

How do practices adopt the *Agenda for Change*?

What do we do first?

You must set up joint partnership arrangements with both management and staff representatives. Representatives from professional organisations or unions (eg the Royal college of Nursing [RCN]) may also be invited. You can do this within the practice, across a few like-minded practices, or with the primary care trust (PCT).

What next?

- *Review what the Agenda for Change (AfC) will mean for your practice. Select a lead person to read all relevant documents¹⁻³*
- *Discuss this with your current staff*
- *Talk to other practices wishing to do this and the PCT – they will have considerable experience to make the whole process easier*
- *Register your intent with NHS Employers at www.nhsemployers.org and your PCT human resources (HR) department*
- *Gain familiarity with the NHS Knowledge and Skills Framework (KSF)^{4,5}*
- *Update and review all job descriptions – working with the postholders to gain agreement*
- *Review and update all employment policies⁶*
- *Review current terms and conditions and consider how these are changed by the AfC (eg annual leave entitlement)*
- *Approach the PCT for training for both staff and managers to undertake the job evaluation process, matching to the KSF⁷*
- *Introduce or review your current appraisal system for staff to ensure that this is compatible with the KSF*
- *Match jobs to national profiles – check with the RCN (or other professional organisations) to see if this is possible*
- *If jobs cannot be matched they will need to undergo a local job evaluation process – the PCT HR department may be able to assist with this*
- *Individual staff must be approached to ensure that they are satisfied with the new arrangements (pay, terms and conditions)*
- *Transfer staff onto the new terms and conditions*

References

1. Department of Health. *Agenda for Change: What Will it Mean for You?* London: Department of Health; 2004.
2. Johnson J. 10 tips on moving to *Agenda for Change*. *Medeconomics* 2005; 32–33.
3. Department of Health. *Agenda for Change: NHS Terms and Conditions*. London: Department of Health; 2005.
4. Department of Health. *The NHS Knowledge and Skills Framework*. London: Department of Health; 2004. Available at: <http://www.dh.gov.uk/assetRoot/04/09/08/61/04090861.pdf>.
5. Department of Health. *The NHS Knowledge and Skills Framework and the Development Review Process*. London: Department of Health; 2004. Available at: <http://www.dh.gov.uk/assetRoot/04/09/08/61/04090861.pdf>.
6. Royal College of Nursing. *RCN Nurses Employed by GPs – RCN Guidance on Good Employment Practice*. London: Royal College of Nursing; 2005.
7. Department of Health. *NHS Job Evaluation Handbook*. 2nd Edn. London: Department of Health; 2004.