



Pay for occupational health nurses employed outside of the NHS

RCN guidance

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This publication contains information, advice and guidance to help members of the RCN. It is intended for use within the UK but readers are advised that practices may vary in each country and outside the UK.

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Foreword

Agenda for Change (AfC) is the new pay and careers modernisation package covering over one million workers employed by the National Health Service (NHS) across the UK. Implemented in October 2004 for all NHS staff, the changes contained within AfC impact on pay, grading, terms and conditions, and offer greater opportunities for personal development and an enhanced career pathway.

The NHS is the largest employer of registered nurses in the UK. As a consequence, the rates of pay and terms and conditions operating within the NHS have an effect on any employer of nurses.

While the RCN promotes the use of AfC for all nurses, regardless of where they work, it recognises that nurses employed by non-health and social care providers will want to look to AfC as a starting point for determining pay rates for registered nurses.

While occupational health nurses employed in industry may find AfC a useful benchmark or reference point, it will not be the only issue to consider when determining pay. If an employer has their own job evaluation scheme linked to a pay structure, then this should be the primary focus when considering an appropriate rate of pay. In these circumstances, the AfC system provides an external benchmark which allows both nurses, and their employers, to assess pay against the NHS pay system.

1 Introduction

Occupational health nurses work in a variety of settings, including industrial, commercial, voluntary and public sectors. All of these sectors are aware of NHS pay rates and conditions; some choose to pay below those rates, while others pay more. The RCN will continue to recommend that pay within the independent sector should be based on NHS rates as a minimum.

The RCN has produced an integrated career and competency framework for occupational health nursing. This is available for download from the RCN website at www.rcn.org.uk

The RCN believes that AfC, in conjunction with the integrated career and competency framework for occupational health nursing, provides a much more robust system for assessing job roles and worth relative to other nursing and non-nursing roles. As a consequence, the RCN no longer produces the *Job evaluation guidelines for occupational health nurses* (first issued in 1994).

The RCN is aware that there a number of occupational health nurses are paid on a range of different pay scales, and that their employers apply annual pay uplifts in line with RCN recommendations. The RCN will continue to make recommendations in relation to annual pay uplifts for nurses outside of the NHS.

About this guidance

This guide should be read by all occupational health nurses who are attempting to establish the correct level of their post. The guidance contains clear information on how roles can be defined as ‘competent’, ‘experienced’ or ‘expert’.

The guidance:

- outlines the AfC agreement and draws some comparisons with the previous clinical grading system, grading and terms and conditions
- considers the impact AfC will have on the different employment sectors
- outlines the process for making a pay claim.

2 What is *Agenda for Change*?

Agenda for Change (AfC) is a comprehensive pay and conditions package that has been negotiated and agreed between the Department of Health, the NHS Confederation, and health service unions, including the RCN.

The AfC encompasses:

- job evaluation
- a new pay structure, including a move from pay grades to pay bands; there are nine pay bands in total
- the retention of the pay review body system for determining annual pay rises
- harmonised terms and conditions of employment, including recruitment and retention premia, high cost area allowances and increased annual leave
- career and pay progression, delivered by the NHS *Knowledge and skills framework* (KSF)

2.1 Job evaluation

The job evaluation scheme has been developed specifically for the NHS by employers and staff and is supported by independent experts in the field.

Underpinned by the principle of equal pay for work of equal value, its aim is to ensure that all staff receive a fair reward for the work they do and the responsibilities they have. In practice this means that it is the post (job) that is graded, rather than an individual employee. An objective point score is determined, and this matches a particular job to a pay band. Jobs of a similar score (sometimes referred to as ‘job weight’) are brought together into a common band.

NHS jobs have been evaluated and assimilated into these new pay bands using nationally agreed ‘job profiles’. Job profiles have been developed from a number of similar posts that have been evaluated on a national basis, and a pay band identified for them. Each profile includes a rationale that describes the evaluation decision, job factor by job factor. More

information and examples of nursing profiles are available by visiting the NHS Employers website at www.nhsemployers.org/pay-conditions/agenda-for-change.cfm

Samples of nursing profiles can be found in Appendix 1 of this publication.

2.2 Pay structure

There are nine pay bands that apply to registered nurses. AfC does not apply to very senior managers (generally executive level posts); where posts are at this level in the NHS, pay is set using the *Pay framework for very senior managers in strategic and special health authorities, primary care trusts and ambulance trusts*, which is available from the Department of Health website at www.dh.gov.uk/en/Publicationsandstatistics

Each of the nine pay bands contain several incremental points, and it is expected that staff will progress upwards by one pay point each year until they reach the top point. The following example provides an outline of some roles, together with the corresponding pay bands consistent with the *Occupational health nurse competency framework*, as at 1 November 2007:

Competent/specialist nurse with post registration occupational health qualification	AfC pay band 6 £23,458 - £31,779
Experienced/advanced nurse	AfC pay band 7 £28,313 - £37,326
Expert/nurse consultant	AfC pay bands 8a,b,c,d £42,064 - £90,607

The full AfC pay scales are available to download at www.rcn.org.uk/support

2.3 Pay review body

Annual uplifts in pay for AfC staff will continue to be considered by the independent pay review body and will become effective from 1 April every year. New pay rates and recommended pay uplifts will be published on the RCN web site.

2.4 Terms and conditions

As well as pay rates, AfC also sets out the terms and conditions of employment for NHS staff. The key points relating to terms and conditions include those relating to hours of work, unsocial hours and overtime payments, annual leave, and high cost area allowances.

Hours of work

All full time NHS staff have a working week of 37.5 hours, excluding meal breaks.

Unsocial hours and overtime payments

Where work is undertaken (within the normal working week) in the evenings, at night, weekends or on bank holidays, a premium is paid. It may be the case that your current pay 'consolidates' payments for unsocial hours (USH) or overtime working. If this is not the case, the rates applicable in the NHS are as follows for registered nurses:

Pay band	Any time on Saturday (midnight to midnight) and any week day after 8 p.m. and before 6 a.m.	All time on Sundays and public holidays (midnight to midnight)
5 – 9	Time plus 30%	Time plus 60%

Annual leave

Length of service	Annual leave and public holidays
On appointment	27 days and 8 days
After five years' service	29 days and 8 days
After ten years' service	33 days and 8 days

High cost area allowances

These replace the previous London weighting system. Allowances are calculated on basic pay, but are subject to a minimum and maximum level of extra pay as follows:

2007/08	% of basic pay	Minimum	Maximum
Inner London	20	£3,468	£5,779
Outer London	15	£2,890	£4,045
Fringe	5	£867	£1,503

2.5 Career and pay progression

Under AfC every member of staff has an annual development review, which will include an appraisal and development review against the NHS *Knowledge and skills framework* (KSF), and the KSF outline for their post.

If you are a member of the RCN and would like help to develop your portfolio – including logging your achievements, learning and evidence – visit the RCN's Learning Zone at www.rcn.org.uk

3 Making a pay claim or requesting a job re-evaluation

It may be the case that you believe that your present rate of pay does not reflect adequately the responsibility and scope of your role. If this is the case, you are able to ask your employer to have your pay increased. This can be done in a number of ways; you might just ask for a 'pay rise', in other words request a specific increase either in cash or percentage terms. Alternatively, you can argue that your present role is underpaid, relative to other similar roles either in your employment, industry or in a comparative industry (for example, the NHS). This latter approach is essentially requesting that your present role is re-evaluated. It is more likely that an employer will want to have clear objective reasons for uplifting pay, and this latter approach of asking for your role to be reviewed may make it easier for them to understand the logic of your claim and provide justification for any pay increase.

3.1 The first stage

The first stage is to benchmark your current role against:

- the RCN *Competency framework for occupational health nurses*
- NHS AfC job profiles and pay bands
- other occupational health roles in industry
- other equivalent roles within your organisation, for example, general management /HR/finance roles, specialist health and executive roles.

Considering all, or some, of the above will give you an indication of the level of salary your role should attract.

If you believe that a male comparator (with the same employer) is paid more than you for the same work or work rated as equivalent, then you might be able to make an equal pay claim against your employer. If you think that this is likely, you should discuss the issue with your local RCN office.

You should be aware that in asking for an increase in pay you should take into consideration any ‘non pay’ benefits that you receive. For example, you might be aggrieved that someone has an annual salary of £5, 000 more than you for undertaking work of the same value. However, they might not have access to the same pension arrangements as you, or you might be paid overtime or unsocial hours on top of your basic while they have these items consolidated into their basic pay. When you come to compare your pay, and terms and conditions, it is important to understand the full benefits you and your comparator receive.

3.2 Benchmarking against AfC

The RCN website identifies NHS national ‘job profiles’. These profiles indicate the key parts of a nursing role, as matched against the job evaluation scheme. Job profiles should not be used as literal translations of jobs, but should be used as a mechanism which identifies broad responsibilities, knowledge, and skills levels.

Once you have identified a job profile that broadly reflects your role, you will then be able to find the appropriate pay band. Be aware that the job profile that fits your role may not be one contained in the ‘nurse family’.

Having identified the appropriate profile, you will find the profile indicates an appropriate pay band which provides a range of increments. To identify the increment which is relevant to you, you need to transpose your current pay rate onto the AfC pay band. If your current rate falls between two incremental points, the relevant point for this purpose is the higher increment.

3.3 Benchmarking against occupational health roles in industry

Your research should include browsing job advertisements, trade and health journals and getting access to job descriptions and pay scales. You should be benchmarking against jobs

which have similar job responsibilities, and are within similar and comparable organisations.

3.4 Benchmarking against equivalent jobs within your organisation

Equal pay for work of equal value is concerned with ensuring that jobs of equal 'weight' or responsibility within an organisation are valued and paid equally (unless there are clear objective reasons why this should not be the case). It is therefore important, in terms of making any argument for a pay increase, that you are aware of what other jobs within your organisation are paid and to have some understanding as to why.

The RCN is aware that many organisations have a policy of pay confidentiality and this will make benchmarking internally much more difficult. You may be able to make an assessment based on recent job advertisements. Do remember that comparators may include non-nursing jobs – occupational health nurses in industry have had successful equal pay claims where they have compared their roles with personnel officer roles. You might also be aware that people operating at the same level as you have access to higher pay, a 'better' employment package, different pension arrangements, and so on. All of these issues are 'pay' for the purposes of equal pay legislation.

In order to make an effective argument, you need to present your claim in a concise manner with clear rationale. Identify firstly why you believe your role is undervalued, and then make an argument as to why the grade/band of your role should be uplifted.

The RCN will continue to make cost of living recommendations for all nurses, wherever they may work. These will be published on the RCN website: www.rcn.org.uk

As a minimum any pay claim or application for re-evaluation should include full details of:

1. An outline of your current role and its responsibilities.
2. The salary for your role and associated 'pay package'.
3. Information on other roles that you have 'benchmarked' and the salaries associated with them.
4. A clear statement why your role should have an uplift in pay, and why or why your role should be re-evaluated to a higher grade/band.

4 Conclusion

The RCN strongly recommends that:

- occupational health pay rates should be based at a minimum on those within the NHS for comparable roles; nurses with a post registration nursing qualification in occupational health nursing should be paid as a minimum equivalent to AfC pay band 6
- every employer of nurses should consider the impact of AfC on their ability to recruit and retain nursing staff
- employers outside the NHS should use AfC as benchmark for the terms and conditions of employment for nursing staff

- all nurses should receive an annual cost of living increase equivalent to that recommended by the *Agenda for Change* pay review body.

5 Further information

Visit the RCN website at www.rcn.org.uk, or the NHS Employers website at www.nhsemployers.org.uk, for more information including:

- a job evaluation handbook
- job profiles
- guidance on the NHS *Knowledge and skills framework* (KSF)
- comprehensive details of the pay scales, and terms and conditions of employment.

6 Resources

You may also find the following RCN publications useful. These are available to members by calling RCN Direct on 0845 772 6100. Alternatively, they can be downloaded from the RCN website at www.rcn.org.uk

Royal College of Nursing (2005), *NHS knowledge and skills outlines for nursing posts – RCN guidance for nurses and managers in creating KSF outlines in the NHS*. London: RCN.

Royal College of Nursing (2006), *Discussing and preparing evidence for your first personal development review. Guidance for RCN members on the NHS Knowledge and Skills Framework*. London: RCN.

Appendix 1: NHS job profiles

The following NHS job profiles might be of interest. Further examples can be accessed through the NHS Employers website at www.nhsemployers.org/pay-conditions

Remember, the job profile that best fits your role may not be in the ‘nursing family’.

Profile Label:

Nurse Specialist

Current Job Titles:

Specialist Nurse, Senior Staff Nurse, Nurse Specialist

Job Statement:

1. Assesses patients, plans, implements care, provides specialist advice; maintains associated records
2. Carries out specialist nursing procedures e.g. symptom, toxicity management
3. Provides clinical supervision to other staff, students
4. May undertake research, lead clinical audits in own specialist area

Factor	Relevant Job Information	JE Band
1.Communication & Relationship Skills	Provide and receive complex, sensitive/ highly complex, sensitive or contentious information, barriers to understanding Communicates sensitive/ highly sensitive condition related information to patients, relatives, empathy, reassurance	4 (a)- 5(a)
2.Knowledge, Training & Experience	Specialist knowledge across range of procedures, underpinned by theory Professional knowledge acquired through degree supplemented by diploma level specialist training, experience, short courses	6
3.Analytical & Judgemental Skills	Complex facts or situations, requiring analysis, interpretation, comparison of a range of options Skills for assessing & interpreting specialist acute & other patient conditions, appropriate action	4
4.Planning & Organisational Skills	Plan and organise straightforward activities, some ongoing Organises own specialist workload	2
5.Physical Skills	Highly developed physical skills, accuracy important; manipulation of fine tools, materials Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures	3(b)
6.Responsibility for Patient/Client Care	Develop specialised programmes of care/ care packages; provide highly specialised advice concerning care Assesses, develops & implements specialist nursing care programmes; advises patients, relatives	6(a) (c)
7.Responsibility for Policy/Service Development	Implement policies and propose changes to practices, procedures for own area Contributes to development of specialist protocols	2
8.Responsibility for Financial & Physical Resources	Personal duty of care in relation to equipment, resources; maintain stock control Safe use of equipment/ orders specialist supplies	1-2(c)
9.Responsibility for Human Resources	Day to day supervision; professional/ clinical supervision Allocates work to support staff; provides clinical supervision to other staff, students	2(a)(b)
10.Responsibility for Information Resources	Records personally generated information Updates patient/client records	1
11.Responsibility for Research & Development	Undertake surveys or audits, as necessary to own work/ regularly undertakes R&D; clinical trials May undertake / undertakes research, clinical trials, lead clinical audit in own area	1-2 (a) (b)
12.Freedom to Act	Clearly defined occupational policies, work is managed rather than supervised/ broad occupational policies Accountable for own professional actions: not directly supervised/ lead specialist	3 - 4
13.Physical Effort	Frequent sitting or standing in a restricted position; occasional moderate effort for several short periods Walks, stands most of shift; occasionally moves, manoeuvres patients	2 (a)(d)
14.Mental Effort	Frequent concentration, work pattern predictable Concentration on patient assessments, injections; schedule of visits	2(a)
15.Emotional Effort	Occasional/frequent distressing/highly distressing circumstances Deals with distressed relatives, care of terminally ill/ deals with consequences of terminal illness	2(a)/ 3(a) (b)- 4 (b)
16.Working Conditions	Frequent unpleasant, occasional/frequent highly unpleasant conditions Smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags	3(a)(b)- 4(b)
JE Score/Band	JE Score: 407-465	Band 6

Profile Label:

Nurse Advanced

Current Job Titles:

Lead Specialist, Clinical Nurse Specialist, Senior Specialist Nurse

Job Statement:

1. Assesses patients, plans, implements care in hospital, community or other settings, provides specialist advice; maintains associated records
2. Lead specialist in a defined area of nursing care
3. Provides specialist education and training to other staff, students
4. Undertakes research and leads clinical audits in own specialist area

Factor	Relevant Job Information	JE Level
1.Communication & Relationship Skills	Provide and receive highly complex, sensitive information, barriers to understanding Communicates very sensitive, complex condition related information to patients, relatives, empathy, reassurance	5(a)
2.Knowledge, Training & Experience	Highly developed specialist knowledge, underpinned by theory and experience Professional knowledge acquired through degree/diploma supplemented by specialist training, experience, short courses to master's level equivalent	7
3.Analytical & Judgemental Skills	Complex facts or situations, requiring analysis, interpretation, comparison of a range of options Skills for assessing & interpreting specialist acute & other patient conditions, appropriate action	4
4.Planning & Organisational Skills	Plan and organise complex activities, programmes, requiring formulation, adjustment Plans specialist nursing service provision, including education & training	3
5.Physical Skills	Highly developed physical skills, accuracy important; manipulation of fine tools, materials Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures	3(b)
6.Responsibility for Patient/Client Care	Develop specialised programmes of care/ care packages; provide highly specialised advice concerning care Assesses, develops & implements specialist nursing care programmes; advice to patients, relatives	6(a) (c)
7.Responsibility for Policy/Service Development	Propose policy or service changes, impact beyond own area Develops protocols for specialist area, impact on other disciplines	3
8.Responsibility for Financial & Physical Resources	Personal duty of care in relation to equipment, resources/ maintain stock control; authorised signatory, small payments Personal duty of care/ orders specialist supplies; authorises overtime, agency nurse payments	1-2(c) (d)
9.Responsibility for Human Resources	Teach/deliver core training, range of subjects Provides specialist training & education	3(c)
10.Responsibility for Information Resources	Records personally generated information Updates patient/client records	1
11.Responsibility for Research & Development	Regularly undertakes R&D activity / R&D activities as major job requirement Undertakes research, leads clinical audit in own area	2(a)-3
12.Freedom to Act	Broad occupational policies Accountable for own professional actions, lead specialist for defined area	4
13.Physical Effort	Combination of sitting, standing, walking/ occasional moderate effort for several short periods Moves, manoeuvres patients	1-2(d)
14.Mental Effort	Frequent concentration, work pattern predictable Concentration on patient assessments, injections, schedule of visits	2(a)
15.Emotional Effort	Occasional highly distressing or emotional circumstances Imparts news of terminal illness, bereavement	3(b)
16.Working Conditions	Frequent unpleasant, occasional/frequent highly unpleasant conditions Smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags	3(a)(b)/4 (b)
JE Score/Band	JE Score: 511-537	Band 7

Profile Label:

Nurse Team Manager

Current Job Titles:

Ward Manager, Sister, Charge Nurse, Clinical Manager

Job Statement:

1. Assesses patients, plans, implements care, provides advice; maintains associated records
2. Carries out nursing procedures
3. Manages staff, including appraisal, rotas, recruitment & selection; supervises students
4. May hold and manage budget

Factor	Relevant Job Information	JE Level
1.Communication & Relationship Skills	Provide and receive complex, sensitive/ highly complex, sensitive or contentious information, barriers to understanding Communicates sensitive/ highly sensitive condition related information to patients, relatives, empathy, reassurance	4(a)-5(a)
2.Knowledge, Training & Experience	Specialist expertise across range of procedures, underpinned by theory Professional knowledge acquired through degree/ diploma supplemented by specialist clinical, managerial training	6
3.Analytical & Judgemental Skills	Complex facts or situations, requiring analysis, interpretation, comparison of range of options Skills for managing patient admissions & discharges, assessing & advising patients, relatives in crisis situations	4
4.Planning & Organisational Skills	Plan and organise complex activities, programmes, requiring formulation, adjustment Plans work of team, staff training, rosters, short term cover – adjusts to cover emergencies	3
5.Physical Skills	Highly developed physical skills, accuracy important, manipulation of fine tools, materials Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures	3(b)
6.Responsibility for Patient/Client Care	Develop programmes of care, care packages/ specialist programmes of care, care packages; provide specialist advice concerning care Assesses, develops & implements nursing care programmes/ specialist nursing care programmes; provides specialist advice	5(a) – 6 (a) (c)
7.Responsibility for Policy/Service Development	Implement policies and propose changes to practices, procedures for own area/ impact beyond own area Contributes to policy and practice changes arising from e.g. audits, complaints/ contributes to policies with impact on other areas	2-3
8.Responsibility for Financial & Physical Resources	Authorised signatory; hold delegated budget/ budget holder for department, service Authorises overtime for nursing and support staff; holds delegated budget/ holds budget	3(a) (d) - 4(a)
9.Responsibility for Human Resources	Line manager for single function or department Allocates duties to nursing staff, care assistants, undertakes appraisals, recruitment & retention, staff development	4(a)
10.Responsibility for Information Resources	Records personally generated information Maintains patient records	1
11.Responsibility for Research & Development	Undertake surveys or audits, as necessary to own work/ regularly undertakes R&D activity; clinical trials; equipment testing, adaptation May undertake/ undertakes R&D activity; clinical trials; equipment testing	1-2(a) (b)(c)
12.Freedom to Act	Broad occupational policies Accountable for own professional actions, manages ward	4
13.Physical Effort	Occasional/ frequent moderate effort for several short periods Moves, manoeuvres patients from bed to chair, wheels patients	2(d)-3(c)
14.Mental Effort	Frequent concentration, work pattern unpredictable Concentration on patient-related activities; unpredictable patient, staff demands	3(a)
15.Emotional Effort	Frequent distressing or emotional circumstances; occasional/ frequent highly distressing circumstances Cares for terminally ill/ discusses patient prognosis with patient, relatives	3(a)(b)-4(b)
16.Working Conditions	Frequent unpleasant, occasional/frequent highly unpleasant conditions Smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags	3 (a) (b)-4(b)
JE Score/Band	JE Score: 469 – 536	Band 7

Profile Label:
Job Statement:

Modern Matron

1. Manages and provides leadership for ward managers and specialist nurses/midwives and other staff
2. Ensures patient/client/carer involvement in development of services and standards of cleanliness
3. Provides specialist education and training to other staff
4. Maintains compliance with, and develops, policies, procedures and guidelines.

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information, agreement or co-operation required; present complex, sensitive or contentious information to large groups Communicates service-related information to senior managers, staff, patients, carers, external agencies: requires negotiating, persuasive, motivational, reassurance skills; gives formal presentations	5(a) (b)
2. Knowledge, Training & Experience	Highly developed specialist knowledge, underpinned by theory and experience Professional knowledge acquired through degree/diploma supplemented by specialist training or equivalent experience to master's level equivalent	7
3. Analytical & Judgemental Skills	Complex facts or situations requiring analysis, interpretation, comparison of a range of options Skills for analysis of `service, patient /client, organisational, staffing issues	4
4. Planning & Organisational Skills	Plan and organise broad range of complex activities, formulates, adjusts plans or strategies Planning of strategies which impact across the service, business planning. Strategies for infection control	4
5. Physical Skills	Physical skills obtained through practice/ developed physical skills, manipulation of people, narrow margins for error; highly developed physical skills, accuracy important; manipulation of fine tools or materials Driving, keyboard skills/ skills needing accuracy and/ or speed required for relevant professional practice	2-3(a) (b)
6. Responsibility for Patient/Client Care	Provide highly specialised advice concerning care; accountable for delivery of subdivision of service Delivers highly specialised advice on care and training; accountable for service delivery	6(c) (d)
7. Responsibility for Policy/Service Development	Responsible for policy implementation & development of a service Develops and implements policies; may be involved in development of trust policies	4
8. Responsibility for Financial and Physical Resources	Authorised signatory for financial payments; responsible for the purchase of some physical assets; monitors budgets Signs off expenses; orders office supplies; oversees management of budget e.g. for domestic services	3(a) (b) (c)
9. Responsibility for Human Resources	Line manager for a single function or department; teach, devise training and development programmes, major job responsibility Manages staff, including recruitment, development, performance; devises training packages and teaches other groups of staff.	4(a) (b)
10. Responsibility for Information Resources	Record personally generated information Updates records	1
11. Responsibility for Research & Development	Undertakes surveys or audits, as necessary to own work Undertakes audits of complaints, clinical incidents; trials of equipment	1
12. Freedom to Act	General policies, need to establish interpretation Responsible for establishing how policies should be interpreted	5
13. Physical Effort	Combination of sitting, standing, walking/ frequent light effort for short periods; occasional moderate effort for several short periods Light physical effort/ effort required for clinical duties	1-2 (b)(d)
14. Mental Effort	Frequent concentration, work pattern un predictable Concentration for writing reports, meetings, patient/client assessment, interruptions to deal with service issues	3(a)
15. Emotional Effort	Occasional distressing/highly distressing or emotional circumstances Deals with staff problems, patient complaints, conveys unwelcome news/unexpected deaths	2-3(b)
16. Working Conditions	Occasional /frequent unpleasant; occasional highly unpleasant exposure to unpleasant conditions Conditions related to clinical duties	2(a)-3(a) (b)
JE Score/Band	JE Score 551-579	Band 8a

Profile Label:

Nurse Consultant

Current Job Titles:

Consultant Nurse, Clinical Nurse Specialist, Lead Nurse

Job Statement:

1. Provides expert professional advice to patients, carers and colleagues
2. Undertakes research in a specialist area
3. Provides education and training to other staff, students
4. Ensures the maintenance of clinical excellence

Factor	Relevant Job Information	JE Level
1. Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information; barriers to understanding/present complex information to large groups Communicates very sensitive, complex condition related information to patients, relatives, empathy, reassurance required; presents specialist information to large groups of staff	5 (a)/ 5 (b)
2. Knowledge, Training & Experience	Highly developed specialist knowledge, underpinned by theory and experience Professional knowledge acquired through degree/diploma supplemented by specialist training, experience, short courses, to master's level equivalent	7
3. Analytical & Judgemental Skills	Complex/highly complex facts or situations, requiring analysis, interpretation, comparison of a range of options. Makes operational judgements, manages conflicting views/ reconciles inter and intra professional differences of opinion	4/5
4. Planning & Organisational Skills	Plan and organise complex activities, programmes, requiring formulation, adjustment Plans specialist nursing service provision, including education & training	3
5. Physical Skills	Highly developed physical skills, accuracy important, manipulation of fine tools, materials/ highly developed skills, high degree of precision Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures/ undertakes suturing, endoscopies	3 (b) - 4
6. Responsibility for Patient/Client Care	Develop highly specialised programmes of care, care packages; provide highly specialised advice concerning care Develops & implements of specialist care packages; provide clinical advice in specialist area	6 (a) (c)
7. Responsibility for Policy/Service Development	Propose policy or service changes, impact beyond own area / responsible for policy implementation, development for a service Develops protocols for specialist area, impact on other disciplines/ develops policies for specialist service	3-4
8. Responsibility for Financial & Physical Resources	Personal duty of care in relation to equipment, resources/ safe use of equipment other than equipment used personally; authorised signatory, small payments/ authorised signatory; holds delegated budget Personal duty of care/ responsible for ensuring the safe use of specialist equipment; authorised signatory for overtime payments/ delegated budget holder for specialist budget	1/ 2(b)(d) / 3 (a) (d)
9. Responsibility for Human Resources	Teach, deliver core training, range of subjects/ teach, devise training and development programmes, major job responsibility Provides specialist training & education/ develops education programmes	3 (c) – 4 (b)
10. Responsibility for Information Resources	Records personally generated information Maintains patient/client records, records research results	1
11. Responsibility for Research & Development	R&D activities as major job requirement/ co-ordinate, implement R & D activity as job requirement/ initiate, develop R & D activities Conducts research in specialist area/member of audit, research steering group developing trust wide research	3/4/5
12. Freedom to Act	General policies, need to establish interpretation Responsible for establishing how policies should be interpreted	5
13. Physical Effort	Occasional moderate effort for several short periods Moves, manoeuvres patients	2 (d)
14. Mental Effort	Frequent concentration, work pattern unpredictable Concentration for patient care; interruptions for patient, staff needs	3 (a)
15. Emotional Effort	Frequent distressing or emotional circumstances; occasional/ frequent highly distressing or emotional circumstances Works with terminally ill patients/ imparts unwelcome news to staff, patients	3 (a) (b) / 4
16. Working Conditions	Occasional/frequent exposure to highly unpleasant conditions Body fluids, faeces, vomit, smells and foul linen	3 (b)- 4(b)
JE Score/Band	JE Score: 542-650	Band 8A/8B/ 8C

Profile Label: Nurse / Midwife Consultant Higher Level

Job Statement:

1. Provides expert professional advice to patients/clients, carers and staff
2. Responsible for service development/redesign in own area of expertise
3. Undertakes clinical audit, research in a specialist field
4. Provides education and training to other staff, students: may develop or contribute to development of specialist training, education programmes in own field
5. Ensures the maintenance of clinical excellence

Factor	Relevant Job Information	JE Level	JE Score
1. Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information; barriers to understanding/present complex information to large groups Communicates very sensitive, complex condition related information to patients, relatives, empathy, reassurance required; highly complex service information at board level; presents specialist information to large groups of staff	5 (a) / 5 (b)	45
2. Knowledge, Training & Experience	Advanced theoretical and practical knowledge Professional knowledge acquired through degree/diploma supplemented by specialist training, experience, short courses, to doctorate level or equivalent	8	240
3. Analytical & Judgemental Skills	Highly complex facts or situations, requiring analysis, interpretation, comparison of a range of options. Reconciles inter and intra professional differences of opinion, judgements on complex clinical issues	5	60
4. Planning & Organisational Skills	Plan and organise broad range of complex activities, requiring formulation, adjustment of plans, strategies/ formulate long-term strategic plans, involving uncertainly, impact across the whole organisation Responsible for service development, education, training in specialist field/ strategic planning for specialist service for region, impacting on external agencies	4-5	42-60
5. Physical Skills	Highly developed physical skills, accuracy important, manipulation of fine tools, materials/ highly developed skills, high degree of precision Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures/ undertakes suturing, endoscopies	3 (b) - 4	27-42
6. Responsibility for Patient/Client Care	Develop highly specialised programmes of care, care packages; provide highly specialised advice concerning care; accountable for direct delivery of sub-division of clinical care Develops & implements of specialist care packages; provide clinical advice in specialist area; accountable for specialist area of nursing/midwifery	6 (a) (c) (d)	39
7. Responsibility for Policy/Service Development	Responsible for policy implementation, development for a service Develops and implements policies for specialist service	4	32
8. Responsibility for Financial & Physical Resources	Safe use of equipment other than equipment used personally; authorised signatory, small payments/ authorised signatory; holds delegated budget Responsible for ensuring the safe use of specialist equipment and advising budget holders on best value purchasing; authorised signatory / delegated budget holder for e.g. training	2(b)(d)/ 3(a)(d)	12-21
9. Responsibility for Human Resources	Teach, deliver core training, range of subjects/ teach, devise training and development programmes, major job responsibility Provides specialist training & education/ develops education programmes	3 (c) – 4 (b)	21-32
10. Responsibility for Information Resources	Record personally generated information Maintains patient/client records, records research results	1	4
11. Responsibility for Research & Development	R&D activities as major job requirement/ co-ordinate, implement R & D activity as job requirement/ initiate, develop R & D activities Conducts research in specialist area/member of audit, research steering group developing trust wide research	3/4/5	21-32-45
12. Freedom to Act	General policies, need to establish interpretation Responsible for establishing how policies should be interpreted for specialist area	5	45
13. Physical Effort	Occasional moderate effort for several short periods Moves, manoeuvres patients	2 (d)	7
14. Mental Effort	Frequent concentration, work pattern unpredictable Concentration for patient/client care; interruptions for urgent patient/client, staff needs	3 (a)	12
15. Emotional Effort	Frequent distressing or emotional circumstances; occasional/ frequent highly distressing or emotional circumstances Works with critically and/or terminally ill patients/clients/ imparts unwelcome news to staff, patients/clients	3 (a) (b) / 4	18-25
16. Working Conditions	Occasional/frequent exposure to highly unpleasant conditions Body fluids, faeces, vomit, smells and foul linen	3 (b)-4(b)	12-18
JE Score/Band		Band 8c-9	637-727