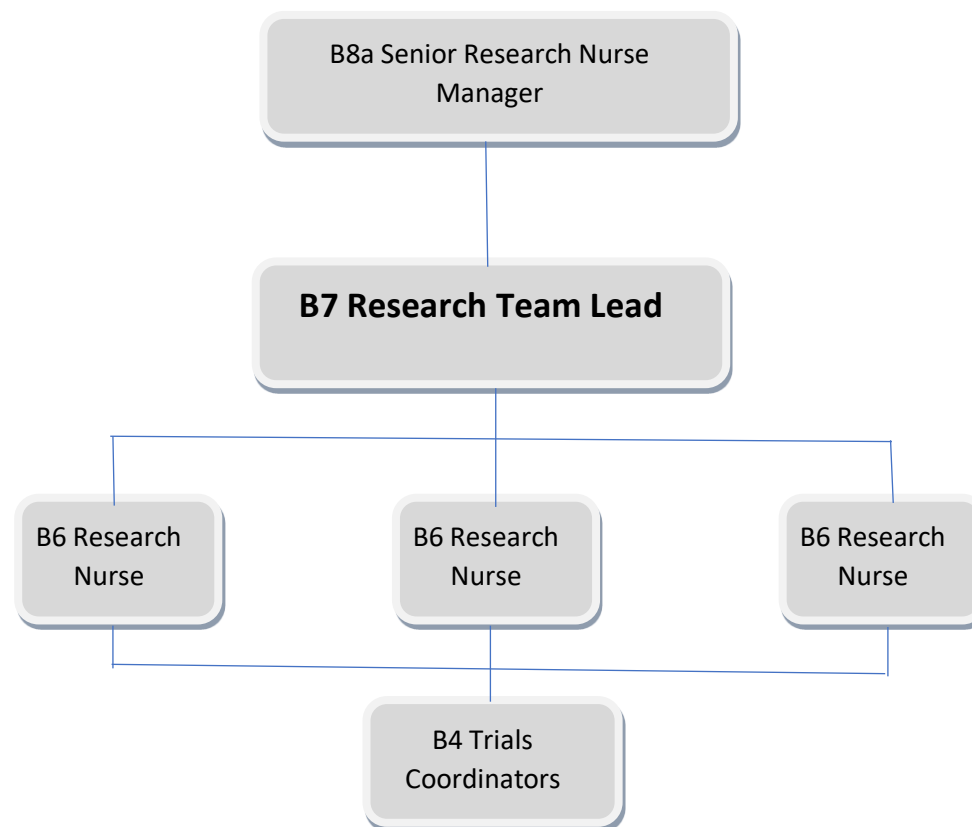


NHS Wales Job Description Technical Document

Please submit this document with the Job Description when submitting for job evaluation (banding) although it will not be used for recruitment purposes.

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

The examples provided should relate to this post and what is written in the Job Description. 3 examples should be adequate

Physical Effort		
<p>Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:</p> <p>'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - <u>N.B.</u> Walking /driving to work is not included'. Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort.</p> <p>Where the role requires some physical effort, please provide examples and state if this is Rare – combination of sitting, standing, walking or Occasional – at least 3 times per month but fewer than half the shifts worked or Frequent – occurs on half the shifts worked or more Several Periods – repeated recurrences of physical effort during the shift or Ongoing – continuously or almost continuously Short Periods – up to and including 20 min or Long Periods – over 20 mins</p>		
Examples of Typical effort(s)	How Often	How Long
Long periods at PC	Daily	Can be anything from 2-3 hours to a full working day.
Administration of trial drugs	As and when service requires. 3x per week	7.5 hour day
Travel to other hospitals in South Wales	If required	
Walking between the office, clinic, and the treatment unit, pulling trollies with notes, portable trial specific ECG machines, and other documents. Research nurses regularly clock 10,000 paces on a clinic day.	3x per week	7.5 hour day

Mental Effort

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g.:

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Type

General Awareness – carry out day to day activities but no need to concentrate on complex or intricate matters

Concentration – jobholder needs to stay alert for periods of one to two hours

Prolonged – requirement to concentrate for more than half the shift

Intense – In-depth mental attention with proactive engagement

Unpredictable – jobholder needs to change from one activity to another at a third-party request. Jobholder has no prior knowledge

How often

Occasional – fewer than half the shifts worked

Frequent – occurs on half the shift worked

Examples of Typical effort(s)	Type	How Often
Lengthy explanations to patients regarding the clinical trial – drugs, tests, side effects, complications, what it will mean to the patient, the differences between that and standard of care.	Intense	Frequent
Clinical assessment of patients.	Intense	Frequent
Clinical evaluation of trial protocols, including financial impact on VUNHT and CVUHB	Concentration	Occasional
Assessment and sign off of trial research nurses in respect to safe administration of SACT	Concentration	Occasional
Occasional out of hours working, may include overnight. Assessed as per individual protocol	Intense	Occasional

Emotional Effort

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g., typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Type

Direct – jobholder is directly exposed to a situation/patient/client with emotional demands

Indirect – jobholder is indirectly affected by for example word processing reports of child abuse

How Often

Rare – less than once a month on average

Occasional – once a month or more on average

Frequent – once a week or more on average

Examples of Typical effort(s)	Type	How Often
Breaking distressing news to patients and relatives, including progression of disease.	Direct	Occasional All of these will be part of the requirements of running a clinic, seeing trial patients. The length of time taken will be patient dependent. It could take half an hour, it could take 2 hours.
Informing patients of treatment cessation due to disease progression, and intolerable toxicities	Direct	As above
Supporting patients and relatives through the emotions of a cancer diagnosis	Direct	As above

Working Conditions

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Rare – less than three times a month on average

Occasional – three times a month on average

Frequent – several times a week with several occurrences on each shift

Examples of Typical effort(s)	How Often
Working with trial SACT. As the drugs are in clinical trial, there are tight legal controls around their use and limited information about the drugs at this point in their development.	Frequent
Some driving required to attend meetings.	Rare
Use of VDU	Frequent