

Create your job plan

- Create your job plan by filling in the table below. Briefly describe the work you do each day.
- Make sure your job plan reflects the four pillars of nursing: clinical, education, leadership and research.
- If you have a portfolio of roles, your job plan should reflect this and may need broadening to be monthly or annual.



	Morning	Afternoon	Evening	Night	Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

- Next, complete the table below to show the work you're responsible for or allocated to.
- Again, make sure your job plan reflects the four pillars of nursing: clinical, education, leadership and research.
- If you have a portfolio of roles, your job plan should reflect this and should identify specific roles.

Activity/responsibility	Nursing pillar (clinical, education, leadership or research)	Percentage of time allocated	Comments

I confirm that this is a true reflection of my working pattern:

Name:

Signature (e-signature is acceptable):

Date:

Verification by a line manager, clinical lead or senior colleague who understands the nature of your work

I confirm that this is a true reflection of the working pattern of the above named's working pattern.

Your name:

Employee's name:

Signature (e-signature is acceptable):

Designation:

Date:

An example job plan showing two days' worth of work is shown below.

	Morning	Afternoon	Evening	Night	Comments
Monday	Management and leadership: <ul style="list-style-type: none">• Diabetes clinical lead activities across the health board• Diabetes delivery plan performance planning• Performance and monitoring	Management and leadership: <ul style="list-style-type: none">• Liaison with finance/management and clinical teams Clinical and education: <ul style="list-style-type: none">• Primary care diabetes clinic			
Tuesday	Clinical and education: <ul style="list-style-type: none">• Primary care diabetes clinic• Joint diabetes clinic consultation• Reviewing and providing diabetes care closer to home	Management and leadership: <ul style="list-style-type: none">• Diabetes clinical lead activities• Diabetes delivery plan performance• Service planning			