



Department of
**Health, Social Services
and Public Safety**

www.dhsspsni.gov.uk

AN ROINN

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

MÁNNYSTRIE O

**Poustie, Resydènter Heisin
an Fowk Siccar**

Information Checklist for a Doctor

April 2008

Information Checklist

Doctor:

- Last year's job plan. If this is the first job plan or if either party feels that there might be need for significant change in the current job plan, a diary may be kept over an appropriate number of weeks.
- List of main clinical responsibilities for employer
- Workload figures broken down in a meaningful way
- Teaching commitments
- CPD/CME requirements
- Personal development plan
- List and time commitment of any other duties and responsibilities for main employer
- List and time commitment of duties and activities for other organisations such as work for trades unions, GMC, Royal Colleges etc.
- Clinical governance issues to be addressed
- Support provided by the organisation and support required
- Thoughts on blockages to efficient service delivery.
- Timetable of private practice commitments
- List and scheduling of any fee paying services

In addition, the doctor and/or the clinical manager may require information from other sources in order to complete the job plan accurately. Such information might include:

- Activities for other employers in the case of joint appointments
- Changes in practices and/or services of other directorates
- National clinic audit or clinical governance issues
- Changes in the health provision requirements of the local health community
- Workload and changes in clinical practice, in association with the clinical team
- The requirements of medical schools
- The needs of doctors in training
- Feedback from trainees