

Employment – evaluation by a general practice employer

- **Set out the outcomes you expect or aspire to:**
 - eg the job description of the general practice nurse (GPN) covers their current role and individual responsibilities and is reviewed and revised as appropriate at their annual appraisal as a matter of course. The GPN's contract matches their job description. The GPN thus understands what is required of them in their role, which contributes to their job satisfaction.
- **Describe your objectives for this evaluation:**
 - eg to assess how well the job description covers the GPN's current role and responsibilities and consider how the process for revising the job description is working to reflect the gain in their knowledge and skills as they take on new tasks.
- **Method(s):**
 - complete all or part of sections **A, B** and/or **C** of this Tool to evaluate your employment of GPNs in respect of their job description and your appraisal processes. This is a self-assessment and your perspective might be biased, or you might not know what standards to expect. So it will be best if you compare your answers to the questions below with the responses to similar questions completed by your GPN or your primary care trust (PCT).

A. What do the job description and contract cover?

Compare your GPN job description with one of our model examples in [Tool – Job descriptions for GPN roles](#). Does it include the following:

- basic details as to: title, location, grade, hours, accountability, responsibility to, job purpose?
- an organisational chart?
- primary duties?
- areas of individual responsibilities – clinical nursing practice?
- areas of individual responsibilities – health promotion?
- areas of individual responsibilities – management or leadership of others?
- areas of individual responsibilities – management of resources including information technology (IT)?
- working conditions?
- terms and conditions of service?
- training and personal development?
- person specification?
- a date at which job description agreed?

Compare your GPN job contract with our model example in **Tool – Example of a contract of employment for GPNs**.

Does it include sections on:

- job title?
- hours worked?
- continuity of employment?
- location?
- salaries?
- leave entitlement?
- absence from work?
- sick pay?
- medical evidence of fitness to work?
- compassionate leave?
- maternity leave and pay?
- superannuation?
- retirement age?
- termination of employment?
- health and safety at work?
- training?
- disciplinary and grievance procedures?

B. How did the process of drawing up and issuing the job description and job contract work out?

Have you:

- matched the contents of the job description and job contract for the same GPN exactly?
- discussed the relevance and accuracy of the job description of the GPN at their review or appraisal, and updated it according to the knowledge, skills and new responsibilities that they have gained since the last review?
- undertaken an annual personal review or appraisal of the GPN incorporating the job description alongside their personal development plan, as a routine?

C. What was the outcome of your employment of the GPN?

Assess how attractive the practice is as an employer of GPNs. Turn to

Tool – Terms and conditions of employment: what should GPNs look for? and check if you can verify that you are meeting the components of good employer practice described there for:

- image and reputation
- training and education opportunities
- employment conditions
- good human resources practices
- individual performance review
- promotion and development opportunities
- communication.
- does an audit show that you are undertaking the tasks, roles and responsibilities that are part of good employment practice in a consistently competent manner?
- can you show that the GPNs who remain working with the practice have good job satisfaction (eg you could find out through discussion with their clinical supervisor or at their annual appraisal session)?

Conclusion

If things are going well, you will have answered 'yes' to nearly every question in each of sections **A**, **B** and **C**. Discuss any questions to which you have answered 'no' with others in your management team or with the general practice employers and see if things can be improved for your practice staff.