

Job Planning for the New Consultant Contract

Achieving success in the job planning process

A tyre fitter says his lunchtime snack is the most expensive he has ever bought, after police fined him for eating it in his car



Inflexible interpretation and imposition of the T's & C's is unlikely to lead to a happy and productive workforce -

***but* this does not mean that consultants can necessarily expect to continue their previous work patterns or insist on over flexible interpretation of the T's & C's**

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- Current Consultant workforce have been shown to be working hard and for long hours
- If they interpret the job planning process as a way of being rewarded for this, especially if they see their workload being reduced they are likely to respond well
- If they interpret the process as a way of tying them down and removing flexibility in their working practices they are likely to respond badly

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The aim should be to have

- an agreed job plan built around service needs for every consultant - *and*
- no need for appeals

Step by step guide to job planning

6 Step by step guide to job planning

Introduction
This section of the workbook outlines the suggested steps that could be taken in order to achieve an agreed job plan. The job planning process is described in Schedule 3 of the consultant contract. A more detailed description and guidance on job planning can be found in the document Consultant Job Planning – Standards of Best Practice provided in Appendix 1 of this workbook. These documents should be read alongside this one.
If a consultant works for more than one employer, one should be identified as the lead employer who will assume responsibility for agreeing all of the job plan.
The job plan should cover:

- The consultant's main duties and responsibilities
- The scheduling of commitments
- Accountability arrangements – professionally and managerially
- Agreed personal objectives and their relationship with wider service objectives
- The support needed to fulfil the job plan.

In developing the job plan the following should be borne in mind:

- It should be developed in a spirit of partnership
- It is a prospective agreement setting out duties, responsibilities and objectives for the coming year
- It should cover all aspects of a consultant's professional practice
- It may be modelled on the previous year's plan
- The plan may be wholly or partly team based
- It could include local and national service objectives
- It should include personal objectives
- Resources and support required are agreed and stated
- The process is separate from, but linked to, appraisal.

Who is involved?
Many people can be involved in the job planning process. The three most important are:

Consultant	or team of consultants for part of the process (as each consultant will have their own personal objectives and personal schedule)
Medical Manager	Lead Clinician, Clinical Director or Medical Director
Chief Executive	Although the job plan is an agreement between the employer and the consultant, in practice the detailed discussion will take place between the consultant and their medical manager, whose responsibility it is to draw up the draft job plan. The Chief Executive's responsibility is to ensure that all consultants have agreed job plans as well as to sign them off.

6.1

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Need to build trust and respect between the two parties to facilitate satisfactory implementation of the New Contract

“Maximum Trust & Minimal Monitoring”

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It's good
to talk

