



Model job plan for a consultant job description

A model job plan for the post should be included in a consultant job description. It indicates the range of duties performed and the hours spent in each component as direct clinical care (DCC), supporting professional activities (SPA), additional responsibilities and other duties, where appropriate. It should also include information about the frequency and banding of on-call, if any.

Due to the flexible work patterns of most medical pathologists, it is recommended that an annualised job plan is provided, with a note to indicate that duties are performed flexibly to meet the needs and demands of the service. An example week may also be provided to give an indication of fixed commitments.

This generic job plan represents an outline only and is therefore not a precise indication of duties. The job plan is intended to be flexible and will be subject to review and amendment in the light of changing circumstances, following consultation with the post holder and their employing body.

The Royal College of Pathologists advises that the activities should be categorised as follows.

Direct clinical care

- Emergency duties
- Ward rounds, multidisciplinary team (MDT) meetings/rounds
- Clinical diagnostic work:
 - laboratory result authorisation
 - clinical advice, by telephone or by correspondence
 - authorisation and clinical advice
 - service development, including policy/protocol development/review
 - other patient treatment including, if relevant to specialty, routine infection prevention and control, etc.
 - if relevant to specialty: public health duties, including routine and enhanced surveillance
 - direct care meetings, etc.



- administration directly relating to above.

Supporting professional activities

- Training
- Medical education
- CPD / audit / appraisal / revalidation / continuous quality improvement
- Job planning
- Research
- Clinical management

Additional NHS responsibilities

Such activities may include being a medical director, director of public health, clinical director or lead clinician, laboratory director, clinical lead, Director of Infection Prevention and Control, Infection Control Doctor, clinical audit lead, clinical governance lead, undergraduate or postgraduate dean, clinical tutor, chair of a Specialty Training Committee, training programme director or Human Tissue Authority (HTA) Designated Individual and Person Designate.

External duties

Work for professional organisations; for example, the Royal College of Pathologists, General Medical Council, British Medical Association, other specialty organisations

The formats overleaf are examples that may be used.



Annualised consultant job plan

| | |
|------------------------|--|
| Consultant name | |
| Specialty | |

| Type of activity | Description | Average hours per week | Number of PAs per week |
|---|-------------------|------------------------|------------------------|
| Direct clinical care | | | |
| i) Emergency duties | | | |
| Average emergency work per week likely to arise from on-call duties | Allocation of PAs | | |
| ii) Rota | | | |
| Frequency | Category A or B | | |
| iii) Ward rounds | | | |
| iv) Clinical diagnostic work Specify, as described on page 1 | | | |
| Total for direct clinical care | | | |
| Supporting professional activities | | | |
| Specify, as described on page 2 | | | |
| Total for supporting professional activities | | | |
| Additional NHS responsibilities | | | |
| Specify, as described on page 2 | | | |
| External duties | | | |
| Specify, as described on page 2 | | | |
| Grand total | | | |



Weekly consultant job plan

| | |
|------------------------|--|
| Consultant name | |
| Specialty | |

| | Time | Location | Work | Categorisation | Hours |
|---|------|----------|------|----------------|-------|
| Monday | | | | | |
| | | | | | |
| | | | | | |
| Tuesday | | | | | |
| | | | | | |
| | | | | | |
| Wednesday | | | | | |
| | | | | | |
| | | | | | |
| Thursday | | | | | |
| | | | | | |
| | | | | | |
| Friday | | | | | |
| | | | | | |
| | | | | | |
| Saturday | | | | | |
| | | | | | |
| Sunday | | | | | |
| | | | | | |
| Predictable emergency on-call work | | | | | |
| | | | | | |
| Unpredictable emergency on-call work | | | | | |
| | | | | | |
| Total hours | | | | | |
| | | | | | |
| Total PAs | | | | | |
| | | | | | |

