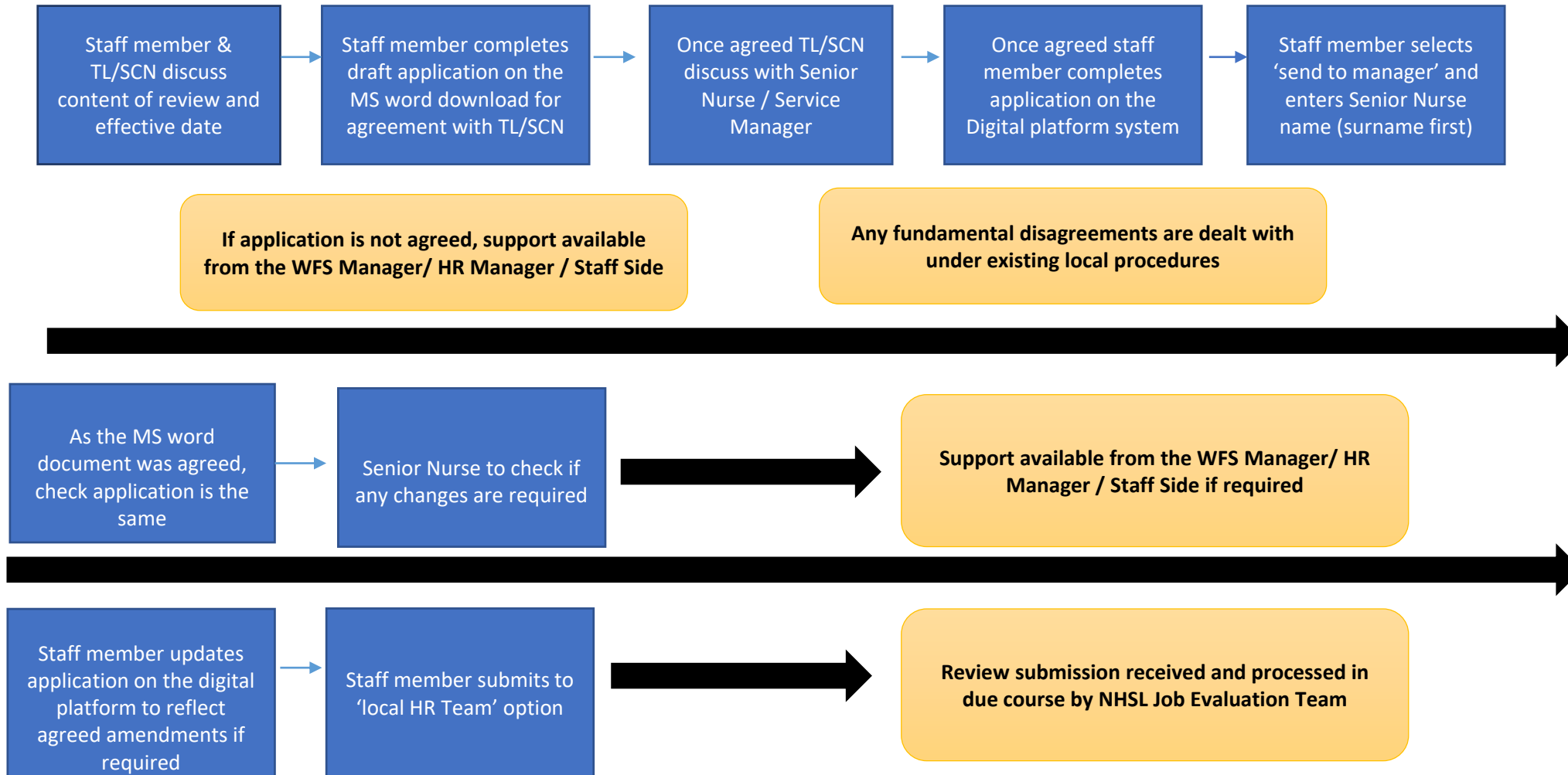


NURSE BAND 5 REVIEW PROCESS

Key information from national guidance

- Band 5 nurses only
- Individual applications
- Can work collectively
- Based on 75 questions answered within the portal
- Must be approved by line manager/service manager and senior nurse for submission
- Effective date 1.4.23 or start date in post if later
- Includes bank staff – link in bank only workers who regular work in your area
- No closing date at present

Process





Agenda for Change - Band 5 Nurse Job Re-evaluation

Welcome back, Young, Alison - Human Resources

☒ I confirm that I am a band 5 nurse ☐ I am not a band 5 nurse

Please provide the following information

* Board

NHS Lanarkshire

* Site

* Payroll Number

TURAS Code/Id

* Change effective from

01 Apr 2023

- ***Payroll number is needed – find this on your payslip***
- ***Turas code is the code used in job evaluation (not mandatory)***

Help + Support

Save and Continue



Agenda for Change - Band 5 Nurse Job Re-evaluation



* Job title

* Department

* Service

* Briefly describe the job purpose in around 50 words

As part of a multidisciplinary team, the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.

The post holder is expected to carry out all relevant forms of care

* Please add below the main duties within your job and indicate which are only carried out occasionally. Provide enough detail to enable readers to understand what you do. **Please also indicate the approximate proportion of your time spent on each duty.** This may be over a typical week if your job has a weekly-work cycle or over a month or year for jobs which vary seasonally. **The % of time spent on a duty should be rounded to the nearest 5%. The sum of all duties should add up to 100%**

Add another duty

Duty description	Percent of time spent	
Implement treatment plans	40	
Patient assessments	40	
Patient group activities	20	

* Please indicate the national profile(s) your role should be considered against:

☒ Nurse Specialist ☐ Nurse Team Leader ☐ Nurse Team Leader Learning Disabilities ☐

Back

[Link - National job profiles | NHS Employers](#)

Help + Support

Save and Continue



Agenda for Change - Band 5 Nurse Job Re-evaluation



When completing the set of questions, consider what you do in a typical week. Start from the beginning and work through each day. If your job varies from week to week or has a monthly cycle, look at your diary to help you list your activities.

You should include those duties agreed by you and your manager to be part of the job. These may be more, or less, than the duties listed on your formal job description.

Communications and Relationship Skills

Please answer the following questions and provide examples for communication that has occurred in the last 12 months. State whether the communication is with other employees, patients/clients or their carers, or with the general public/external organisations.

If you answer No to any question, you do not need to provide an example. Responses or examples are only required where you have answered Yes to the question as indicated.

- 1) Do you communicate complicated and/or sensitive information in your role

- ☐ Yes
☐ No

Provide a typical example

- 2) What is the purpose of the communication?

Provide a typical example

- 3) Describe the situations when this communication takes place and with whom

Provide a typical example

Agenda for Change - Band 5 Nurse Job Re-evaluation

Thank you for completing the job re-evaluation form.

Has this form been approved for onward submission to your board by your line manager?

☐ Yes ☒ No

Please select your Line Manager / Approver from the list below. Be very careful to select the right person.

Search by typing your manager's name



Submit for Review

- ***Make sure you know the name of the manager (Senior Nurse) who will approve the application and their email address***

- ***Use this format to search for your manager Last Name comma First Name (e.g. Bevan, Audrey)***

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ACTIONS – for Nurses



Read the circular



Download the questionnaire



Read the guidance



Read the FAQs



Find out where you can get advice and support e.g. your manager, staffside representative, HR Website



Get a copy of your job description from your personal file

ACTIONS for Nurses

1

*Meet with your
Team Leader /
Senior Charge
Nurse*

2

*Start gathering the
information you
might need for
your application*

3

*Be clear about
what you need to
do – this is your
individual
application*

Agenda for Change Review website

- <https://www.stac.scot.nhs.uk/agenda-for-change-pay-and-reform>
- Review of band 5 nursing roles - Circular
- Online digital application portal link
- Word version of the application questionnaire (can be downloaded – advice is to complete this first and have agreed) [Review-of-Band-5-Nursing-Roles-Questionnaire.docx \(live.com\)](#)
- Guidance on completing an application Glossary / Frequently Asked Questions Flow Chart showing the process (be mindful of local arrangements as discussed today)

Reference Points

- <https://www.stac.scot.nhs.uk/agenda-for-change-pay-and-reform>
- [Review-of-Band-5-Nursing-Roles-Questionnaire.docx \(live.com\)](#)
- [Review-of-Band-5-Nursing-Roles-Guidance-Documentation.pdf \(scot.nhs.uk\)](#)
- [Nurse Band 5 Application Questionnaire Guidance - Main tasks amend 18092024.doc](#)
- [Review-of-Band-5-Nursing-Roles-Frequently-Asked-Questions-1.pdf \(scot.nhs.uk\)](#)
- [National job profiles | NHS Employers](#)
- HR Service Now – Firstport / Applications / HR Service Now / Workforce / Workforce Solutions / Job Evaluation
- MS Teams Channel Band 5 Nurses - <https://msteams.link/OKON>

