

Hywel Dda

Consultant

Job Planning

Tool Kit

Version	Issued To	Date	Comments
V0.1	Hywel Dda University Health Board	July 2018	
V0.2	Hywel Dda University Health Board	November 2020	

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Hywel Dda Job Planning Toolkit

Introduction

1. This tool kit has been created to aid effective job planning for Consultant medical staff across Hywel Dda University Health Board. It sets out the key principles of job planning and provides guidance for all involved in the job planning process, in accordance with The Amendment to the National Consultant Contract in Wales, referred to throughout this document as the Contract. It is available via the following link;

http://www.wales.nhs.uk/sites3/Documents/433/Nat_Constant_Contract.pdf

2. Effective job planning underpins the Consultant Contract in Wales. In particular the job planning process is the vehicle for the Consultant and the Health Board to agree the composition and scheduling of activities into the sessions that comprise the working week, mutual expectations of what is to be achieved through these, and for discussing and agreeing changes on a regular basis.
3. Job plans will set out a Consultants' duties, responsibilities, time commitments and accountability arrangements, including all direct clinical care, supporting professional activities and other NHS responsibilities (including managerial responsibilities).
4. Job plans will also set out the agreed service outcomes. These will be expected to reflect different, evolving phases in Consultants' careers, and appropriate continuing professional development requirements. The delivery of outcomes will not be contractually binding, however, Consultants will be expected to participate in and make every reasonable effort to achieve these. Pay progression via commitment awards will be informed by this process.

Key Principles of Job Planning

5. Job planning will be undertaken on an annual basis for all Consultant medical staff and will be led by the Clinical Director/ Clinical Lead, taking into full account the most recent appraisal discussions. Job plans will be drawn up and agreed jointly setting out the Consultants' duties, responsibilities and expected outcomes, in line with paragraphs 1.22-1.29 of the Contract.
6. After full discussion with the Consultant, decisions will be made as to how and when the duties and responsibilities in the job plan will be delivered, taking into account

the Consultant's views on resources and priorities, ensuring that the Consultants have the facilities, training, development and support needed to deliver the agreed commitments. The job plan discussion will be recorded on the job plan template and once agreed signed by the Consultant.

7. If it is not possible to agree the job plan, the matter will be dealt with through the job plan appeals procedure, under paragraphs 1.34-1.39 of the Contract (page 29).
8. In some specialties the job planning process may be undertaken on a team basis, where the same issues affect all Consultants. Where job planning does take place on a team basis, each individual member should still agree a schedule of individual commitments (page 62 of the Contract).
9. Consultants undertaking Private Practice must demonstrate that they are fulfilling their NHS commitments. Further guidance on private practice is given at Chapter 9, page 41 of the Contract.
10. Fee paying work including Category 2 should not attract double payment. However, it may be carried out with the professional fee retained by the Consultant in the circumstances outlined in Paragraph 2.10 of the Contract.

The Working Week

11. The working week for a full time Consultant will be 10 sessions of typically 3-4 hours duration, the normal working week will be 37.5 hours. The job plan will include Direct Clinical Care duties, Supporting Professional activities, additional responsibilities and agreed external duties, additional sessions and managerial responsibilities. There will typically be 7 sessions for direct clinical care and 3 for supporting professional activity. Variations will be agreed at the job plan review.
12. Normally up to one SPA can be carried out away from the Consultants' base by agreement (page 68 of the Contract). One SPA session may also take place outside normal working hours leaving a similar period free in which there is no contractual commitment during normal working hours (paragraph 2.12 of the Contract).
13. All emergency work that takes place at regular and predictable times (e.g. post take ward wounds) will be programmed into the working week on a prospective basis. The first three hours of work done during on call periods per week averaged over a 6 month period – unless specifically agreed otherwise will attract one DCC of time. Where the average is less than three hours this will attract a proportion of a session time. In exceptional circumstances where the Consultants requested and agrees to

be resident on call, this will be remunerated at 3 times the sessional payment at point of the Consultant salary scale, excluding commitment and clinical excellence awards, with agreed compensatory rest the following day. Out of hours intensity banding payments will also be paid in line with AL (MD)W5/200 (page35).

14. It is recognised that Consultants may be undertaking more or less than the normal 37.5 hours per week. Job planning review will be triggered if Consultants regularly work one session more or less than these hours each week on average (paragraph 2.26 of the Contract).
15. For Consultants working part time the breakdown of Direct Clinical Care and Supporting Professional Activity sessions will be in accordance with the table at page 43 of the Contract. Flexible working arrangements should also be considered in line with Chapter 10 of the Contract.
16. Consultants are subject to a separate agreement on the application of European Working Time Directive, whereby they can accrue compensatory paid rest if rest breaks are not taken. Further guidance is available at the following link:-

<https://www.bma.org.uk/advice/employment/working-hours/ewtd-consultants-faq>

17. For full time Consultants travelling time between their main place of work and home, or private practice premises will not be regarded as part of their job plan. Travelling from main base to other NHS sites, travel to and from work for other NHS emergencies and excess travel will count as working time. Excess travel is defined as time spent travelling between home and a working site other than the Consultant's main place of work, after deducting the time normally spent travelling between home and place of work. Consultants may need to agree arrangements for dealing with more complex working days (paragraph 2.13 of the Contract). A list of common journeys from main hospital sites is given on page 32.

Local agreement on sessional payments and Supporting Professional Activities

18. The Health Board has agreed that where Consultants are working in excess of 10 sessions, payments will be made for each 0.25 of a session worked above the 10 sessions.
19. The Health Board have provided guidance on page 18, on the whole or part sessions that may be allocated for supporting professional activities, additional duties and management duties. It should be noted that this document is provided for guidance only as a basis for discussion and agreement.

20. Further guidance on the job planning process from the Welsh Government is given at page 61 of the Amendment to the National Consultant Contract in Wales. The BMA 2014 guidance and NHS confederation links are given below:-

<http://www.wales.nhs.uk/sites3/docmetadata.cfm?orgid=433&id=32473>

<https://www.bma.org.uk/advice/employment/contracts/consultant-contracts/consultants-wales>

<http://www.nhsconfed.org/regions-and-eu/welsh-nhs-confederation/nhs-wales-employers/our-work/medical-and-dental-workforce/consultants/job-planning>

Health Board Contacts

Medical Directorate Contacts

Medical Director

Dr Philip Kloer
Philip.Kloer@wales.nhs.uk

PA to the Medical Director


 @wales.nhs.uk

Assistant Medical Director – Medical Directorate

John Evans
John.Evans@wales.nhs.uk

Deputy Medical Director for Acute Hospital Services

Dr Mark Henwood
Mark.Henwood@wales.nhs.uk

Associate Medical Director for Professional Standards

Dr June Picton
June.Picton@wales.nhs.uk

Medical Directorate Support and Revalidation Manager

Helen Williams
Helen.Williams34@wales.nhs.uk

Senior Medical Workforce Manager

Bethan Griffiths
Bethan.Griffiths101@wales.nhs.uk

Operations Directorate Contacts

Assistant Director for Acute Services

Keith Jones Keith.Jones4@wales.nhs.uk

General Manager for Scheduled Care

Stephanie Hire Stephanie.Hire@wales.nhs.uk

General Manager for Unscheduled Care & Glangwili General Hospital

Sarah Perry Sarah.Perry3@wales.nhs.uk

General Manager for Withybush Hospital

Janice Cole-Williams Janice.Cole-Williams@wales.nhs.uk

General Manager for Prince Philip Hospital

  @wales.nhs.uk

General Manager for Bronglais General Hospital

 @wales.nhs.uk

Service Delivery Manager for Theatres, DSU, PAC and Anaesthetics

Diane Knight Diane.Knight2@wales.nhs.uk

Service Delivery Manager for Critical Care & Endoscopy

Rita Stuart Rita.Stuart@wales.nhs.uk

Service Delivery Manager for Ophthalmology & Dermatology
Carly Buckingham Carly.Buckingham@wales.nhs.uk

Service Delivery Manager for General & Breast Surgery, Urology, ENT & Audiology
Caroline Lewis Caroline.Lewis@wales.nhs.uk

Service Delivery Manager for Trauma & Orthopaedics & Rheumatology
[REDACTED] [REDACTED] [@wales.nhs.uk](mailto:[REDACTED]@wales.nhs.uk)

Service Delivery Manager for General Medicine, Glangwili Hospital
Paul Smith, Paul.Smith8@wales.nhs.uk

Service Delivery Manager for General Medicine, Prince Philip Hospital
Stuart Bancroft, Stuart.Bancroft@wales.nhs.uk

Service Delivery Manager for General Medicine, Bronglais Hospital
Louise Cullum, Louise.Cullum@wales.nhs.uk

Service Delivery Manager for General Medicine, Withybush Hospital
Bethan Andrews, Bethan.Andrews@wales.nhs.uk

Service Delivery Manager for Paediatrics
Nick Williams Nick.Williams-Davies2@wales.nhs.uk

Service Delivery Manager for Community Paediatrics
[REDACTED] [REDACTED] [@wales.nhs.uk](mailto:[REDACTED]@wales.nhs.uk)

Service Delivery Manager for Sexual Health & Obstetrics & Gynaecology
Lisa Humphrey Lisa.Humphrey@wales.nhs.uk

Service Delivery Manager for Radiology
[REDACTED] [REDACTED] [@wales.nhs.uk](mailto:[REDACTED]@wales.nhs.uk)

Service Delivery Manager for Pathology Services
[REDACTED], [REDACTED] [@wales.nhs.uk](mailto:[REDACTED]@wales.nhs.uk)

Service Delivery Manager for Oncology and Cancer Services
Debra Bennett Debra.Bennett2@wales.nhs.uk

Service Delivery Manager for Outpatients
Donna Morris Donna.Morris4@wales.nhs.uk

Glossary of Terms

Term	Definition
Direct Clinical Care/DCC	Work directly relating to the prevention, diagnosis or treatment of illness that forms part of the services provided by the employing organisation. This includes emergency duties (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meetings about direct patient care and administration directly related to the above (including but not limited to referrals and notes).
Supporting Professional Activities/SPA	Activities that underpin Direct Clinical Care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinical governance activities.
Additional NHS Responsibilities	Special responsibilities – not undertaken by the generality of consultants in the employing organisation – which are agreed between a consultant and the employing organisation and which cannot be absorbed within the time that would normally be set aside for Supporting Professional Activities. These include being a Medical Director, Director of Public Health, Care Group Director or lead clinician, or acting as a Caldicott guardian, Health Board lead for clinical audit lead and clinical governance, undergraduate dean, postgraduate dean, clinical tutor or regional education adviser. This is not an exhaustive list.
External Duties	Duties not included in any of the three foregoing definitions and not included within the definition of Fee Paying Services or Private Professional Services, but undertaken as part of the Job Plan by agreement between the consultant and employing organisation. These might include trade union duties, undertaking inspections for the Commission for Health Improvement (or its successor body), acting as an external member of an Advisory Appointments Committee, undertaking assessments for the National Clinical Assessment Authority, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a Government Department, or specified work for the General Medical Council. This list of activities is not exhaustive.

Term	Definition
Emergency Work	Predictable emergency work: where there is a high likelihood of on-call duty happening at regular and predictable times e.g. ward/unit rounds and work, handover time etc, work arising from on-call duties not already covered e.g. post-call acute lists or additional administration which is predictable. This should be programmed into the working week on a prospective basis and count towards a Consultants' sessions. Unpredictable emergency work arising from on-call duties such as phone calls, returns to hospital, urgent or emergency operations etc which are irregular and unpredictable. This work will be averaged over a six month period (or suitable agreed shorter period) and an assessment made at the following job plan review which will allow for such time – up to a maximum of an average of three hours per week (equivalent to 1 session) – to be treated as part of their DCC sessions. This means that work done whilst on-call up to this level is then treated as part of the Consultant's basic working week. In certain cases, it may be necessary to review this in specialties where it is recognised that there is an onerous on-call.
Fee Paying Services	Fee-paying work including category 2 is work that is not part of a consultant's contractual or consequential services, but is also not classed as private practice. This includes, for example, work required for life insurance purposes, work for the coroner and family planning work.
Private Practice	Such services as include: <ul style="list-style-type: none"> - the diagnosis or treatment of patients by private arrangement (including such diagnosis or treatment under section 65(2) of the National Health Service Act 1977), excluding however work of the kind referred to in paragraph 33 of the Terms and conditions of service for consultants in Wales (December 2003) - work in the general medical, dental or ophthalmic services under Part II of the National Health Service Act 1977 (except in respect of patients for whom a hospital medical officer is allowed a limited "list", e.g. Members of the hospital staff).
Professional Leave	Professional leave is intended to allow medical and dental staff to enhance their professional reputation and experience and the reputation of the Health Board. It often entails unpaid work for: <ul style="list-style-type: none"> -other NHS organisations -the Welsh Government -the Royal Colleges It may also entail acting as an examiner or giving lectures at scientific meetings.

Term	Definition
Study Leave	Study leave in relation to professional work including: <ul style="list-style-type: none"> - study, usually but not exclusively or necessarily on a course or training programme - research - teaching - taking examinations - visiting clinics and attending professional conferences
BMA	British Medical Association
NHS	National Health Service
LNC	Local Negotiating Committee
MSC	Medical Workforce Committee
WAG	Welsh Assembly Government

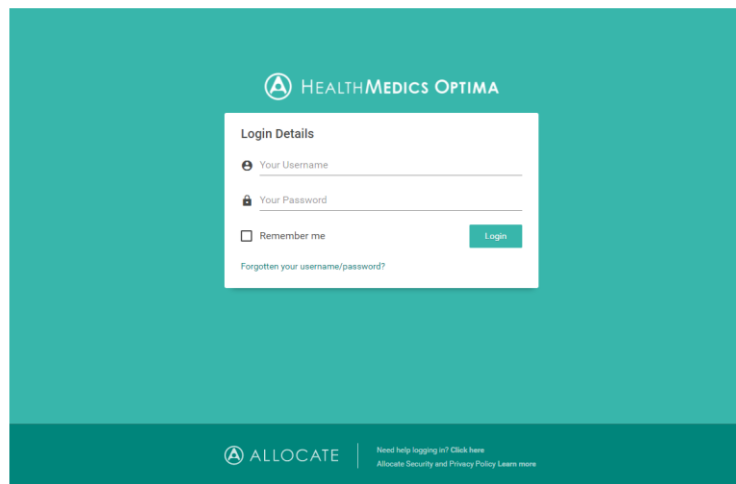


Allocate e-job Planning

The only format for job planning in Hywel Dda is the online Allocate e-job planning system which can be accessed using the following link -

<https://www.healthmedics.allocatehealthsuite.com/Core>

Alternatively, if you type “myjobplan” into the search bar, the website link should appear.



Allocate e-job Planning – Consultant, SAS Doctor & Manager User-Guides

Consultant and SAS Doctors user-guides are available as below -



Consultant_guide_for_eJobPlan_Wales.



SAS_guide_for_eJobPlan_Wales.pdf



Manager_guide_for_eJobPlan_Wales.pdf

Hywel Dda Job Planning Process

Upon commencement in post, all Consultants and SAS doctors to be provided with provisional job plan and job plan activity diary.
Diary to be completed for a period of 3-6 months prior to initial job plan review. Review to go ahead no later than 6 months from the date of commencement in post.



Job Plan Diary
2020.xls

Clinical Lead/Director to meet with Service Delivery Manager to discuss service requirements

Job Plan Review Meeting to be arranged between Clinical Lead/Director, Service Delivery Manager and Consultant/SAS Doctor within 15 month period of initial job plan meeting/last review

Service team meeting to take place to discuss service requirements and delivery (to include the fair and equal distribution of DCC Activity, SPA roles and responsibilities, e.g. National Audits)

Clinician, Service Delivery Manager & Clinical Lead/Director to sign off job plan within 1 week of the job plan meeting. Where the job plan is not signed off within this period, job plan sign off process to be initiated.



Draft Job planning
Sign off process v.2.

Standard Health Board Proforma to be completed fully during the job plan meeting. Health Board guidance to be used to inform SPA roles and tariffs.

In the event that a job plan cannot be agreed the Hywel Dda job Planning Appeals Process should be followed.



Hywel Dda Job
Planning Appeals Pr

Where an increase or decrease of sessions is agreed at the job plan review, change form to be completed.

Copy of change form to be held by Service Delivery Manager and further copy to be sent to payroll:-
Payroll & Pensions
Canolfan Derwen, Hafan Derwen, Carmarthen

Supporting Professional Activities – Guidance Document for Consultants 2020-2021

All Doctors are expected to undertake the following activities

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Appraisal and Revalidation Activities			
Continuing Professional Development (CPD)	<p>To ensure that Doctors have local opportunities to keep up to date, maintain skills and develop. This type of CPD activity could include:-</p> <ul style="list-style-type: none"> - Personal study - Departmental Teaching - Departmental Meetings - NHS Mandatory Training e-learning modules - Appraisal - Job Planning <p>(This list is not exhaustive)</p>	<ul style="list-style-type: none"> - Attendance Certificates/summaries - Certificates of completion - Agendas - Personal Development Plan - Appraisal summary - Evidence of quality improvement initiatives - Annual Clinical Activity information - Evidence of outcome measures achieved which correspond to SPA guidance - Agreed job plan which has been signed and dated with 2 weeks of the job plan meeting. 	<p>1 SPA</p> <p>(Calculated over a period of 42 weeks this equates to 157.5hrs – this allocation is in addition to the 30 days Study Leave allowance over a period of 3 years)</p>
Quality Improvement Activities	<p>To ensure that Doctors have opportunities to prepare for and participate in mandatory and other Health Board quality improvement activities, including:-</p> <ul style="list-style-type: none"> - Clinical Audit - Mortality & Morbidity reviews - Review of clinical outcomes - Case Reviews and Discussions - Audit and monitor a teaching programme - Evaluate the impact and effectiveness of a piece of Health Policy and/or management practise 	<ul style="list-style-type: none"> - Audit department certificates - Audit presentation/hand outs - Meeting minutes - Review reports - Case review report - Evaluation reports - Protocol/Policy Documents 	<p>1 SPA</p> <p>(Calculated over a period of 42 weeks this equates to 157.5 hrs – this allocation is in addition to the 30 days Study Leave allowance over a period of 3 years)</p>

Doctors will be expected to seek agreement to undertake the following activities

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Appraisal Roles			
Appraiser Role	A team of Appraisers is essential to facilitate the medical appraisal process across the Heath Board. Regular, annual medical appraisal is a contractual obligation and is a GMC requirement for recommendation for revalidation.	<ul style="list-style-type: none"> - Number of appraisals (min 10 per year) - Feedback from Appraisees - Evidence of attendance of a local or national appraiser event at least once in every 2 years 	0.5 SPA for 10 appraisals (pro-rata for more) (Calculated over a period of 42 weeks this equates to 78.75 hrs)
Appraisal Lead Role	To act as the lead for a team of appraisers, supporting their development, undertaking quality assurance activities and advising on issues they wish to escalate. To support the HB Appraisal Professional Lead and the HB Appraisal / Revalidation Manager to ensure that appraisals are carried out to the required standard.	<ul style="list-style-type: none"> - Evidence of attendance of a local or national appraiser event at least once in every 2 years - Evidence of Appraiser Team meetings chaired (at least 2 a year) - Number of appraisals (min 10 per year) - Feedback from Appraisees 	0.75 SPA for the lead role which also incorporates the role of appraiser – minimum of 10 appraisals to be undertaken each year (as above) (Calculated over a period of 42 weeks this equates to 118.13 hrs – to incorporate 82.5hours for appraiser role above)

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Roles relating to Support and Education			
Mentoring Role	To work with less experienced medical colleagues to provide support, direction and an objective view on how to develop and progress in the working environment. There have been many documented benefits to the mentor, mentee and to the employer in terms of recruitment and retention.	<ul style="list-style-type: none"> - No of mentees - Feedback from mentees - Evidence of attendance at mentoring training and update events 	0.25 SPA – based on 42 x 1 hour sessions per year.
Article 14 Advisor	To help support those Medical Colleagues who are working towards completing Article 14. This will aid with recruitment and retention of Medical Staff.	<ul style="list-style-type: none"> - No of SAS Doctors supporting - Summary if meetings undertaken - Information regarding support provided 	0.25 per SAS Doctor (Calculated over a period of 42 weeks this equates to 39.38hours)
Educational Supervisor	To help support trainees whilst they are on placement in Hywel Dda University Health Board. This support should include meeting regularly with the trainee to reflect upon and discuss educational progress, acting as a mentor and ensuring that the trainee receives the appropriate career guidance and planning. This role will incorporate ensuring that a trainee is meeting objectives and putting remedial measures in place where any issues are highlighted and will involve working closely with the Programme Director and Associate Medical Director for Education.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of Education Supervisor and the relevant curriculum Domains. - Details of the number of trainees - GMC trainee feedback - Completion of regular meetings with trainees - Evidence of formal and informal teaching (presentations, teaching summary) 	0.25 SPA per trainee (up to a maximum of 4 trainees/ 1 SPA) (Calculated over a period of 42 weeks this equates to 39.38hours, per trainee)
Named Clinical Supervisor	To help support trainees whilst they are on placement in Hywel Dda University Health Board, to include teaching and training the trainee in the workplace, arranging departmental induction, supervising clinical activity and ensuring that the trainee is working to his/her level of competence. The named Clinical Supervisor should provide regular formal and informal feedback.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of Named Clinical Supervisor and the relevant curriculum Domains. - Details of the number of trainees - GMC trainee feedback - Evidence of formal and informal teaching (presentations, teaching summary) 	0.25 SPA (Calculated over a period of 42 weeks this equates to 39.38hours)

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
College Tutor	The college tutor will oversee postgraduate medical training within a specialty department to promote the learning environment, support Trainers & Trainees and be responsible for ensuring that the programme(s) are Delivered to the desired local and national standards.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of College Tutor - Details of the numbers of Doctors & trainees within the specialty department - GMC trainee feedback - Evidence of formal and informal teaching (presentations, teaching summary) 	<p>1SPA (this would be in addition to SPA allocation for Educational Supervisor role)</p> <p>(Calculated over a period of 42 weeks this equates to 157.5 hours)</p>
Honorary Senior Lecturer (Consultants only)	The Honorary Senior Lecturer role involves the teaching and assessment of medical undergraduates while they are on a clinical placement within Hywel Dda University Health Board to helping to co-ordinate the clinical placements provided to medical undergraduates as well as acting an internal examiner as and when required. The role also involves being responsible for allocated budget expenditure, providing pastoral care to medical students whilst on placement and for developing educational resources across the Health Board.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of Honorary Senior Lecturer, including activities to keep up to date with Cardiff University School of Medicine and/or Swansea University School of Medicine curriculum, educational issues and developments - Details of the average numbers of medical undergraduates that are placed with Hywel Dda each year - GMC trainee and end of placement feedback - Evidence of formal and informal teaching (presentations, teaching summary) and or educational resources developed 	<p>1.5 SPA (to cover all Health Board sites)</p> <p>(Calculated over a period of 42 weeks this equates to 236.25hours)</p>

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Honorary Lecturer (Consultants only)	The Honorary Lecturer role involves the teaching and assessment of medical undergraduates while they are on a clinical placement within Hywel Dda University Health Board to helping to co-ordinate the clinical placements, within a relevant discipline, provided to medical undergraduates as well as acting an internal examiner as and when required.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of Honorary Lecturer, including activities to keep up to date with Cardiff University School of Medicine and/or Swansea University School of Medicine curriculum, educational issues and developments - Details of the average numbers of medical undergraduates that are placed with Hywel Dda each year - GMC trainee and end of placement feedback - Evidence of formal and informal teaching (presentations, teaching summary) and or educational resources developed 	0.5 SPA (Calculated over a period of 42 weeks this equates to 78.75hours)
Honorary Clinical Tutor (Consultants & SAS Doctors)	The Honorary Clinical Tutor role involves the teaching and assessment of medical undergraduates while they are on a clinical placement within Hywel Dda University Health Board as well as acting as Academic Mentor and internal examiner, as and when required.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role of Honorary Clinical Tutor, including activities to keep up to date with Cardiff University School of Medicine and/or Swansea University School of Medicine curriculum, educational issues and developments - Details of the average numbers of medical undergraduates that are placed with Hywel Dda each year - GMC trainee and end of placement feedback - Evidence of formal and informal teaching (presentations, teaching summary) and or educational resources developed 	0.25 SPA (Calculated over a period of 42 weeks this equates to 39.38hours)

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Other Teaching	There may be opportunities for teaching and training of undergraduates and other clinical professions.	<ul style="list-style-type: none"> - Evidence of Continuing Professional Development pertaining to the role - Details of the number of trainees - Trainee feedback - Evidence of formal and informal teaching (presentations, teaching summary) 	0.25 SPA (Calculated over a period of 42 weeks this equates to 39.38hours)
Medicine Management Roles			
Medicine Management Group Chair	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.3 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 52.5hours)
Medicine Management Group Member	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.3 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 52.5hours)
Clinical Working Group Chair	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.3 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 52.5hours)

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Clinical Working Group Member	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.3 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 52.5hours)
Medical Event Review Group (MERG) Chair	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.3 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 52.5hours)
Medical Event Review Group (MERG) member	Medicines forms an important part of the HBs work both in appropriate use but also in reducing harm associated with their use. As with many areas there is a challenge to ensure that there is medical representation and engagement in the Medicine Management Group.	<ul style="list-style-type: none"> - Meeting agendas - Meeting minutes (minutes will also evidence meeting attendance) - Confirmation of completed actions 	0.15 SPA – travel time to be negotiated (Calculated over a period of 42 weeks this equates to 26.25hours)

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Leadership Roles			
Specialty Lead/ Sub-Specialty Lead	<p>Each Specialty/Sub-Specialty Lead will be responsible for a specific specialty/sub-specialty and will work closely with key stakeholders to ensure that high quality, accessible health care services are delivered within the particular specialty area.</p> <p>The specialty lead will be able to evidence a high level of knowledge and expertise in the specific specialty area and will focus, in their specific areas of expertise, on the continuous improvements in quality and outcomes for patients.</p>	<ul style="list-style-type: none"> - Evidence of collaboration with key stakeholders - Evidence of quality improvement - Evidence of CPD relating to the specialty/ sub-specialty 	<p>1 SPA</p> <p>(Calculated over a period of 42 weeks this equates to 157.5hours)</p>
Research Roles			
Clinical Researcher	<p>This role will incorporate the conducting of investigations that will aim to uncover better ways to treat, prevent diagnose and understand human illness and disease. Opportunities to participate in research will help to improve the service provided to patients, aid with recruitment and retention and raise the profile of the Health Board.</p>	<ul style="list-style-type: none"> - 1 original research paper that has been published in a peer review journal - 2-4 abstracts that have been published in a national and/or international journal 	<p>1 SPA</p> <p>(Calculated over a period of 42 weeks this equates to 157.5hours)</p>
Clinical Researcher	<p>This role will incorporate the conducting of investigations that will aim to uncover better ways to treat, prevent diagnose and understand human illness and disease. Opportunities to participate in research will help to improve the service provided to patients, aid with recruitment and retention and raise the profile of the Health Board.</p>	<ul style="list-style-type: none"> - 2 original research paper that has been published in a peer review journal - 4-8 abstracts that have been published in a national and/or international journal 	<p>2 SPA</p> <p>(Calculated over a period of 42 weeks this equates to 315hours)</p>

Activity	Rationale	Outcome measures – Evidence to be provided at each Job Plan review meeting	Time allocation
Principal Investigator	This role will involve being a principle investigator on at least one commercial trial each year. Opportunities to participate in research will help to recruit and retain medical staff and raise the profile of the Health Board.	<ul style="list-style-type: none"> - To be agreed with Associate Medical Director for Research and Development 	1 SPA (Calculated over a period of 42 weeks this equates to 157.5hours)
Chief Investigator	This research based role will involve undertaking an in-house or portfolio study. There will be a need to obtain R&D and ethics approval numbers for this role. Opportunities to participate in research will help to improve the service provided to patients, aid with recruitment and retention and raise the profile of the Health Board.	<ul style="list-style-type: none"> - To be agreed with Associate Medical Director for Research and Development 	1 SPA (Calculated over a period of 42 weeks this equates to 157.5hours)
Research Degree Student Supervisor	This role will incorporate the supervision of a Research Degree Student during their time with Hywel Dda University Health Board. The students involved will be undertaking the PGMDE, MSc or MPhil degree courses. (Please note that a student's main supervisor will be an academic) Opportunities to participate in research will help to recruit and retain medical staff and raise the profile of the Health Board.	<ul style="list-style-type: none"> - No of students - Feedback from students - Evidence of attendance at relevant update and training events - Evidence of research undertaken by students being supervised. 	0.25 SPA per student, to be negotiated if commitment is greater than 1 hour a week
Further roles			
Champions for HB initiatives	Certain initiatives may require specific clinical leadership e.g., e-discharge, immunisation	TBC	These roles may be time limited and any SPA tariff will need to be agreed, allocated and reviewed on a regular basis through a formal HB process.

Please note this list is not exhaustive

Direct Clinical Care (DCC) Sessions Document

Preparation for a job planning review meeting should incorporate evidence of how Direct Clinical Care Sessions have been utilised.

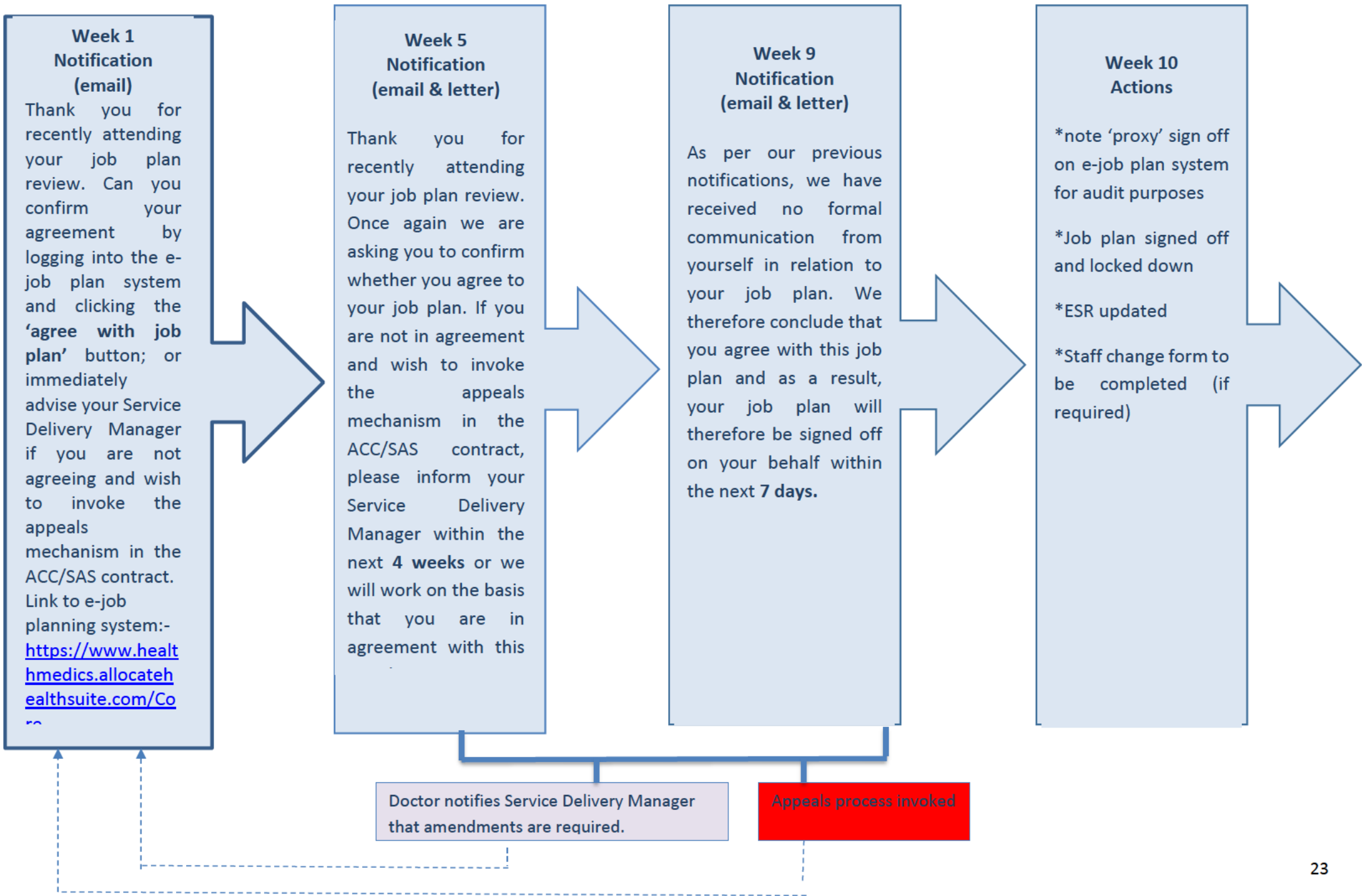
Clinicians, Service Delivery Managers and Clinical Leads will need to consider the following prior to and during the job plan review meeting:-

Direct Clinical Care Sessions – Out of Hours

- What is the frequency of on call?
- What is the average number of patients admitted out of hours on a weekly basis?
- How much time does the Clinician physically spend in the hospital:-
 - a) at night
 - b) at weekends
- Does the Clinician attend the hospital regularly or only when called upon?

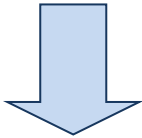
Direct Clinical Care Sessions – Normal Working Hours

- Outpatient sessions
 - o On average, how many patients does the Clinician personally see in an outpatient session?
 - o Does the clinician supervise any Junior Doctors and/or Middle grades?
 - o If so, on average, how many patients does each Junior Doctor/Middle grade see in an outpatient session?
 - o On average, how much time is required as follow up for outpatients?
- Operating Sessions
 - o On average, how many operations are undertaken in each operating session?
 - o Does the clinician supervise any Junior Doctors and/or Middle grades?
 - o If so, on average, how operations are undertaken by each Junior Doctor/middle grade?
- Ward Rounds
 - o On average, how many patients does the Clinician personally see during a ward round?
 - o Does the clinician supervise any Junior Doctors and/or Middle grades?
 - o If so, on average, how many patients does each Junior Doctor/Middle grade see during a ward round?



Hywel Dda Job Planning Appeals Process

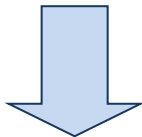
Job Planning with Clinical Lead



Informal review with Clinical Lead



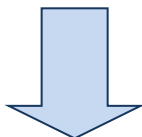
Informal resolution Clinical Director



Informal resolution with Medical Director
(or AMD) +/- Chief Executive



Appeals Panel



Arbitration

Notes

- **Aim for informal resolution if possible**
- Include basic background information (see overleaf)
- Clinical Director may be same as Clinical Lead therefore process to Medical Director
- Medical Director & Appropriate Associate Medical Director and may include Chief Executive if necessary
- Local Appeals Panel
1 representative selected by the clinician and one by the CE from a panel nominated by BMA & HR Directors trained in conciliation
- Arbitration Panel
Binding outcome
Clinician + representative
Medical Director + Manager

N.B This appeals process will be followed in conjunction with the principles set out in the Amendment to the National Consultant Contract in Wales (2004) document, which can be accessed found at:-

http://www.wales.nhs.uk/sites3/Documents/433/Nat_Constant_Contract.pdf

Basic Information should include:

- Name and title of clinician
- Job, base and employing organisation
- Contracted basic weekly hours of work
- Number of colleagues in their clinical team/speciality
- Any particular relevant features of clinician's role (eg: different sites, special interests, additional responsibilities etc)
- Any particular features of the department/hospital /health board (eg; academic dept, community-based service, services provided to other organisations etc)
- What aspect(s) of the job plan are in contention
- The parties' view of what this should state
- Key evidence that the party is basing their case on eg: Royal College guidance; benchmarking from other health boards/trusts; departmental workload and capacity etc
- A brief history of the informal attempts to resolve the matter

External Duties Application Form

To be completed by the Consultant/SAS Doctor (applicant)

Name of Employee: _____

Job Title: _____

Payroll No: _____

Specialty: _____

Main Place of Work: _____

Details of External Duties: _____

Details of Potential Benefits to the Health Board: _____

Impact on Service Delivery: _____

Your application must be supported by your Service Delivery Manager and Clinical Lead.

Application supported by Service Delivery Manager and Clinical Lead: Yes No

Please provide name and contact details of your Service Delivery Manager and Clinical Lead below:-

Applicant Signature: _____ **Date:** _____

Once complete, copies of this form should be retained by the applicant & service delivery manager. Further copies to be sent to Medical Workforce & the Medical Director.

List of Common Journeys from Main Hospital Sites

(Distance and time taken will be the same for the return journey.)

Distance and time figures taken from the AA route planner September 2017.)

Bronglais General Hospital (SY23 1ER)

• Bronglais General Hospital ⇨ Glangwili General Hospital	= 45 miles – 1 hour 19 minutes
• Bronglais General Hospital ⇨ Llandoverly	= 44 miles – 1 hour 16 minutes
• Bronglais General Hospital ⇨ Hafan Derwen	= 50 miles – 1 hour 27 minutes
• Bronglais General Hospital ⇨ Aberaeron	= 16 miles – 29 minutes
• Bronglais General Hospital ⇨ Tregaron	= 19 miles – 35 minutes
• Bronglais General Hospital ⇨ Cardigan	= 39 miles – 1 hour
• Bronglais General Hospital ⇨ Prince Philip Hospital	= 68 miles – 1 hour 49 minutes
• Bronglais General Hospital ⇨ Amman Valley	= 55 miles – 1 hour 41 minutes
• Bronglais General Hospital ⇨ Wthybush Hospital	= 64 miles – 1 hour 43 minutes
• Bronglais General Hospital ⇨ Morriston	= 72 miles – 1 hour 50 minutes
• Bronglais General Hospital ⇨ Singleton	= 73 miles – 2 hours
• Bronglais General Hospital ⇨ Bridgend	= 94 miles – 2 hours 14 minutes
• Bronglais General Hospital ⇨ Cardiff	= 108 miles – 2 hours 30 minutes
• Bronglais General Hospital ⇨ South Pems Hospital	= 77 miles – 2 hours
• Bronglais General Hospital ⇨ Tenby Hospital	= 72 miles – 2 hours
• Bronglais General Hospital ⇨ The Bryn, Lampeter	= 25 miles – 44 minutes
• Bronglais General Hospital ⇨ Newtown	= 43 miles – 1 hour 9 minutes
• Bronglais General Hospital ⇨ Llanidloes	= 30 miles – 48 minutes
• Bronglais General Hospital ⇨ Machynlleth	= 18 miles – 30 minutes
• Bronglais General Hospital ⇨ Tywyn	= 29 miles – 53 minutes

Glangwili General Hospital (SA31 2AF)

• Glangwili General Hospital ⇨ Llandoverly	= 26 miles - 36 minutes
• Glangwili General Hospital ⇨ Hafan Derwen	= 3 miles - 11 minutes
• Glangwili General Hospital ⇨ Bronglais Hospital	= 45 miles - 1 hour 19 minutes
• Glangwili General Hospital ⇨ Aberaeron	= 31 miles - 50 minutes
• Glangwili General Hospital ⇨ Tregaron	= 33 miles - 1 hour
• Glangwili General Hospital ⇨ Cardigan	= 27 miles - 46 minutes
• Glangwili General Hospital ⇨ Prince Philip Hospital	= 25 miles - 33 minutes
• Glangwili General Hospital ⇨ Amman Valley	= 23 miles - 37 minutes
• Glangwili General Hospital ⇨ Wthybush Hospital	= 33 miles - 45 minutes
• Glangwili General Hospital ⇨ Morriston	= 27 miles - 33 minutes
• Glangwili General Hospital ⇨ Singleton	= 30 miles - 44 minutes
• Glangwili General Hospital ⇨ Bridgend	= 51 miles - 56 minutes
• Glangwili General Hospital ⇨ Cardiff	= 68 miles - 1 hour 18 minutes
• Glangwili General Hospital ⇨ South Pems Hospital	= 35 miles - 48 minutes
• Glangwili General Hospital ⇨ Tenby Hospital	= 29 miles - 38 minutes
• Glangwili General Hospital ⇨ The Bryn, Lampeter	= 22 miles - 40 minutes

Prince Philip Hospital (SA14 8QF)

• Prince Philip Hospital ⇨ Glangwili General Hospital	= 25 miles	- 33 minutes
• Prince Philip Hospital ⇨ Llandovery	= 32 miles	- 50 minutes
• Prince Philip Hospital ⇨ Hafan Derwen	= 24 miles	- 34 minutes
• Prince Philip Hospital ⇨ Bronglais Hospital	= 68 miles	-1 hour 50 minutes
• Prince Philip Hospital ⇨ Aberaeron	= 55 miles	-1 hour 20 minutes
• Prince Philip Hospital ⇨ Tregaron	= 47 miles	-1 hour 27 minutes
• Prince Philip Hospital ⇨ Cardigan	= 51 miles	-1 hour 16 minutes
• Prince Philip Hospital ⇨ Amman Valley	= 16 miles	- 31 minutes
• Prince Philip Hospital ⇨ Withybush Hospital	= 52 miles	- 1 hour 7 minutes
• Prince Philip Hospital ⇨ Morriston	= 11 miles	- 20 minutes
• Prince Philip Hospital ⇨ Singleton	= 12 miles	- 30 minutes
• Prince Philip Hospital ⇨ Bridgend	= 35 miles	- 43 minutes
• Prince Philip Hospital ⇨ Cardiff	= 52 miles	- 1 hour 5 minutes
• Prince Philip Hospital ⇨ South Pembrokeshire Hospital	= 54 miles	-1 hour 10 minutes
• Prince Philip Hospital ⇨ Tenby Hospital	= 48 miles	- 1 hour
• Prince Philip Hospital ⇨ The Bryn, Lampeter	= 48 miles	-1 hour 10 minutes

Withybush General Hospital (SA61 2PZ)

• Withybush General Hospital ⇨ Glangwili General Hospital	= 33 miles	- 45 minutes
• Withybush General Hospital ⇨ Llandovery	= 58 miles	-1 hour 17 minutes
• Withybush General Hospital ⇨ Hafan Derwen	= 31 miles	- 45 minutes
• Withybush General Hospital ⇨ Bronglais General Hospital	= 64 miles	-1 hour 43 minutes
• Withybush General Hospital ⇨ Aberaeron	= 48 miles	-1 hour 14 minutes
• Withybush General Hospital ⇨ Tregaron	= 66 miles	-1 hour 41 minutes
• Withybush General Hospital ⇨ Cardigan	= 26 miles	- 41 minutes
• Withybush General Hospital ⇨ Prince Philip Hospital	= 52 miles	- 1 hour 7 minutes
• Withybush General Hospital ⇨ Amman Valley	= 52 miles	-1 hour 12 minutes
• Withybush General Hospital ⇨ Morriston	= 56 miles	- 1 hour 8 minutes
• Withybush General Hospital ⇨ Singleton	= 58 miles	-1 hour 20 minutes
• Withybush General Hospital ⇨ Bridgend	= 79 miles	-1 hour 31 minutes
• Withybush General Hospital ⇨ Cardiff	= 96 miles	-1 hour 54 minutes
• Withybush General Hospital ⇨ South Pembrokeshire Hospital	= 12 miles	- 26 minutes
• Withybush General Hospital ⇨ Tenby Hospital	= 20 miles	- 36 minutes
• Withybush General Hospital ⇨ The Bryn, Lampeter	= 55 miles	-1 hour 22 minutes

Hafan Derwen (SA31 3BB)

- Hafan Derwen ⇨ Glangwili General Hospital = 3 miles - **11 minutes**
- Hafan Derwen ⇨ Llandovery = 29 miles - **44 minutes**
- Hafan Derwen ⇨ Bronglais General Hospital = 50 miles - **1 hour 27 minutes**
- Hafan Derwen ⇨ Aberaeron = 33 miles - **57 minutes**
- Hafan Derwen ⇨ Tregaron = 37 miles - **1 hour 8 minutes**
- Hafan Derwen ⇨ Cardigan = 27 miles - **50 minutes**
- Hafan Derwen ⇨ Prince Philip Hospital = 24 miles - **34 minutes**
- Hafan Derwen ⇨ Amman Valley = 23 miles - **39 minutes**
- Hafan Derwen ⇨ Wthybush General Hospital = 31 miles - **45 minutes**
- Hafan Derwen ⇨ Morriston = 27 miles - **35 minutes**
- Hafan Derwen ⇨ Singleton = 29 miles - **46 minutes**
- Hafan Derwen ⇨ Bridgend = 50 miles - **58 minutes**
- Hafan Derwen ⇨ Cardiff = 67 miles - **1 hour 20 minutes**
- Hafan Derwen ⇨ South Pems Hospital = 33 miles - **46 minutes**
- Hafan Derwen ⇨ Tenby Hospital = 26 miles - **37 minutes**
- Hafan Derwen ⇨ The Bryn, Lampeter = 26 miles - **49 minutes**