

eJobPlan

Definitions and Calculations (Wales)

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1 Foreword

This document provides definitions for the terminology used throughout e-JobPlan as well as the calculations used in the on call and routine work sections of the job plan wizard. This document shouldn't be considered exhaustive, as individual organisations may choose to implement various local and regional settings that alter the language or calculations used.

2 Definitions

2.1 New Contract

Refers to The National Consultant Contract in Wales (December 2003): This document sets out the terms and conditions of service for consultants on the 2003 contract.

2.2 Old Contract

Pre-2003 Terms and Conditions for consultants in England and Wales (version 6, June 2005). This handbook sets out the terms and conditions of service of Hospital Medical and Dental Staff and doctors in Public Health Medicine and the Community Health Service in England and Wales. It incorporates all amendments agreed, as at 31 March 2008.

2.3 Activity

An activity (or work period, or duty) represents a scheduled period of work carried out by a consultant on the job plan. Each activity has the following properties:

- Activity name
- Activity length
- Session value
- Benchmark activity
- Primary or secondary employer
- Frequency worked
- Location of activity
- Category

2.4 Activity Name

The name of an activity as defined by individual organisations.

2.5 Activity Length

The length of the scheduled activity on the timetable or the expected amount of time spent carrying out the activity over a set reference period. This figure is split in to time spent carrying out the activity in Premium Time and Normal Time.

2.6 Session Value

Each scheduled activity, except those assigned to Fee Paying Services or Private Professional Services, and those required by a secondary employer, will be assigned a Session value.

2.7 Activity Categories

The category of an activity relates to a general contractual classification of the type of work that a consultant carries out during the specified activity on the job plan. There are six main categories which are listed below.

2.7.1 Direct Clinical Care (DCC)

Work directly relating to the prevention, diagnosis or treatment of illness that forms part of the services provided by the employing organisation under section 3(1) or section 5(1)(b) of the National Health Service Act 1977. This includes emergency duties (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meetings about direct patient care and administration directly related to the above (including but not limited to referrals and notes).

2.7.2 Support Professional Activities (SPA)

These are 'activities that underpin Direct Clinical Care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinical governance activities.'

2.7.3 Additional NHS Responsibilities (ANR)

These are 'special responsibilities – not undertaken by the generality of consultants in the employing organisation – which are agreed between a consultant and the employing organisation and which cannot be absorbed within the time that would normally be set aside for Supporting Professional Activities. These include being a Medical Director, Director of Public Health, Clinical Director or lead clinician, or acting as a Caldicott guardian, clinical audit lead, clinical governance lead, undergraduate dean, postgraduate dean, clinical tutor or regional education adviser. This is not an exhaustive list.'

2.7.4 External Duties (ED)

These are 'duties not included in any of the three foregoing definitions and not included within the definition of Fee Paying Services or Private Professional Services, but undertaken as part of the Job Plan by agreement between the consultant and employing organisation. These might include trade union duties, undertaking inspections for the Commission for Health Improvement (or its successor body), acting as an external member of an Advisory Appointments Committee, undertaking assessments for the National Clinical Assessment Service, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a Government Department, or specified work for the General Medical Council. This list of activities is not exhaustive.'

2.7.5 Fee Paying Services (FPS)

Includes 'any paid professional services, other than those falling within the definition of Private Professional Services, which a consultant carries out for a third party or for the employing organisation and which are not part of, nor reasonably incidental to, Contractual and Consequential Services. A third party for these purposes may be an organisation, corporation or individual, provided that they are acting in a health related professional capacity, or a provider or commissioner of public services. Examples of work that fall within this category can be found in Schedule 10 of the Terms and Conditions.'

2.7.6 Private Professional Services (PPS)

Also referred to as "private practice", includes services such as:

The diagnosis or treatment of patients by private arrangement (including such diagnosis or treatment under section 65(2) of the National Health Service Act 1977), excluding fee paying services as described in Schedule 10 of the terms and conditions.

Work in the general medical, dental or ophthalmic services under Part II of the National Health Service Act 1977 (except in respect of patients for whom a hospital medical officer is allowed a limit "list", e.g. Members of the hospital staff).

2.7.7 Non-working Time

Non-working time indicates periods of unavailability and this category of activities does not attract any PAs nor calculation of the hours in the overall job plan breakdown. Non-working time can be used to indicate time off in lieu that is built prospectively into the job plan. Non-working time can be created as a hot activity when necessary to enable doctors to align it to their hot activity cycles.

2.8 Activity Groupings

For each category the Contract lists examples of type of work that would fall under each one. These are adopted in the system as activity groupings and provide consistency of language across departments in the reporting section of e-JobPlan.

Each new activity name added by the organisation will need to be assigned to an activity grouping.

2.8.1 Direct Clinical Care groupings

- Administrative work directly related to clinical care
- Clinical Diagnostic Work
- Multidisciplinary Meetings
- Operating Sessions
- Other Patient Treatment
- Out-Patient activities
- Predictable Emergency Work
- Unpredictable Emergency Work
- Public Health Duties
- Traveling Time
- Ward Rounds

2.8.2 Supporting Professional Activities groupings

- Appraisal
- Audit
- Clinical Management
- Continuous Professional Development
- Formal Teaching
- Job Planning
- Local Clinical Governance
- Medical education
- Other

- Research
- Training
- Travel

2.8.3 Additional NHS Responsibilities groupings

- Caldicott guardian
- Clinical audit lead
- Clinical Director
- Clinical governance lead
- Clinical Tutor
- Medical Director
- Director of Public Health
- Lead clinician
- Other
- Undergraduate dean
- Postgraduate dean
- Regional Educational Supervisor
- Travel

2.8.4 External Duties groupings

- AAC external member
- CHI Inspections
- GMC Work
- Government Departmental Work
- NCAA Assessments
- Other
- Royal College work for the NHS
- Trade Union duties
- Travel

2.9 Activity Classification

Individual routine work activities can be classified as:

2.9.1 Planned

A mandatory activity that is required to meet service targets and objectives. 10 Sessions of core activity forms a standard full time contract.

2.9.2 Temporary Contracted Additional Session (TCA)

A paid activity that is in addition to core activities. This activity should be contracted on a yearly basis and may be changed subject to the appropriate notice period.

2.9.3 Additional To Contact (ATC)

An unpaid activity that does not accumulate any Session value. These activities may be used as evidence for Clinical Excellence Awards.

2.10 Full Time Consultant

The working week for a full-time Consultant will comprise 10 sessions with a timetabled value of three to four hours each. After discussions with Health Board or Trust management (see job planning above), these sessions will be programmed in appropriate blocks of time to average a 37.5 hour week.

2.11 Part Time Consultant

Sessional commitments for part time Consultants will be seen essentially pro rata with weighting on the supporting activities sessions. In the exceptional case that there is no teaching commitment at all the weighting may lean the other way with mutual agreement.

2.12 Job Plan

The Job Plan will set out all of a consultant's NHS duties and responsibilities and the service to be provided for which the consultant is accountable.

2.13 Session

A scheduled period, nominally equivalent to 3.75 hours, during which a consultant undertakes Contractual and Consequential Services.

2.14 Planned Additional Sessions

Consultants may be requested by their employer to carry out additional sessions from time to time in excess of their contracted sessions. These additional sessions will be voluntary. They may be undertaken during the working week in uncontracted time within an agreed overall annual total. Remuneration for such work will be locally negotiated between the employer and the Consultant.

2.15 Weeks In Attendance

The number of weeks in attendance is the number of weeks a doctor is available to work (52 weeks minus planned leave entitlements). This can be set as an organisation default by the Project Manager, but can also be modified managers at job plan level to reflect individual circumstances.

2.16 Job Plan Cycle

The job plan cycle reflects the frequency of the majority of a doctor's routine weekly activities (excluding on-call commitments). Where a doctor works largely the same activities each week this would be classed as a 1 week cycle, whilst

On a few occasions consultants are expected to work an additional week every quarter. For example, consider a timetable with a 4-week cycle. After every third cycle (or 12 weeks), the consultants on the rota are required to work an additional week that varies from any in the 4 week cycle. In this instance the cycle length used in the above equation is 13-weeks.

2.17 Outcomes

Outcomes will set out a mutual understanding of what the Consultant and employer will be seeking to achieve over the next 12 months – based on past experience and reasonable expectations of what might be achievable in future.

Outcomes may vary according to specialty but the headings under which they could be listed include:

- Activity and safe practice
- Clinical outcomes
- Clinical standards
- Local service requirements
- Management of resources, including efficient use of NHS resources
- Quality of Care

Outcomes need to be appropriate, identified and agreed. These could include outcomes that may be numerical, and/or the local application of modernisation initiatives.

Delivery against the job plan may be affected by changes in circumstances or factors outside the control of the individual – all of which will be taken into account at job plan review and considered fully and sensitively in the appraisal process. Consultants will be expected to work towards the delivery of mutually agreed outcomes set out in the job plan.

Outcomes should be kept under review, and the Consultant or Employer will be expected to organise an interim job plan review if either believe that outcomes might not be achieved or circumstances may have significantly changed. Employers and Consultants will be expected to identify problems (affecting the likelihood of meeting outcomes) as they emerge, rather than wait until the job plan review.

2.18 Emergency Work

All emergency work that takes place at regular and predictable times (e.g. post-take ward rounds) will be programmed into the working week on a prospective basis and count towards a Consultant's sessions. Less predictable emergency work will be handled, as now, through on-call arrangements. The arrangements for recognising work arising from on-call duties are described below.

2.18.1 Predictable emergency work

Emergency work that takes place at regular and predictable times, often as a consequence of a period of on-call work (e.g. post-take ward rounds).

2.18.2 Unpredictable emergency work

Work done whilst on-call and associated directly with the consultant's on-call duties (except in so far as it takes place during a time for scheduled Programmed Activities), e.g. recall to hospital to operate on an emergency basis.

2.19 Supporting Resources

The consultant and his or her clinical manager may use Job Plan reviews to identify the resources that are likely to be needed to help the consultant carry out his or her Job Plan commitments over the following year and achieve his or her agreed objectives for that year.

The consultant and his or her clinical manager may use Job Plan reviews to identify any potential organisational or systems barriers that may affect the consultant's ability to carry out the Job Plan commitments or to achieve agreed objectives.

The Job Plan will set out:

- agreed supporting resources, which may include facilities, administrative, clerical or secretarial support, office accommodation, IT resources and other forms of support;
- any action that the consultant and/or employing organisation agree to take to reduce or remove potential organisational or systems barriers.

2.20 Travelling

2.20.1 Travelling time

Where consultants are expected to spend time on more than one site during the course of a day, travelling time to and from their main base to other sites will be included as working time.

2.20.2 Excess travel

Travel to and from work for NHS emergencies, and 'excess travel' will count as working time. 'Excess travel' is defined as time spent travelling between home and a working site other than the consultant's main place of work, after deducting the time normally spent travelling between home and main place of work. Employers and consultants may need to agree arrangements for dealing with more complex working days. Travelling time between a consultant's main place of work and home or private practice premises will not be regarded as part of working time.

3 Calculations

3.1 Routine Work

The average number of sessions worked each week for a timetabled activity is calculated using a different method depending on whether the entries are assigned to particular weeks within a fixed cycle or added as annualised/flexible work.

3.1.1 Timetabled work assigned to a fixed cycle

$$\text{Avg sessions per week} = \frac{((A \times B)/C)}{3.75}$$

Where:

A The duration of the activity

B Frequency that activity is worked across 1 cycle*

C Cycle length

*Frequency (B) that activity is worked across 1 cycle

For example, where an activity is timetabled on weeks 1, 2 and 3 on a four week cycle, the figure to be used in the equation is 3.

**The example above is for consultants only.

3.1.2 Annualised and flexible work

If doctors wish to enter an activity in an annualised format, they can specify how many times in a year (by year we mean the number of weeks they are in attendance, i.e. taking into account the weeks they are not available because of leave) they deliver this activity.

Work on un-specified days is predictable but flexible work as it is not associated with a particular weekday or time. On the routine work screen (step 5 of the job plan wizard), doctors enter the total duration of the activity.

When inputting flexible work entries, doctors are also asked whether the activity replaces other timetabled activities, if this is the case, no Session value accrues for the activity, although e-JobPlan will display a nominal Session value in brackets.

$$\text{Avg sessions per week in normal time} = \frac{((A \times B)/C)}{3.75}$$

Where:

A The duration of the activity

B Frequency of that activity in a year

C Number of weeks in attendance

**The example above is for consultants only.

3.2 On-Call Work

3.2.1 Sessions for predictable and unpredictable emergency work

In addition to on-call bands, Consultants are paid sessions for their predictable and unpredictable work. Prospective cover is included in this calculation in e-JobPlan if the organisation has specified a number of 'weeks in attendance' of less than 52 weeks.

Weeks in attendance represents the time a consultant is available to work across a year. By setting it at less than 52 weeks, the calculation will divide the number of on-calls due to occur over a 52 week period by the shorter reference period.

Predictable on-call work is calculated at the same rate as routine work activity with each session attributed an hour's value of 3.75. Unpredictable on-call work is calculated with the enhanced value of each session equalling an hour's value of 3. Unpredictable on-call work is capped to a maximum of 1 Session.

The Session calculation for on-call work is split into midweek and weekend work.

The organisation can specify the length of the normal working week by determining whether a Friday will count as a midweek or a weekend day, thus defining whether there are 260 or 208 midweek days in a 52 week period.

For predictable on-call work, consultants are asked whether, and therefore, how much of their emergency work replaces other timetabled activities. This prevents double-counting as the system will not calculate sessions for all or a portion of a duty which runs concurrently or in place of other timetabled work (although e-JobPlan will display a nominal Session value in brackets).

3.2.2 On-call Session calculations

Average weekly sessions arising from on-call work are calculated using the following formulae:

Midweek work:

$$\text{Avg sessions per week} = \frac{Ax(B/E)}{Cx D}$$

Where:

A Number of hours of predictable OR unpredictable work per on-call weekday duty

B Number of midweek duties to be covered per year (260 or 208)

C 3 or 3.75 hours depending on work being predictable or unpredictable

D Number of weeks in attendance

E Number of consultants on the rota

Weekend work:

$$\text{Avg sessions per week} = \frac{Ax(B/E)}{Cx D}$$

Where:

A Number of hours of predictable OR unpredictable work per weekend on-call duty

B 52 (total number of weeks in a calendar year)

C 3 or 3.75 hours depending on work being predictable or unpredictable

D Number of weeks in attendance

E Number of consultants on the rota

3.3 Rounding Assumptions

The Session value for each activity is rounded on screen to three decimal places. The job plan itself is calculated by summing the non-rounded session values for each activity.



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