

Appendix C: Job Plan Approval Routes

Job Planning is a contractual requirement for all Consultant and SAS Doctors. The individual job planning meeting takes place between the Consultant / SAS Doctor and either their Clinical Lead/Clinical Director and it is approved by the Chief of Medical Services/Associate Medical Director.

In most instances, amendments to job plans can be agreed via this scheme of delegation. However, there are some changes to job plans that require additional approval to meet budgetary and governance requirements.

To ensure accurate reporting of the Medical and Dental Establishment it is extremely important that all sessions are accurately recorded within Allocate eJob Plan. All work in addition to the Consultant/SAS Doctor's core contractual duties must be recorded as Extra Programmed Activities. Furthermore, it is important that the breakdown of core duties accurately reflects the work being undertaken at the time and location that they are being carried out.

This appendix seeks to provide step by step guidance of the various types of approvals and the process to follow.

1. Recruitment and Contract Extensions

1.1 New Recruits

When recruiting to Consultant or SAS vacancies the job advert and particulars are not specific about the exact balance of DCC and Non-DCC activities of the role. A draft job plan will be included as part of the job pack. The totality of the job plan is subject to discussion and agreement in principle between the Recruiting Manager (Clinical Director) and the Preferred Candidate. It is important that the discussion takes place as early as possible after the initial conditional offer of employment is made to ensure the Job Plan can be fully agreed prior to the contract being issued.

Any request to appoint a Preferred Candidate on more than a 9 DCC/1SPA breakdown such as an 8 DCC / 2SPA split must be made on the basis of specific, clearly identified duties and subject to approval.

The Clinical Director is responsible for submitting the draft job plan to the appropriate Acute Medical Application Review Panel/HSCP Oversight Group via their Chief of Medical Services / Associate Medical Director to seek authorisation prior to appointment.

Once agreed, the decision will be shared with the Clinical Director for confirming with the Preferred Candidate. It will also be shared with the HR Recruiter supporting the recruitment campaign.

Following approval of all of the Preferred Candidate's pre-employment checks, a Contract of Employment will be provided to the Consultant/SAS Doctor. It will detail the contractual hours breakdown as agreed prior to employment.

On commencement of employment, the Consultant/SAS Doctor will receive their log in details for the Allocate system. They are required to complete their job plan on Allocate within 4 weeks of starting in their role.

An initial review should take place at 3 and 6 monthly intervals to consider if the initial job plan agreed is appropriate.

1.2 Locum Contract Extensions

The initial appointment and job plan agreement for a locum Consultant / SAS Doctor will follow the process detailed in section 1.1. The Locum Doctor will have a contractual end date detailed on their contract of employment.

Where a contract is to be extended, the Fixed Term policy must be followed. A further job plan should be agreed between the Clinical Director and the Locum Consultant / SAS Doctor.

If the proposed breakdown of duties between direct clinical care and non-DCC is to be amended for reasons of increasing Non-DCC time, the process noted within this guide should be followed depending on the specific request to be made.

2. Increase to Supporting Professional Activities (SPA) Time (e.g. Audit or Research on behalf of the Department, Education or Clinical Supervision time)

As detailed within the Non-DCC Guidance, each Specialty has its own budget for non-DCC time and activity should be shared equitably across Consultants/SAS Doctors within the Department.

All Consultants/SAS Doctors have an allocation of 1 core SPA (pro rata) within their job plan to account for personal activities such as continuing professional development (CPD), job planning, appraisal, revalidation and attending departmental meetings.

Additional SPA time can be allocated for activities such as teaching and training, educational or clinical supervision of Resident Doctors in Training, audit activities, or research identified by the Department.

- Where there is a request to increase a Consultant/SAS Doctors SPA time within core contractual hours which will have the effect of reducing DCC time within the Department, the Consultant/SAS Doctor in conjunction with their Clinical Director should complete a Non-DCC Application for submission via their Chief of Medical Services/Associate Medical Director to the appropriate Acute Medical Application Review Panel/HSCP Oversight Group.
- The Group will consider the request.

- Where the request is supported, the Consultant/SAS Doctor will receive a letter from HR detailing the approval.
- The Clinical Director should re-publish the Job Plan on Allocate from the start date of the change. The Consultant/SAS Doctor requires to make the necessary amendment and have their job plan signed off by the Clinical Director and the Chief of Medical Services/Associate Medical Director.
- Once approved, HR will make the change to the Department's Establishment. Where there is any increase to the Consultant/SAS Doctor's sessional breakdown, HR will make the change via the eESS system for payroll purposes.

3. Additional Posts

3.1 Medical Educational Sessions

Sessions that are offered via Medical Education include posts such as:

- Deputy Director of Medical Education
- Training Quality Lead
- Hospital Subdean
- Undergrad Co-ordinator
- Lead Clinical Trainer
- Block Lead
- Wellbeing Champion
- Medical Educational Departmental Sessions

These posts will be advertised directly by Medical Education. On occasion, HR may facilitate recruitment on behalf of Medical Education.

Where a Consultant/SAS Doctor wishes to apply for any of these posts, they must first seek approval from their Clinical Director. There may be occasions where the Clinical Director must seek approval from the Chief of Medical Services/Associate Medical Director also due to any potential impact on a Department's DCC availability.

3.1.1 Addition of Extra Programmed Activities (EPA)

The post will be offered on the basis of an Extra Programmed Activity(ies) (EPA). Thus, there will be no change to the Consultant/SAS Doctors core contractual breakdown of DCC/Non-DCC activity.

- Once agreed, the Clinical Director should re-publish the Job Plan on Allocate from the start date of the role and associated session(s) being added.
- The Consultant/SAS Doctor requires to input the session under 'Additional' and within the EPA category.

- The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change.
- The Department's Establishment document will also be amended.

3.1.2 Reduction of Non-DCC Time

Where the Consultant / SAS Doctor wishes to drop DCC activity to undertake a Medical Education role within their core contractual hours, the Clinical Director must agree that the change can be accommodated with the Chief of Medical Services/Associate Medical Director before agreeing to it. If approved, a start date should be agreed.

- The Clinical Director should re-publish the Job Plan on Allocate from the start date. The Consultant/SAS Doctor requires to input the session under 'Additional' and within the core activity category.
- The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- Once approved, HR will make the change to the Department's Establishment and will process any amendments to pay via the eESS system.

3.2 Enhanced Appraisal Sessions

Enhanced Appraisal Sessions may be offered to a Consultant/SAS Doctor by the Revalidation team. There is an agreed job description for these roles that indicates that to conduct a minimum of 10 appraisals a year, an Appraiser should have 0.5 Non-DCC PA allocated within their job plan.

3.2.1 Extra Programmed Activity

In the first instance, the post will be offered on the basis of an Extra Programmed Activity (EPA) and the breakdown of DCC/Non-DCC should not be altered.

- Where the Consultant/SAS Doctor is requesting to take on Enhanced Appraiser sessions and there is no impact to their currently contracted DCC duties, the Clinical Director should re-publish the Job Plan on Allocate from the start date of the session being added.
- The Consultant/SAS Doctor requires to input the session under 'Additional' and within the EPA category. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change.

- The Department's Establishment document will also be amended.

3.2.2 Reduction of Non-DCC Time

Where the Consultant / SAS Doctor wishes to drop DCC activity or to replace an existing SPA activity to undertake enhanced appraisal session(s), they must discuss the request with their Clinical Director in the first instance.

Where, the Clinical Director is supportive of the request, they must seek approval from their Chief of Medical Services/ Associate Medical Director.

- If agreed, the Consultant/SAS Doctor requires to input the session under 'Additional' within their contracted hours category. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.
- If the Clinical Director, is unable to approve the request, due to service reasons, the Consultant/SAS Doctor will be advised of this. They may wish to consider the role as an EPA.

3.3 Research and Development Posts

NHS Lanarkshire offer research sessions that are eligibly funded for NHS Staff. These will be advertised to eligible participants.

3.3.1 Extra Programmed Activity

In the first instance, the post will be offered on the basis of an Extra Programmed Activity (EPA) and the breakdown of DCC/Non-DCC should not be altered.

- Where the Consultant/SAS Doctor is requesting to take on Research sessions and there is no impact to their currently contracted DCC duties, the Clinical Director should re-publish the Job Plan on Allocate from the start date of the session being added.
- The Consultant/SAS Doctor requires to input the session under 'Additional' and within the EPA category. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.

3.3.1 Reduction of Non-DCC Time

Where the Consultant / SAS Doctor wishes to drop DCC activity or to replace an existing SPA activity to undertake research and development session(s), they must discuss the request with their Clinical Director in the first instance.

Where, the Clinical Director is supportive of the request, they must seek approval from their Chief of Medical Services/ Associate Medical Director.

- If agreed, the Consultant/SAS Doctor requires to input the session under 'Additional' within their contracted hours category. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.
- If the Clinical Director, is unable to approve the request, due to service reasons, the Consultant/SAS Doctor will be advised of this. They may wish to consider the role as an EPA.

3.5. Medical Management Posts

Medical Manager posts such as Clinical Director, Deputy Chief of Medical Services, Associate Medical Director, etc are advertised and an email will be sent to eligible Candidates. The advert will set out the number of sessions available for the post.

Consultants who wish to apply for these posts should first discuss the post with their manager i.e. Clinical Director or Medical Director.

A recruitment and selection process will be followed for the post to identify a preferred Candidate.

The Recruiting Panel (consisting of the Medical Director, Chief of Medical Services or Associate Medical Director) will discuss the sessional commitment for the role with the Preferred Candidate and determine whether the sessions for the post will be given as Extra Programmed Activities or included within core contractual hours.

- Once agreed, HR will write to the Consultant to formally offer the post with an agreed start date. The letter will detail the appropriate particulars relevant to the role.
- Following receipt and acceptance of the formal offer, the Consultant and their Line Manager should meet to complete the Job Plan on Allocate from the given start date in the letter.
- HR will make the amendment through the eESS system once the Job Plan is confirmed to allow Payroll colleagues to process any amendments to salary.

3.6. Departmental Specific Posts such as Clinical Lead/Governance Lead/Rota Coordinator posts

Departmental specific posts will be allocated within the Specialty. These posts should be undertaken within a Consultant/SAS Doctors existing SPA time.

Where a Consultant / SAS Doctor wishes to increase their SPA time to accommodate a departmental role, they must first discuss with their Clinical Director.

- The Consultant/SAS Doctor in conjunction with their Clinical Director should complete a Non-DCC Application for submission via their Chief of Medical Services/Associate Medical Director to the appropriate Acute Medical Application Review Panel/HSCP Oversight Group.
- The Group will consider the request. Where the request is supported, the Consultant/SAS Doctor will receive a letter from HR detailing the approval.
- The Clinical Director should re-publish the Job Plan on Allocate from the start date of the change. The Consultant/SAS Doctor requires to make the necessary amendment and have their job plan signed off by the Clinical Director and the Chief of Medical Services/Associate Medical Director.
- Once approved, HR will make the change to the Department's Establishment. Where there is any increase to the Consultant/SAS Doctor's sessional breakdown, HR will make the change via the eESS system for payroll purposes.

4. External Duties such as TU Activities, Roles with NES/HIS or Royal Colleges

External duties/posts will be considered in line with the Procedure for Non-DCC duties.

External posts will be advertised via appropriate platforms.

Where a Consultant / SAS Doctor wishes to apply to an external post, they must first discuss with their Clinical Director.

In the first instance, the post should be offered on the basis of an Extra Programmed Activity (EPA) and the breakdown of DCC/Non-DCC should not be altered.

- Where the Consultant/SAS Doctor is requesting to take on external sessions and there is no impact to their currently contracted DCC duties, the Clinical Director should re-publish the Job Plan on Allocate from the start date of the session being added.
- The Consultant/SAS Doctor requires to input the session under 'External Duties' and within the EPA category. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.

- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.

Where the Consultant / SAS Doctor wishes to drop DCC activity or to replace an existing SPA activity to undertake an external role, they must discuss the request with their Clinical Director in the first instance.

- Where, the Clinical Director is supportive of the request, they must seek approval from their Chief of Medical Services/ Associate Medical Director.
- For governance purposes, a Non-DCC application should be completed by the Consultant/SAS Doctor and their Clinical Director and submitted to the Chief of Medical Services/Associate Medical Director for consideration at the appropriate Acute Medical Application Review Panel/HSCP Oversight Group.
- If agreed, the Consultant/SAS Doctor will be notified in writing. They will require to input the session under 'External Duties' within their contracted hours category of the Job Plan. The job plan should then be approved by the Clinical Director and the Chief of Medical Services/ Associate Medical Director.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.
- If the Clinical Director, is unable to approve the request, due to service reasons, the Consultant/SAS Doctor will be advised of this. They may wish to consider the role as an EPA.

5. Health Reasons

Changes to job plans may need to be made on an interim or a permanent basis due to a change in a Consultant/SAS Doctors health status.

Where a Consultant/SAS Doctor has been diagnosed with a health condition which has an impact on their ability to undertake their contractual role, reasonable adjustments/ amendments to duties may need to be made in line with the NHS Scotland Attendance policy.

5.1 Short Term Amendments

Where any amendments to duties such as a temporary reduction in hours are recommended by Occupational Health the Consultant/SAS Doctor must meet with their Clinical Director and agree an interim job plan.

The Clinical Director should re-publish the Job Plan on Allocate from the start date of the changes. Once agreed, the Consultant/SAS Doctor, Clinical Director and Chief of Medical Services/Associate Medical Director will approve the Job Plan.

- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS to allow payroll to process the pay change. The Department's Establishment document will also be amended.
- The Consultant/SAS Doctor and Clinical Director require to review the adjustments regularly and when the Individual is ready to return to contractual duties, the job plan on Allocate should be re-published and amended. Once agreed, the Consultant/SAS Doctor, Clinical Director and Chief of Medical Services/Associate Medical Director will approve the Job Plan.
- HR will make the change to the Consultant/SAS Doctor's contracted hours via eESS once confirmed to allow payroll to process the pay change. The Department's Establishment document will also be amended.

5.2 Permanent Changes on Health Grounds

Where a health condition may necessitate a longer-term or permanent change to a Consultant/SAS Doctor's job plan, the Clinical Director must follow the NHS Scotland Attendance Policy.

- Where the proposed amendments may impact on service requirements, the Clinical Director will meet with the Consultant/SAS Doctor to agree a job plan in principle. The job plan, in conjunction with a summary of the Occupational Health advice should be submitted to the Chief of Medical Services/Associate Medical Director for onward consideration at the appropriate Acute Medical Manager's Forum/HSCP Oversight Group.
- If approved, the Consultant/SAS Doctor will receive a letter confirming the changes. The job plan should then be fully signed off from the start date of the amendments.
- HR will make any contractual changes through eESS once approved and the Department Establishment will be updated.

6. Partial Retirement/Retire and Return/Flexible Working

For any partial retirement, retire and return or flexible working applications a Consultant / SAS Doctor should submit their request via the appropriate NHS Scotland Retirement and Flexible Working Policy and application form (add links).

- Prior to doing so, the Consultant/SAS Doctor must consider the impact of the change and seek advice from Payroll colleagues.
- For a partial retirement request, the Consultant/SAS Doctor must be reducing their overall salary by a minimum of 10%. Prior to applying, a Consultant/SAS Doctor must confirm with Payroll colleagues that their proposal will meet the 10% reduction threshold.

- The Consultant/SAS Doctor must complete the appropriate Form and submit to their Clinical Director. If the Clinical Director is supportive of the request, they will submit the application via their Chief of Medical Services/Associate Medical Director for consideration at the appropriate Acute Medical Application Review Panel/HSCP Oversight Group.
- If approved, the Consultant/SAS Doctor will receive a letter confirming the changes. The job plan should then be fully signed off from the start date of the amendments.
- HR will make any contractual changes through eESS once approved and the Department Establishment will be updated.
- If the Clinical Director is not supportive of the request for service/operational reasons, they will advise the Consultant/SAS Doctor in line with the timescales noted within the appropriate policy. The Consultant/SAS Doctor will have the right of appeal in line with the Policy.

11. Planned Absence from Work

11.1 Career Break

Where a Consultant or SAS Doctor wishes to request a Career Break, they should do so in line with the NHS Scotland Career Break Policy and complete the Career Break Application Form (add link) setting out the basis of their request.

The application form must be submitted to the appropriate Clinical Director for recommendation. Following which, the Clinical Director will submit the application to the appropriate Acute Medical Application Review Panel/HSCP Oversight Group for consideration/approval.

- If approved, the Consultant/SAS Doctor will receive a letter confirming the changes. The job plan should then be fully signed off from the start date of the amendments.
- HR will make any contractual changes through eESS once approved and the Department Establishment will be updated. The Clinical Director will be required to 'lock down' the Job Plan for the duration of the career break.
- If the Clinical Director is not supportive of the request for service/operational reasons, they will advise the Consultant/SAS Doctor in line with the timescales noted within the policy. The Consultant/SAS Doctor will have the right of appeal in line with the Policy.

11.2. Secondment

Where a Consultant or SAS Doctor wishes to request a Secondment, they should do so in line with the NHS Scotland/Lanarkshire Secondment setting out the basis of their request.

The Secondment request will be considered by the Clinical Director and will be submitted to the appropriate Acute Medical Application Review Panel/HSCP Oversight Group via the Chief of Medical Services/Associate Medical Director.

The Group will consider the potential benefits of the secondment in addition to the options of how the Consultant/SAS Doctor's role can be covered for the duration of the secondment.

- If approved, the Consultant/SAS Doctor will receive a letter from the Chair of the panel confirming the outcome. The Consultant/SAS Doctor's job plan will be 'locked down' on the Allocate system for the duration of the secondment by the HR team. The Consultant/SAS Doctor will be required to re-publish their Job Plan immediately on return and complete with their Clinical Director.
- The Job Plan will require to be signed off by those noted as the Approvers within Allocate.

11.3 Maternity/Shared Paternity Leave

Where A Consultant/SAS Doctor is taking time off under the maternity/shared paternity leave policies they should follow the relevant policy for approvals.

The Consultant/SAS Doctor's job plan will be 'locked down' on the Allocate system for the duration of the leave period by the HR team. The Consultant/SAS Doctor will be required to re-publish their Job Plan immediately on return and complete with their Clinical Director.

The Job Plan will require to be signed off by those noted as the Approvers within Allocate.

12. Unplanned Absence from Work (such as Long Term Sick Leave)

Where A Consultant/SAS Doctor is absent from work such as on sick leave, the NHS Attendance Policy will be followed.

The Consultant/SAS Doctor's job plan will be 'locked down' on the Allocate system for the duration of the leave period by the HR team. The Consultant/SAS Doctor will be required to re-publish their Job Plan immediately on return and complete with their Clinical Director. If the Consultant/SAS Doctor requires adjustments to the job plan for an interim or longer term period, please see section 5.

The Job Plan will require to be signed off by those noted as the Approvers within Allocate.