**Job Planning Language – a guide to help organisations**

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| **Category** | **Category** | **Activity** |
| Direct Clinical Care | Individual Patient Attributable | IPA - Clinical Assessment (in any setting) |
| IPA - Clinical Treatment (in any setting) |
| IPA - MDT (specific patient) |
| IPA - Patient Administration (e.g. complex patient care planning) |
| IPA - Patient Home Visit |
| IPA - Telephone Triage or advice |
| IPA – Telephone virtual Consultation |
| IPA – working with a family or carer for patient |
| IPA - Triage |
| IPA – discharge planning meeting |
| IPA – ward based care |
| IPA – post discharge check |
| Non - Individual Patient Attributable | NIPA - Ward Round |
| NIPA – operational safe care meetings (i.e. bed meetings / SAFER staffing) |
| NIPA - Board Round |
| NIPA - MDT General Attendance |
| NIPA - Discussion with External Agency |
| NIPA – school visit / group classes |
| NIPA – case note writing |
| NIPA – sending and writing referrals |
| NIPA – Travel (to from patient home / clinics / around site ) |
| Supporting Professional Activities | | Clinical Governance Activity (i.e. responding to incidents / complaints) |
| Roster / job plan management |
| Clinical Service Management (e.g, staff 1:1s task and finish groups) |
| Continuous Professional Development |
| General Administration (including things like data inputting, updating spreadsheets) |
| Teaching |
| Training (including external and internal) |
| Mandatory Training |
| Research activity |
| Audit |
| Service Development |
| Supervision / Mentoring / preceptorship |
| Appraisal / Job planning - Appraiser and Appraisee |
| Travel |
| Additional NHS Responsibilities | | Representation at Professional Forum |
| Regional / system / national meetings |
| Union or trust representative roles |
| Teaching within Trust or externally |
| Travel |
| External Duties | | Funded Research |
| Secondment External Agency |
| Teaching Guest Lecturer |
| Travel |