

**CONSULTANT JOB PLAN DIARY CARD**

**DATE** \_\_\_\_\_

<b>Time</b>	<b>Work Commitment</b>	<b>On-Call Y/N</b>	<b>Code</b>	<b>Office Use</b>
7am – 7:30				
7:30 – 8:00				
8:00 – 8:30				
8:30 – 9:00				
9:00 – 9:30				
9:30 – 10:00				
10:00 – 10:30				
10:30 – 11:00				
11:00 – 11:30				
11:30 – 12:00				
12:00 – 12:30				
12:30 – 13:00				
13:00 – 13:30				
13:30 – 14:00				
14:00 – 14:30				
14:30 – 15:00				
15:00 – 15:30				
15:30 – 16:00				
16:00 – 16:30				
16:30 – 17:00				
17:00 – 17:30				
17:30 – 18:00				
18:00 – 18:30				
18:30 – 19:00				

**CONSULTANT JOB PLAN DIARY CARD**

**DATE** \_\_\_\_\_

<b>Time</b>	<b>Work commitment</b>	<b>On-Call Y/N</b>	<b>Code</b>	<b>Office Use</b>
19:00 – 20:00				
20:00 – 21:00				
21:00 – 22:00				
22:00 – 23:00				
23:00 – 24:00				
24:00 – 1:00				
1:00 – 2:00				
2:00 – 3:00				
3:00 – 4:00				
4:00 – 5:00				
5:00 – 6:00				
6:00 – 7:00				

<p><b><u>Direct Clinical Care - Code C</u></b></p> <p>Emergency attendance:</p> <p style="padding-left: 20px;">Predictable on-call C1x</p> <p style="padding-left: 20px;">Unpredictable on-call C1y</p> <p>Outpatient or other clinic C2</p> <p>Operating session C3</p> <p>Ward round C4</p> <p>Other patient treatment or relative</p> <p>Consultation C5</p> <p>Telephone advice to hospital C6</p> <p>Multi-disciplinary meetings about direct patient care C7</p> <p>Investigative, diagnostic or laboratory work C8</p> <p>Public Health duties C9</p> <p>Travelling time between sites C10</p> <p>Patient administration C11</p>	<p><b><u>Additional Responsibilities - Code A</u></b></p> <p>Audit lead or clinical governance lead A2</p> <p>Clinical Tutor A3</p> <p>Medical/clinical directors/ lead clinician A4</p> <p>Other additional responsibilities A5</p> <p><b><u>Non-work activity – Code N</u></b></p> <p>Absent from work</p> <p style="padding-left: 20px;">Annual/study leave N1x</p> <p style="padding-left: 20px;">Sickness N1y</p> <p>Other (time spent not working) N2</p> <p><b><u>Other duties – Code D</u></b></p> <p>Trade union duties D1</p> <p>AAC external member D2</p> <p>NCAA/GMC/CHAI D3</p> <p>Work for Royal Colleges D4</p> <p>Other D5</p>
<p><b><u>Supporting activities – Code S</u></b></p> <p>Training/Teaching S1</p> <p>Continuous Professional Development S2</p> <p>Audit/Clinical Governance S3</p> <p>Job planning &amp; appraisal S4</p> <p>Research S5</p> <p>Clinical management S6</p>	<p><b><u>Addition remunerated work – Code P</u></b></p> <p>Private Practice P1</p> <p>Category 2 work P2</p> <p>Other remunerated work P3</p>