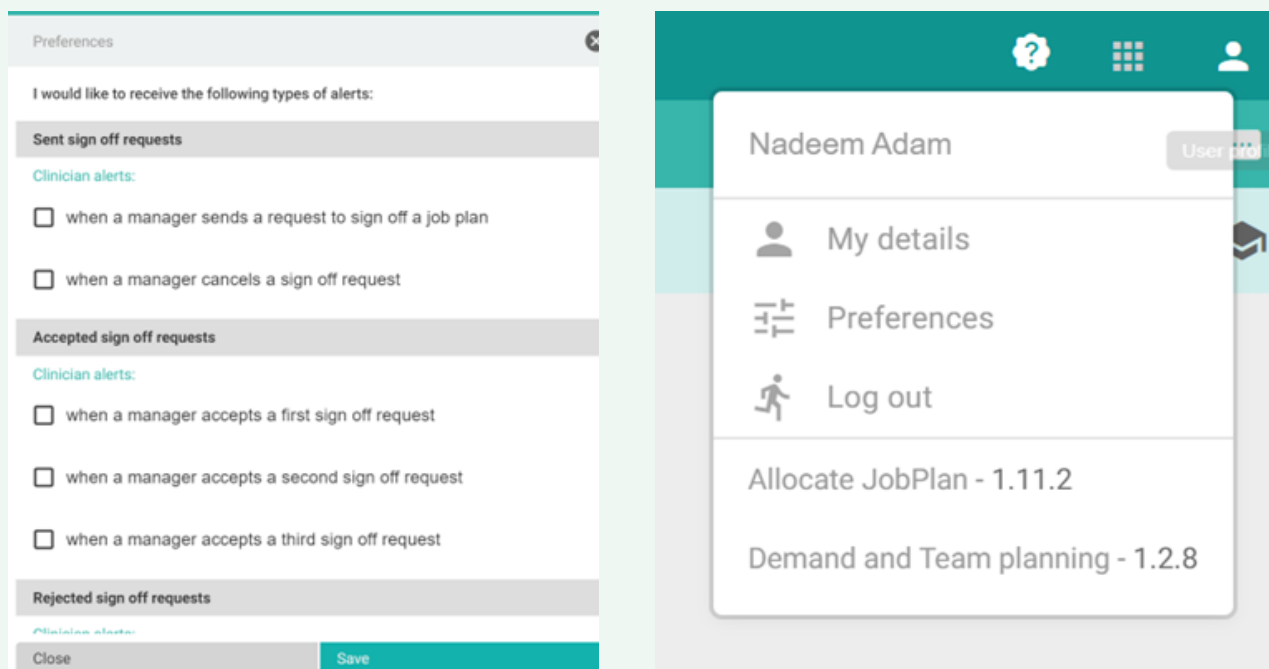


Medics Job Planning Quick Tips



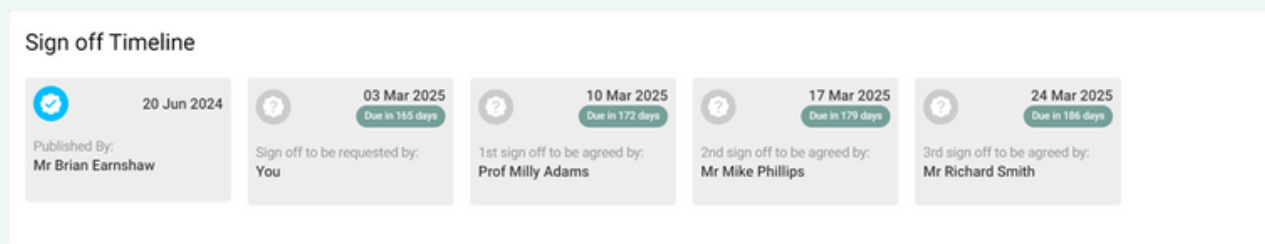
Be alerted of any updates and actions

Select Preferences under the Person icon in My job plan to turn notification preferences ON/OFF. Be alerted when your job plan is updated, or any sign off requests are made.



View sign off timeline

The Sign Off Timeline shows an audit of Sign Off history, assigned Sign Off Managers and Org completion targets for the job plan round.



Add objectives and resources

Add personal objectives that can be linked in to Service and Organisational level objectives.

List any resources required to deliver your role.





General Information

The General Information section allows you to Contract Version, Employment Type and Usual Place of Work. You can also record if you intend to undertake Private Practice, if you have an alternative employer and attach any other supporting documents.

The screenshot shows the 'General Information' section of a job plan system. The form is divided into several sections:

- Start date:** 01/04/2025. A note states: "This is the date that you will start working on your job plan. The start date will have been determined by your manager."
- Paid PA value:** 11.7. A note states: "The Paid PA field enables the sign off manager to capture the agreed PAs that will be paid to a doctor as a result of any rounding policies that are applied following the job planning process."
- Role:** Consultant
- Department:** TRAUMA & ORTHOPAEDICS
- Employment:**
 - Contract version:** Pre 2003 2003. A note: "Select the employment contract that you have signed up to."
 - Employment type:** Full time Part time. A note: "Enter whether you work full time or part time in this organisation."
 - Usual place of work:** *City Hospital. A note: "Choose the location that you spend most of your time working at."
 - Private practice:** Yes No. A note: "In accordance with your Terms & Conditions of Service, you are required to inform your employer if you intend to undertake private practice."
- Alternative employer:** Yes No. A note: "Select Yes if you work for multiple employers."
- University Medical School of Richmond:** Enter the name of your alternative employer.
- Other:** Includes an "Upload files" button and a file named "Duty of Care.pdf". A note: "Attach any relevant external documentation that supports your job plan in any common file format. Attached documents will be visible to your Sign-Off manager(s) and will be listed on the printable job plan. Documents do not automatically copy from one job plan to the next. You should not upload documents that contain any patient sensitive information or identifiers."

Build Job Plan in a variety of ways

Recognise that not all job plans fit in to a straightforward timetable, the system allows you to add activity in a number of different ways.

- **Timetabled** - Allows you to fix activity to a Time, Day and week in Cycle
- **Annualised** - Allows you to add activity to a Day and Time as a fixed number per year rather than week in cycle
- **Hot Activity** - This is activity covered over 52 weeks that will potentially displace overlapping activity. This can be added on its own cycle as Timetabled or Annualised.
- **Flexible** - This is not linked to any day/ time but added as an amount of activity to be delivered over the year.
- **On-call** - Allows to capture on-call rotas.

The screenshot shows the 'Activities' section of a job plan system. The interface includes a summary of activities and a dropdown menu for adding new activities.

- Total Hrs:** Core: 40.59, ATC: 3.09, Total: 44.08
- Total PAs:** Total: 10.0878
- Basic Information:** Cycle: 2 weeks, Weeks in Attendance: 42 Weeks, 1 PA of Premium Time: 3 Hours
- Activity Types:** All Activities, Timetabled, Flexible, On-call
- Dropdown Menu:** Add Timetabled, Add Flexible, Add On-call
- Show all days:** A button to toggle the view of all days.

Speak to us about job planning

Get in touch with us or scan the QR code for more information:

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