

<b>Name:</b>	
<b>Division:</b>	
<b>Contract Type:</b>	
<b>Rota Commitment:</b>	

# *Consultant Job Plan*

## *Review*

*February 2004*

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**Section 1**

**Typical Job Plan in 2003/2004**

Please provide details of your average working week to include fixed/flexible commitments in the last year. If you are a joint appointment please indicate clearly the time allowed for university work.

	Average Start Time	Average Finish Time	Type of Work (eg. Fixed Outpatient Clinic)
Monday AM			
Monday PM			
Tuesday AM			
Tuesday PM			
Wednesday AM			
Wednesday PM			
Thursday AM			
Thursday PM			
Friday AM			
Friday PM			
Saturday AM/PM			
Sunday AM/PM			
On –Call (Please give a brief description of your average on-call work)			

**Section 2**

**2003/2004 Fixed Commitments.**

1. How many fixed sessions do you currently work within NHS?

2      3      4      5      6      7      other

If **other** please provide details below:

2. What is the nature of activity in your fixed sessions?

Please provide a brief description:

3. Are all your fixed commitments worked within this Trust?

Yes / No

If **No** please provide details including number of sessions, location of sessions, average time spent travelling to different site:

**Section 3**

**2003/2004 Flexible Commitments.**

1. Please give a brief summary, including average time commitment per week, of the type of work you carry out during your flexible sessions:

2. How much study/professional leave did you take or will take in 2003/2004? \_\_\_\_\_

Please provide details of the courses attended and the duration:

3. Have you ever been granted discretionary leave?

Yes / No

If **Yes** please provide details including the reason and the time period:

4. Did you experience difficulty in getting the time off to attend any study or professional training?

Yes / No

If **Yes** please provide details:

5. What Clinical Governance activities are you involved in?

Please provide details:

6. What percentage of audit meetings did you attend in 2003/2004? \_\_\_\_\_

If less than 75% please provide details:

7. Did you undertake an audit in the last year?

Yes / No

8. If **Yes** please provide details including the approximate time you spent undertaking the audit and the support you received from audit department and junior medical staff for example:

9. Do you have a regular teaching commitment for example a college role or university role?

Yes / No

If **Yes** please provide details to include your role and your average weekly commitment:

10. What management responsibilities do you have such as clinical directors role, chair of a Trust committee or rota co-ordinator?

Please provide details of your individual role and responsibility and average time you spend per week carrying out this role:

11. Are you involved in a research project?

Yes / No

If **Yes** please provide details:

(to include your involvement, your average weekly commitment, the aim of the project, duration of project)

**Section 4**

**Other Commitments**

1. Do you have a regular private practice commitment?

Yes / No

If **Yes** please provide details (including average time commitment, the locations and when you undertake private practice):

2. Do you have any other regular commitments such as Medical-Legal work, Royal College work etc.?

Yes / No

If **Yes** please provide details (including your average time commitment and when you undertake the commitment):

**Section 5**

**Additional Remuneration**

1. Are you currently in receipt of any remuneration for additional HPSS responsibilities for example, a clinical director's role or a postgraduate tutor role?

Yes / No

If **Yes**, please provide details including remuneration:

2. Is it expected that you will continue in this role during 2004/2005?

Yes / No

3. Has this role been agreed with your clinical director/divisional director?

Yes / No

4. Are you in receipt of remuneration for additional work for example a waiting list initiative or covering for a long- term absence of a colleague?

Yes / No

If **Yes**, please provide details including remuneration:

**Section 6**

**Resources and Support**

1. What support do you currently have to carry out your role?

2. Do you have appropriate resources for your role?

Yes / No

If **No** please provide details: