking
- Patient-related administration; including notes, reports, referrals, correspondence      GP communication
- Patient communication and communication with relatives
- Emergency Work

# Supporting Professional Activity

**SPA** activities include participation in training, medical education, CPD, formal teaching, audit, job planning, appraisal, research, clinical management and clinical governance activities.

# DCC/SPA RATIO

Proportion of DCC and SPA per week varies per consultant job. The typical NHS consultant will have 7.5 DCC and 2.5 SPA while consultant working in an academic institute will have more SPA time.



# ANNUAL LEAVE

- Each consultant are entitle to have 6 weeks (30 working days) annual leave plus 2 weeks (10 working days) study leave on top of the 10 days of public holidays.
- In average the consultant will work 42 weeks per year

# PRIVATE PRACTICE

- Out side of the contracted hours, consultants are free to practice private work provided it was declared to his organisation and does not clash with NHS work.
- A declaration has to be signed that NHS work will take priority over the private practice. The academic work force will have extra allowance for not performing the private practice.

# Private Practice

- consultants should disclose details of regular private practice commitments, including the time, location and broad type of activity, to facilitate effective planning of NHS work and out of hours cover.
- Consultants should ensure that, except in emergencies, private commitments do not conflict with NHS activities included in their job plans.

# PRIVATE PATIENTS

- Private patients can use NHS facilities as fee paying patients only.
- Should not given priority.
- Should not jump the waiting list.
- May opt to be NHS patient the need to be referred by GP

# What is Job Planning?

A consultant job plan is a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year.

# ZICARDIAN

- **Managing department of clinical radiology in two main hospitals and three peripheral clinics.**
- **17 Radiologists      Interventional suit**
- **2 MRI scanners      Breast screening**
- **2 CT scanners      Breast clinics**
- **12 Ultrasound      National spinal unit**

## Job Planning Dashboard

### Your Departments

Number of doctors are in brackets()

— Radiology (16)



To view the Message Centre click here



Activities Calendar click here

### Progress chart for:

Radiology

Job Plans Status (Consultants):



- Annual review overdue/ first job plan not agreed
- Annual review due in less than 2 months
- Annual review due in more than 2 months: 16 (100%)

Total number of consultants: 16

List review dates

### To Dos

Please click on individual tasks to move to the page you need for each one

Date	Task
You have no to dos	

### Alerts

Date	Messages	Dismiss
13 Oct 2010 16:19	Dr Hami, Faeqa accepted the request to sign off Dr Booth, Ann's job plan.	Dismiss
13 Oct 2010 16:19	Dr Hami, Faeqa accepted the request to sign off Dr Meagher, Tom's job plan.	Dismiss
05 Oct 2010 07:45	Dr Meagher, Tom accepted the request to sign off his/her job plan.	Dismiss
03 Oct 2010 09:03	Dr Booth, Ann accepted the request to sign off his/her job plan.	Dismiss
01 Oct 2010 12:14	Dr Hami, Faeqa has moved Dr Meagher, Tom's job plan back into the discussion stage for the following reason: as requested by Dr Hasan	Dismiss
30 Sep 2010 08:12	Dr Meagher, Tom accepted the request to sign off his/her job plan.	Dismiss

### Job plan wizard demo:

If your doctor is having trouble creating a job plan, why not run through it with them using our **job plan wizard demo**. This demo can also be accessed from the Support tab.

PA Analysis

## My Job Plan

### Messages & Alerts

Send a message to your manager (Dr Hami, Faeqa).

Send

**System Alert**

29 Sep 2010 12:32

Dr Hami, Faeqa accepted the request to sign off your job plan.

**System Alert**

29 Sep 2010 12:32

Dr Hami, Faeqa accepted the request to sign off your job plan.

Showing 1 to 2 of 10

Show all

### Policies & Guidelines

Policy and guidance documents are detailed below.

> Buckinghamshire Hospitals NHS Trust policy document

### Reports

Please select a change report

View/print report

### Current Job Plan: This job plan started 15 July 2010.



Activities Calendar

**Department:** Radiology

**Total PAs to date:** 11.00

**Total hours to date:** 42:59

**Status:** Signed-off - your job plan is no longer editable

**Contract type:** New

**First Sign Off:** Dr Hami, Faeqa

**Second Sign Off:** Dr Hami, Faeqa

Printable job plan

View job plan

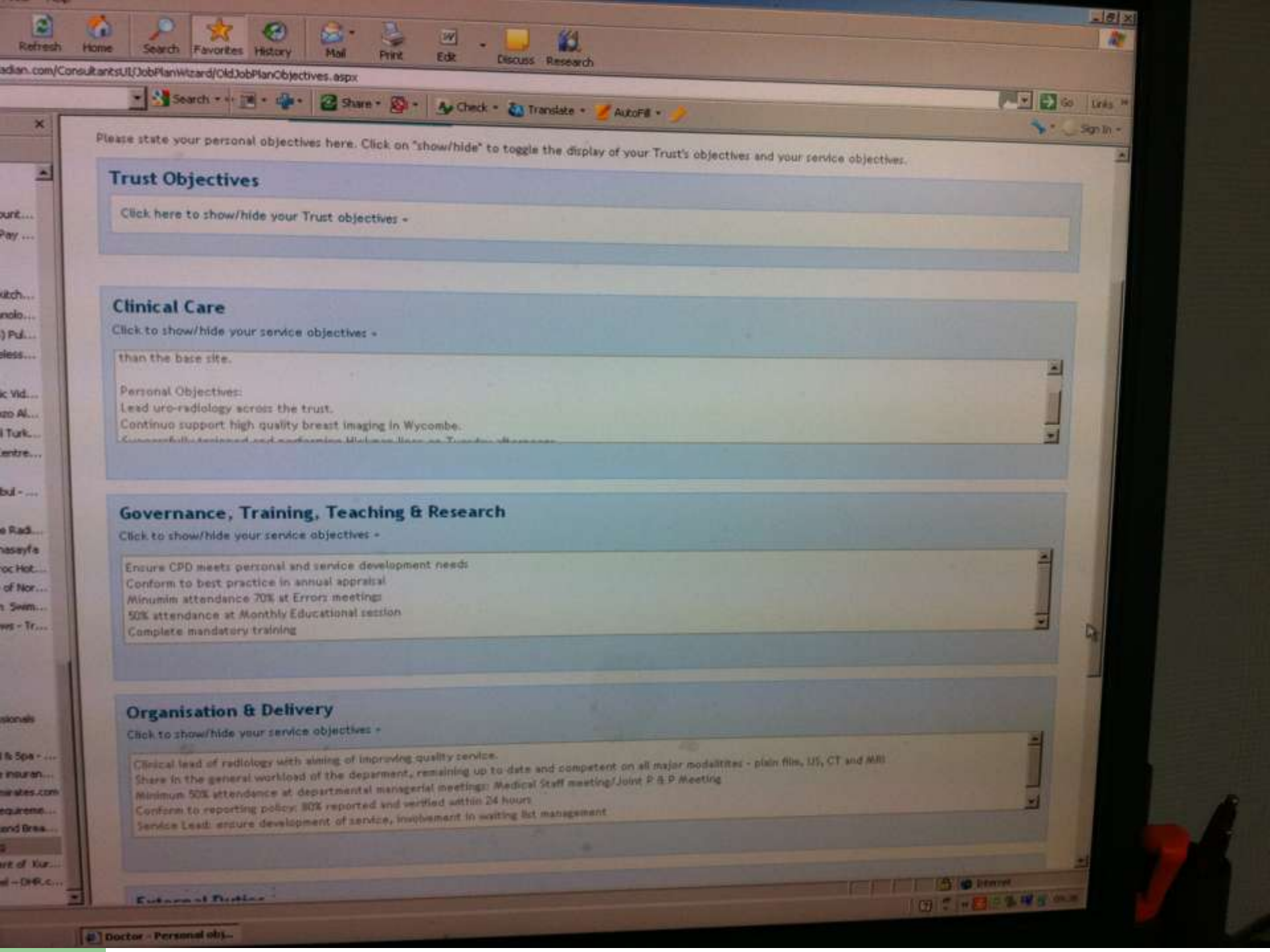
### Job plan library

Period	Current Stage	Level	Last Changed
15/07/2010 -> ongoing	2nd sign-off agreed	Radiology	29/09/2010 12:32:50
01/09/2009 -> 14/07/2010	2nd sign-off agreed	Radiology	11/01/2010 15:34:57
09/10/2007 -> 31/08/2009	2nd sign-off agreed	Radiology	11/03/2008 18:21:05
30/08/2007 -> 08/10/2007	In 'Discussion' stage	Radiology	13/09/2007 12:34:15



**Model Job Plan**

Day	Time	Location	Work	Categorisation	No. of PAs
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Additional agreed activity				DCC	
Predictable emergency					
Unpredictable emergency	Variable			DCC	
<b>TOTAL PAs</b>					



Please state your personal objectives here. Click on "show/hide" to toggle the display of your Trust's objectives and your service objectives.

### Trust Objectives

Click here to *show/hide* your Trust objectives -

### Clinical Care

Click to *show/hide* your service objectives -

than the base site.  
Personal Objectives:  
Lead uro-radiology across the trust.  
Continuo support high quality breast imaging in Wycombe.  
*Continuos skills development and performance. Minimum 50% at Trust...*

### Governance, Training, Teaching & Research

Click to *show/hide* your service objectives -

Ensure CPD meets personal and service development needs  
Conform to best practice in annual appraisal  
Minimum attendance 70% at Errorz meeting  
50% attendance at Monthly Educational section  
Complete mandatory training

### Organisation & Delivery

Click to *show/hide* your service objectives -

Clinical lead of radiology with aim of improving quality service.  
Share in the general workload of the department, remaining up to date and competent on all major modalities - plain film, US, CT and MRI  
Minimum 50% attendance at departmental managerial meetings: Medical Staff meeting/Joint P & P Meeting  
Conform to reporting policy: 80% reported and verified within 24 hours  
Service Lead: ensure development of service, involvement in waiting list management

# Directorate Objectives

These might include:

- Local service objectives
- Service development
- Multi-disciplinary team working
- Quality
- Clinical outcomes
- Clinical standards
- Improving Working Lives, Investors in People and promoting diversity in the workplace
- Training and education of junior doctors
- Management of resources

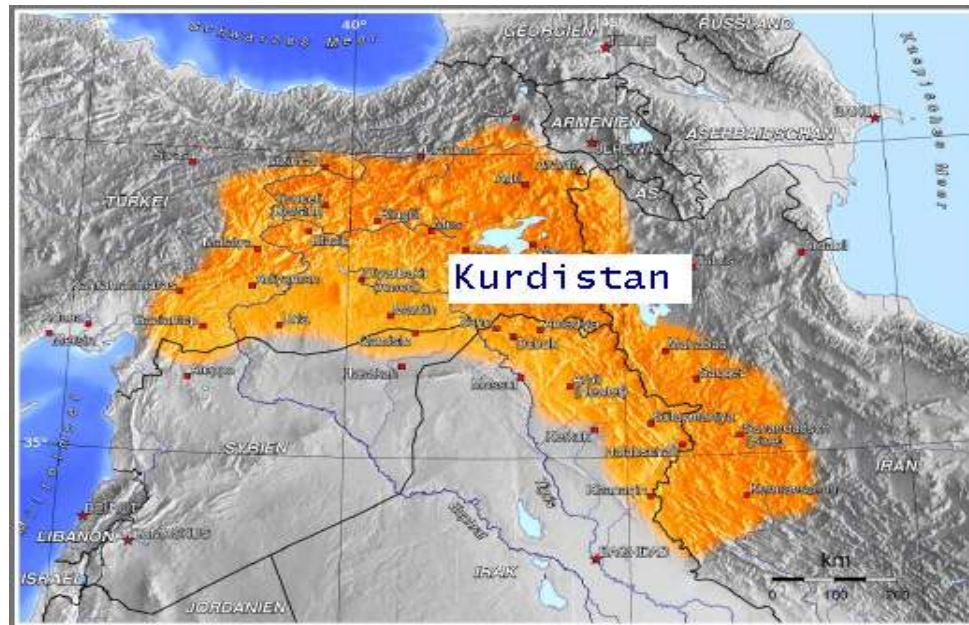
# Personal Objectives

- The nature of consultants' personal objectives will depend in part on their specialty but could include:
- Quality
- Activity and efficiency
- Clinical outcomes
- Clinical standards
- Service objectives
- Management of resources
- Service development
- Multi-disciplinary working
- Clinical governance
- Personal development objectives

# MONITORING

- Annual appraisal
- Job planning meeting
- CPD
- Re-validation

# What about us?





# KEEP UP with progress









# Duhok



