Step Guide
Day Centre Deputy Profile (Band 6)

This step guide will help you to understand and use the national profile identified in the RCN "KNOW YOUR WORTH: re-banding the nursing workforce within the NHS" guidance document. This guidance provides detailed information about the various stages to get through a job evaluation review, where you can substitute the step guide below at pages 13-14 of that document. The step guide works through each factor systematically to identify where there may be gaps in your current job information to match it to the profile. As profiles can have multiple options per factor, the guide will focus on the highest option.

You will need to identify the level your job has reached for each of the 16 factors using this guide, so will therefore need a copy of your existing Matched Job Report (MJR) which details how your post was originally assessed. Understanding the original assessment is an important piece of the jigsaw, it will help you understand what gaps in information there may be and help you focus on these areas to update the job information.

The profile can be found on the NHS Employers website in the "Personal social services" family, "Residential and day care" sub-family.

First step is to check that the job statement at the top of the profile does align to your job, it doesn't need to be exact just a good fit. The statement for the Day Centre Deputy profile is:

1. Responsible for ensuring day care services meet assessed need
2. Co-ordinates the planning and implementation of care
3. Manages the staff team and support services facilities
4. Contributes to the formulation of a facility budget

As you answer the standard question for each factor, you start to build a list of where your current job information would require strengthening to meet the national profile. Your application will be stronger when you have more examples of where your knowledge, responsibilities and skill meet the standard required in each factor. Every factor counts, and it is your responsibility to represent your role accurately.

Where you answer:

- **"yes"** your job information may already be sufficient to match the required level. You can, and should, strengthen this description if it does not accurately represent your role.
- **"no"** your job information may need strengthening in this area, then provides prompts to think about how your job information could be improved.

Factor 1 – Communications and relationships skills Does your MJR score level 4 or above? Think about: The type of communication you provide and receive which is complex or sensitive or where there are barriers to understanding. You might have to be persuasive or motivational or use training skills. This could be for example where you are communicating with clients or their relatives about client welfare or staff about organisational issues.
Factor 2 – Knowledge, training and experience Does your MJR score level 6 or above? Think about: How you would explain to someone with the relevant professional degree (or equivalent) what additional specialist training, qualifications, competencies and experience they need to become fully competent in the role. For example, this may include through competency pathways such as structured preceptorship; through attainment of a Qualification in Specialism (QIS); a programme of short course alongside practical experience to consolidate the knowledge.

Factor 3 – Analytical and judgemental skills
Does your MJR score level 3 or above?
Think about: The types of judgements you make in situations requiring you to analyse a range of facts. For example, this could be client related decisions or staffing levels where you're assessing risk with reference to other professionals.

Factor 4 – Planning and organisational skills
Does your MJR score level 3 or above?
Think about: The types of planning you undertake. An example at this level would be co-ordinating the activities of a multi-disciplinary team, where you might plan or organise complex activities or programmes. This could require adjustment of plans when circumstances change as well as formulating them initially, such as staff cover, emergencies, changing client needs and support services.

Factor 5 – Physical skills
Does your MJR score level 3 or above?
Think about: The skills required to perform your duties. Examples at this level would be more developed physical skills, such as those required during restraint or physical intervention where recognised techniques are deployed.

Factor 6 – Responsibility for patient/client care
Does your MJR score level 5 or above?
Think about: The type of care programmes or packages you develop, such as where you're responsible for ensuring quality of care and assessment of client need, or where you're responsible for safe delivery of care services.

Factor 7 – Responsibility for policy/service development
Does your MJR score level 2 or above?
Think about: How you get involved in the development of local policies or protocols and whether you have any responsibility for putting into practice a new or revised policy, for example ensuring junior staff and students are aware of and adhere to them.

Factor 8 – Responsibility for financial & physical resources
Does your MJR score level 4 or above?
Think about: Your financial responsibilities where you're a budget holder. This could be holding a delegated centre budget. You might decide how resources are allocated such as equipment, facilities or other resources and are accountable for expenditure.

Factor 9 – Responsibility for human resources
Does your MJR score level 4 or above?
Think about: The responsibility and formal relationship you have for other staff, such as managing a team. There should be detail to explain your involvement during employee relations processes (i.e. recruitment, appraisal, discipline, grievance, capability, allocation of work, attendance).

Factor 10 – Responsibility for information resources
Does your MJR score level 1 or above?
Think about: The types of information you deal with and whether this is information you have gathered/generated, such as updating client or staff reports.

Factor 11 – Responsibility for research and development
Does your MJR score level 1 or above?
Think about: The level of your involvement within research projects and/or audits, and the proportion of your time dedicated to it. You might carry out audits necessary to your own work.

Factor 12 – Freedom to Act Does your MJR score level 4 or above? Think about: The discretion you have to decide how the day centre and staff team should operate, working within broad occupational and organisational policies. Consider the decisions you make without seeking routine approval, your accountability for your own professional or managerial actions and how you manage the team and service.
Factor 13 – Physical Effort Does your MJR score level 2 or above? Think about: The physical effort required and how often it occurs. Examples may include occasionally assisting with moving clients, using hoists, pushing wheelchairs or taking part in the restraint of a client for several short periods during a shift.
Factor 14 – Mental effort Does your MJR score level 3 or above? Think about: The frequent concentration required for care, staffing and service decisions where the work pattern is unpredictable. Consider interruptions that require you to change task, such as responding to urgent client needs, incidents, staffing problems, relatives or other professionals.
Factor 15 – Emotional effort Does your MJR score level 3 or above? Think about: The distressing or emotional situations you deal with and how frequently they occur. Examples may include giving unwelcome information to clients, relatives or staff, supporting people through changes in need or circumstances, and managing complex or conflictual family situations.
Factor 16 – Working conditions Does your MJR score level 3 or above? Think about: The unpleasant working conditions you are exposed to and their frequency. This may include verbal aggression, contact with body fluids or soiled clothing, or other unpleasant conditions arising when supporting clients.