

# Job-analysis tool

Job analysis provides an objective basis for employing, evaluating, training and supervising people. Analysis of what is required will help to improve the efficiency of your practice.

Job analysis is a logical process to determine:

- *purpose – the reason for the job*
- *essential functions – the job duties that are critical or fundamental to the performance*
- *job setting – the work station and conditions where the essential functions are performed*
- *job qualifications – the minimal skills an individual must possess to perform the essential functions.*

A job analysis describes the job, not the person who fills it. This will require a person specification (see **Tool – Person specification for a GPN role**).

## How to conduct a job analysis

The following questions can help you to analyse each job in your practice.

### Purpose

- How will employing a general practice nurse (GPN) help you to meet the overall objectives of the practice?

### Essential functions

- What do you want the GPN to do? Check this against the competences listed in **Unit: Employment of general practice nurses**. Are these jobs that are recommended as work that can be undertaken by a GPN? Could some of these roles be performed by a health care assistant or does the role require a particularly advanced level of skill?
- What is the relationship between each task? Are clinical and evaluative functions linked?
- How much time do you expect will be spent on the job performing each particular function? Are the tasks performed less frequently as important to success as those done more frequently (eg audit)?
- Would removing a function fundamentally alter the job?
- What happens if a task is not completed on time?
- Confidentiality – list briefly the confidential matters or items that the GPN will be expected to handle
- What responsibility would the GPN have for resources (eg equipment, stock, materials, cash)?

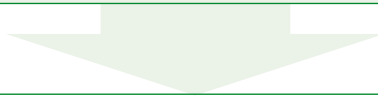
## Job setting

- Location – where are the essential functions of the job carried out?
- Organisation – how is the work organised for maximum safety and efficiency? How do workers obtain the necessary equipment and materials?
- Movement – what movement is required of employees to accomplish the essential functions of the job?
- Conditions – what are the physical conditions of the job setting (eg heat, noise, working with hazardous waste)? What are the social conditions of the job (works alone, works around others, works with the public, works under close supervision, works under minimal supervision, works under deadlines etc)?



## Worker qualifications

- What are the physical requirements (lifting, driving, cleaning etc)?
- What are the general skills needed for the job (eg ability to read, write succinctly in medical notes, have experience in certain areas of care)?
- What specific training is necessary? Can it be obtained on the job etc?
- What previous experience, if any, can replace or be substituted for the specific training requirements?



## How to use the job analysis

Once the job analysis has been completed you will be in a better position to:

- develop objective job-related interview questions
- write a current and detailed job description – job descriptions should be updated on a regular basis and a job analysis done if any of the factors outlined above have to be altered
- develop an appropriate person specification
- perform objective performance appraisals
- conduct personnel functions in a non-discriminatory manner