

BAMM and Healthcare Events Joint Conference

SEVENTH ANNUAL CONFERENCE

A Practical Guide to Successful

Consultant Job Planning 2010



TUESDAY 6 JULY 2010 76 PORTLAND PLACE, LONDON



Topics include

- Improving the quality of care through Job Planning
- Job Planning, strengthened appraisal and revalidation
- Job Planning driving improvement: ensuring success for consultants, the service and for improved patient care
- Job planning, pay progression and clinical excellence awards
- Dealing with difficult situations
- Negotiating the Job Planning contract: role play
- Practical experiences of Job Planning: a clinical directors perspective
- From year to year – delivering annualised job plans and job plan reviews
- Moving from individual to team Job Planning and appraisal

Chair and speakers include

Dr David Scott

*Chairman CCSC Medical Managers Sub-committee
BMA and Consultant Paediatrician and Responsible
Officer East Sussex Hospital NHS Trust*

Dr Jo Anthony

Medical Director The NHS Revalidation Support Team

Dr Mark Porter

*Chairman Central Consultants and Specialist Committee
BMA and Clinical Director and Consultant Obstetric
Anaesthetist University Hospitals Coventry*

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"The job planning process should be seen as an opportunity. It is an opportunity to think about the way consultants work and the way services are organised. It is an opportunity to review at least annually the way the organisation supports consultants and employs the skills of all staff. It is an opportunity to make clear what the longer term strategic aims of the service are."



Over the last 14 years the Job Planning process has developed, however many of the opportunities originally envisioned are not being realised across all NHS organisations.

This one day seventh annual Job Planning conference is aimed at both individual consultants developing their own job plans and clinical directors and medical directors who are involved in supporting consultants through reviewing job plans and developing clinical services.

Chairman, **Dr David Scott** *Chairman CCSC Medical Managers Sub-committee BMA and Consultant Paediatrician and Responsible Officer East Sussex Hospital NHS Trust* opens the conference with an introduction on improving quality care through Job Planning. The morning continues with **Dr Mark Porter** *Chairman Central Consultants and Specialist Committee BMA and Clinical Director and Consultant Obstetric Anaesthetist University Hospitals Coventry* who will discuss Job Planning driving improvement, delivering successful Job Planning in practice, lessons, challenges and solutions, successful Job Planning for consultants, the service and patient care and promoting supporting professional activities (SPAs).

You will have the opportunity to hear and question a variety of healthcare professional on this topical subject to help develop your knowledge and understanding of Job Planning. Sessions include

Job Planning; strengthened appraisal and revalidation, how to incorporate hard and soft objectives into the Job Planning process, dealing with difficult situations and QIPP and Job planning.

"Now that the contract has provided the much needed improvements to consultants' pay and conditions it is time to focus on how consultants can use job planning and objective setting to improve quality and efficiency in the NHS"

BRITISH MEDICAL ASSOCIATION, ADVANCED JOB PLANNING FOR CONSULTANTS

Mr Robert Talbot *Medical Director Poole Hospitals NHS Foundation Trust* will give a presentation on delivering annualised job plans and job plan reviews – from year to year, developing and implementing job plan reviews, agreeing the support needed to fulfil job plans and challenges and successes in Poole. The conference concludes with a session entitled 'moving from individual to team Job Planning and appraisal' and will look at the reasons behind developing a whole team approach, the practicalities of implementing team based Job Planning, the implications and development of Job Planning using case studies in practice and moving forward with Job Planning.

"The job planning process has a key role to play in creating a more flexible organisation, increasing capacity, improving resource utilisation, and measuring and enhancing productivity as well as reducing any excessive working hours. The job planning process is an opportunity to look at current working practices and to consider alternatives to deliver high quality services."



10.00 **Chairman's introduction – Improving the quality of care through Job Planning**

10.15 **Job Planning, strengthened appraisal and revalidation**

Dr Jo Anthony

Medical Director

The NHS Revalidation Support Team

- revalidation and strengthened appraisal: what it means for Job Planning
- the role of the job plan in achieving personal development goals, individual and service objectives
- what the future holds

10.40 **Job Planning driving improvement**

Ensuring success for consultants, the service and for improved patient care

Dr Mark Porter

Chairman Central Consultants and Specialist Committee

BMA and Consultant Obstetric

Anaesthetist University Hospitals Coventry

- delivering successful Job Planning in practice: an update
- lessons, challenges and solutions: supporting medical managers with Job Planning
- successful Job Planning for consultants, the service and patient care: tensions and solutions
- promoting supporting professional activities (SPAs)
- developments and experience from the BMA and locally

11.10 Questions and answers, followed by coffee and exhibition at 11.20

11.50 **Job planning, pay progression and clinical excellence awards**

Speaker to be announced

- developing Job Planning, pay progression and clinical excellence awards as an integrated process
- developing the annual Job Planning and appraisal cycle
- incorporating hard and soft objectives into the Job planning process
- how do you link with clinical excellence awards

12.20 **Dealing with difficult situations**

Dr Jenny King

Chartered Psychologist and Director

Edgecumbe Consulting Group Ltd

- managing difficult situations and conflicts
- resolving differences and negotiations: examples in practice
- the Job Planning mediation and appeals process
- managing additional NHS duties and external duties within the job plan
- ensuring consistency, fairness and setting SPA thresholds
- managing the reluctant participant and dealing with difficult situations in practice

13.00 Questions and answers, followed by lunch and exhibition at 13.10

14.00 **Negotiating the Job Planning contract: role play**

Becky Simpson and David Schaal

Playout Ltd

14.40 **Practical experiences of Job Planning: a clinical directors perspective**

Mr Martin De Bono

BAMM Board Member and Divisional Director

Children and Women's Services

Calderdale and Huddersfield NHS Trust

- Job Planning examples: practical examples and a clinical directors perspective
- changing job plans in light of service needs and outcomes/safety concerns
- Job Planning challenges and solutions

15.10 **QIPP and Job Planning: incorporating Job Planning into a business focussed directorate model**

Dr Steve Evans

Medical Director

Shrewsbury and Telford Hospital NHS Trust

BAMM Board Member

- linking with business planning
- developing a business focussed directorate model
- service line reporting and consultant contribution to income
- our approach: challenges and developments in Shrewsbury and Telford

15.40 Questions and answers, followed by tea and exhibition at 15.50

16.10 **From year to year – delivering annualised job plans and job plan reviews**

Mr Robert Talbot

Medical Director

Poole Hospitals NHS Foundation Trust

- developing and implementing job plan reviews
- agreeing the support needed to fulfil job plans
- from year to year: moving forward
- challenges and successes in Poole

16.40 **Moving from individual to team Job Planning and appraisal**

Dr David Scott

Chairman CCSC Medical Managers Sub-committee BMA

and Consultant Paediatrician and Responsible Officer

East Sussex Hospital NHS Trust

- why develop a whole team approach?
- the practicalities of implementing team based Job Planning: ensuring team Job Planning achieves team objectives and is not a time saving solution
- how to measure and collect useful information about team performance
- the implications and development of Job Planning: case studies in practice
- moving forward with Job Planning

17.10 Questions and answers, followed by close at 17.15

A Practical Guide to Successful Consultant Job Planning 2010

Tuesday 6 July 2010 76 Portland Place, London



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Venue
76 Portland Place, London, W1B 1NT. A map of the venue will be sent with confirmation of your booking.

Date
Tuesday 6 July 2010.

Conference fee

£365 + VAT (£428.88) for NHS, social care, private healthcare organisations and universities.

£300 + VAT (£352.50) for voluntary sector/charities.

£495 + VAT (£581.63) for commercial organisations.

£300 + VAT (£352.50) for BAMB and IHM members.

The fee includes lunch, refreshments and a copy of the conference handbook. VAT at 17.5%.

Group rates
A discount of 15% is available to all but the first delegate from the same organisation, booked at the same time, for the same conference.

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