

WEBINAR KEY LEARNINGS

Discover the key learnings from the webinar

De-Mystifying Job Planning for AHPs

with The Dudley Group NHS Foundation Trust



GETTING BACK TO BASICS

What is job planning?

Job planning is a prospective agreement of what is to be delivered by a clinical member of the team, aligning clinical and service demand with clinical capacity. It can be used to set realistic expectations with your clinical workforce, outlining the additional activity needing to be undertaken to ensure they are always up to date and maintaining their revalidation, as well as ensuring time for professional development.

Job planning is most beneficial when it forms part of cyclical process, starting with a service plan. This provides an understanding of what the organisation is required to deliver to meet patient and service user need. The job plan can be linked to the operational rosters, providing greater visibility of who's working when, where and what are they doing. This also provides information that can inform future job planning rounds.

The real benefits of job plans come as part of the cyclical process.

EJOB PLANNING LEVELS OF ATTAINMENT

Utilise the Levels of Attainment in the NHS Long Term Plan as a framework for starting your job planning journey.

LEVEL 4: ORGANISATIONAL EJOB PLANNING

Board level accountability & linked to org objectives

LEVEL 3: TEAM EJOB PLANNING

Capacity & Demand Analysis: Team approach

LEVEL 2: ADVANCED INDIVIDUAL EJOB PLANNING

Robust job planning cycle & monitoring of delivery

LINK TO
E-ROSTER

LEVEL 1: BASIC INDIVIDUAL EJOB PLANNING

System implemented with supporting policies

LEVEL 0: NO EJOB PLANNING

Paper-based job plans

Read in full: [eJob Planning the Clinical Workforce: Levels of attainment & meaningful use of standards](#)

Why extend job planning to AHPs?

Job planning for your AHPs will provide a clear view of the clinical capacity needed to deliver the service demand.



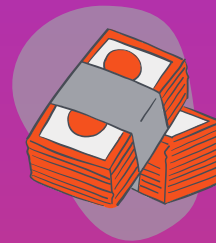
Align resources for maximum impact on patient outcomes



Quantify clinical capacity & contribution



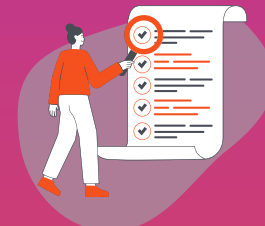
Understand the diversity of skills



Understand income generating work



Enable AHPs to identify professional activities for their own revalidation




Align personal development objectives with organisational priorities

THE BENEFITS

Experienced by The Dudley Group NHS Foundation Trust since implementing job planning for AHPs:

- 1 eJob Planning has provided clarity & expectations of the individual's role
- 2 eJob Planning has supported in identifying and allocating time for professional activities
- 3 eJob Planning has helped to inform what clinical capacity is needed to meet service need



Good process, highlights the additional work that staff do, ensures that additional responsibilities are captured and gives staff the 'permission' to take the time.

Excellent informal approach that allows staff to contribute to the working environment and the services provided, as well as focusing on their aspirations and how staff can move forward in terms of career progression and achieving their goals.

**Reflections of some users of the Allocate JobPlan system at
The Dudley Group NHS Foundation Trust**

THE BENEFITS CONT'D

Job planning has been a valuable process. As a full-time clinician, it has enabled me to recognise and prioritise my time throughout the week. Prior to job planning, my week consisted of **96% direct clinical care**, and since the implementation of job planning, it is **87% with additional flexible SPA time**. The increase in SPA time has helped me to fulfil role responsibilities outside of direct clinical care, including service development and research.

Reflections of some users of the Allocate JobPlan system at The Dudley Group NHS Foundation Trust

The key benefit is the ability to create individualised job plans, that reflect the objectives agreed at appraisal and are intrinsically linked to the service objectives and the Trust strategy. This assures us that every AHP is deployed to deliver maximum benefit, whilst also being supported to fulfil their professional and developmental obligations.

We are also seeing some early value in demand and capacity modelling, understanding the resources available and equipping teams to address present or future variation.

Karen Lewis - Chief AHP

The Dudley Group NHS Foundation Trust

REFLECTIONS OF JOB PLANNING FOR AHPs AT DUDLEY GROUP NHS FT

Do

- Use, communicate and collaborate with Allocate to improve and optimise the functionality for AHPs in your organisation. Job planning for AHPs is a relatively new concept, so working in partnership to develop systems and processes can really help.
- Be clear with staff and other stakeholders re: expected benefits, with realistic timescales of when these may be realised.
- Assign sufficient resource for implementation AND ongoing BAU/system management.
- Consider enough licenses for other staff groups that work in MDT with AHPs, so the whole team can be job planned.

Please Note: These reflections are based on the experience of AHPs at The Dudley Group NHS FT and may not reflect the thoughts/experience of other healthcare organisations.

REFLECTIONS OF JOB PLANNING FOR AHPS AT DUDLEY GROUP NHS FT

Don't

- Underestimate the scale of the task and that it is going to be an ongoing process.
- Clash with other significant changes processes/large tasks (if possible).
- Assume everyone is on-board/aware (clinicians through to board).
- Set unrealistic timescales and subsequent undue stress (but do set timescales).
- Overburden senior managers with large numbers of sign-offs.

Please Note: *These reflections are based on the experience of AHPs at The Dudley Group NHS FT and may not reflect the thoughts/experience of other healthcare organisations.*

WHY A DIGITAL EJOB PLAN SOLUTION?

Easily manage job plans

- Ability to review, manage and track all job plans in one place, including historic job plans
- Alerts, messaging and notifications when something needs to be actioned
- Access to a variety of reports and data

Flexibility building job plans

- One size doesn't fit all - you can build a job plan in a variety of ways that fits individual needs
- Easy comparison of clinical vs non-clinical activity
- Empower staff to create their own digital job plans

Create more meaning by linking job plans & service demand

- Create demand plans to give clear visibility of service requirements
- Easily link to patient data for full transparency
- Combine your demand and capacity to create a team plan, highlighting potential shortfalls

Continue the conversation

Would you like to learn more about AHP job planning or would you like to request a free job plan assessment?

You can get in touch via email or visit our website by clicking one of the links below:

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