

ADDITIONAL QUESTIONS SHEET

Explanation

This questionnaire has been designed to cover the elements that are not usually written in Job Descriptions. Providing this information now may significantly reduce the time that the Job Evaluation Panel has to spend discussing these sections. It may also reduce the need for the Panel to contact you on the day.

Instructions

Please read carefully the descriptions below. Tick the category that applies and give an example. This is an electronic form. Complete on screen, save on your computer and email back. Click on the check boxes to make a selection. To enter text, click on the oblong, it will turn black and then you can type. The oblong will expand.

JOB TITLE []

Section 1 – Physical Skills

Tick ONE of these categories

<input type="checkbox"/>	The post has minimal demand for work related physical skills.
<input type="checkbox"/>	Physical skills normally obtained through practice. Includes skills which job holders develop in post or through previous relevant experience, e.g. use of cleaning, catering or similar equipment. It also includes manoeuvring wheel chairs/trolleys in confined spaces, using hoists or other lifting equipment to move patients, clients, intra-muscular immunisations/injections and use of sensory skills.
<input type="checkbox"/>	Standard keyboard skills Includes the skills exercised by those who have learned over time and those who have been trained to RSA1 or equivalent.
<input type="checkbox"/>	Advanced keyboard use Includes the skills exercised by qualified typists/word processor operators (RSA 2/3 or equivalent).
<input type="checkbox"/>	Specific requirement Means that the job demands are above average and require specific training or considerable experience to get to the required level of dexterity, co-ordination or sensory skills.
<input type="checkbox"/>	Advanced or high speed driving Includes driving a heavy goods vehicle, ambulance, minibus or articulated lorry where a Large Goods Vehicle, Passenger Carrying Vehicle or ambulance Driving Test or equivalent is required.
<input type="checkbox"/>	Advanced sensory skills Includes the skills required for sensory, hand and eye co-ordination such as those required for audio-typing. It also includes specific developed sensory skills, e.g. listening skills for identifying speech or language defects.
<input type="checkbox"/>	Restraint of patients/clients Indicates a skill level that requires a formal course of training and regular updating.

<input type="checkbox"/>	Manipulation of fine tools or materials Includes e.g. manipulation of materials on a slide or under a microscope, use of fine screw drivers or similar equipment, assembly of surgical equipment, administering intravenous injections.
<input type="checkbox"/>	Highly developed physical skills Includes, e.g. the skills required for performing surgical interventions, intubation, tracheotomies, suturing, a range of manual physiotherapy treatments or carrying out endoscopies.
<input type="checkbox"/>	Highest level of physical skill Include, e.g. keyhole or laser surgery or IVF procedures

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 2- Responsibilities for policy and service development implementation

Tick ONE of these categories

<input type="checkbox"/>	Follows policies in own role which are determined by others, no responsibility for service development, but may be required to comment on policies, procedures or possible developments.
<input type="checkbox"/>	Implements policies for own work area and proposes changes to working practices or procedures for own work area.
<input type="checkbox"/>	Implements policies for own work area and proposes policy or service changes which impact beyond own area of activity.
<input type="checkbox"/>	Responsible for a range of policy implementation and policy or service development for a directorate or equivalent.
<input type="checkbox"/>	Corporate responsibility for major policy implementation and policy or service development, which impacts across or beyond the organisation.

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 3 – Responsibility for Research and Development

Tick ONE of these categories

<input type="checkbox"/>	Undertakes surveys or audits as necessary to own work, may occasionally participate in R&D, clinical trials or equipment testing.
<input type="checkbox"/>	Regularly undertakes R&D activity, clinical trials or equipment testing as a requirement of the job (at least once a month on average and usually more frequently).
<input type="checkbox"/>	Major job requirement Indicates a continuing involvement for at least some part of every working week (20% or more per week on average). This level is only appropriate where the jobholder normally has at least one project ongoing requiring this amount of involvement. Where

	the high level involvement is only required for a one-off project the job should be assessed according to the normal degree of involvement. Formal audits/investigations which meet the continuing involvement criteria should also be included at this level.
<input type="checkbox"/>	An integral part of the job Is appropriate where R&D is a significant part of the job and takes up a substantial amount of working time.

GIVE AN EXAMPLE
Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 4 – Physical Effort

Tick ONE of these categories

<input type="checkbox"/>	A combination of sitting, standing and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.
<input type="checkbox"/>	Light Physical Effort Means, lifting, pushing, pulling objects weighing from two to five kilos; bending/kneeling/crawling; working in cramped conditions, working at heights; walking more than a kilometre at any one time.
<input type="checkbox"/>	Sitting or standing in a restricted position Restricted by the nature of the work in a position which cannot easily be changed, e.g. inputting at a keyboard, wearing a telephone headset, in a driving position, sitting at a microscope examining slides; standing at a machine in a restricted area; standing while making sandwiches or serving meals on a conveyor belt system.
<input type="checkbox"/>	Moderate physical effort Means lifting, pushing, pulling objects weighing from six to fifteen kilos; controlled restraint of patients e.g. in mental health or learning disabilities situations; sudden explosive effort such as running from a standing start; clearing table, moving patients/heavy weights (over fifteen kilos) with mechanical aids including hoists and trolleys; manoeuvring patients/clients into position e.g. from treatment or personal care purposes; transferring patients/clients from bed to chair or similar.
<input type="checkbox"/>	Intense physical effort Means lifting, pushing, pulling objects weighing over fifteen kilos with no mechanical aids; sudden explosive effort such as running from a standing start pushing a trolley; heavy manual digging, lifting heavy containers; heavy duty pot washing.
<input type="checkbox"/>	How often does this happen? Tick ONE of these Occasional at least three times per month but fewer than half the shifts worked, a shift being a period of work.
<input type="checkbox"/>	Frequent occurs on half the shifts worked or more, a shift being a period of work.
<input type="checkbox"/>	Several periods this applies to job where there are repeated recurrences of physical effort and does not apply to jobs where the effort in question occurs only once per shift.
<input type="checkbox"/>	How long does this happen for? Tick ONE of these
<input type="checkbox"/>	Ongoing – continuously or almost continuously
<input type="checkbox"/>	Short Periods are up to and including 20 minutes
<input type="checkbox"/>	Long Periods over 20 minutes

Notes

Weights quoted are illustrative only. Evaluators should take into account the difficulty of the lifting.

Walking or driving to work is not included

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 5 – Mental Effort

Tick ONE of these categories

<input type="checkbox"/>	General awareness and sensory attention Is the level required for carrying out day-to-day activities where there is a general requirement for care, attention and alertness but no specific requirement for concentration on complex or intricate matters?
<input type="checkbox"/>	Concentration is where the jobholder needs to be particularly alert for cumulative periods of one to two hours at a time e.g. when checking detailed documents; carrying out complex calculations or analysing detailed statistics; active participation in formal hearings; operating machinery; driving a vehicle; taking detailed minutes of meetings; carrying out screening tests/microscope work; examining or assessing patients/clients.
<input type="checkbox"/>	Unpredictable is where the jobholder is required to change from one activity to another at third party request. Dealing with frequent interruptions (as in telephone or reception work) is not unpredictable unless they frequently cause the post holder to change from what they are doing to another activity (e.g. responding to emergency bleep or changing from one accounting task to another in response to requests for specific information). These levels are appropriate for jobs where the post holder has no prior knowledge of an impending interruption but has to immediately change planned activities in response to one.
<input type="checkbox"/>	Prolonged concentration refers to a requirement to concentrate continuously for more than half a shift, on average, excluding statutory breaks. This is appropriate where the jobholder undertakes few duties other than concentrating on a detailed, intricate and important sample/slide/document, for example cytology screening, clinical coding.
<input type="checkbox"/>	Intense concentration (Levels 4b and 5). Required in-depth mental attention, combined with proactive engagement with the subject, e.g. carrying out intricate clinical interventions; undergoing cross examination in court, where the jobholder not only has to apply sustained concentration to the subject matter, but also has to respond/actively participate, as in clinical psychology or speech and language therapy. This is greater than a requirement to observe and/or record the reactions of a patient/client or other person.
<input type="checkbox"/>	How often does this happen? Tick ONE of these (not needed for the first example above)
<input type="checkbox"/>	Occasional fewer than half the shifts worked, a shift being a period of work
<input type="checkbox"/>	Frequent occurs on half the shifts worked or more, a shift being a period of work

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 6 – Emotional Effort

Tick ONE of these categories

<input type="checkbox"/>	Exposure to distressing or emotional circumstances is rare.
<input type="checkbox"/>	Distressing or emotional circumstances for example:- <ul style="list-style-type: none"> • Imparting unwelcome news to staff, patients/clients or relatives. This includes disciplinary or grievance matters, or redeployment/redundancy situations • Care of the terminally ill • Dealing with difficult family situation or circumstances. • Exposure to severely injured bodies/corpses.
<input type="checkbox"/>	Indirect exposure to highly distressing e.g. taking minutes or typing reports concerning child abuse.
<input type="checkbox"/>	Highly distressing or emotional circumstances For example: <ul style="list-style-type: none"> • This includes imparting news of terminal illness or unexpected death to patients and relatives; personal involvement with child abuse or family breakdown. • Dealing with people with severely challenging behaviour.
<input type="checkbox"/>	Traumatic incidents For example: Arriving at scene of, or dealing with patients/relatives as a result of, a serious incident.
<input type="checkbox"/>	How often does this happen? Tick ONE of these
<input type="checkbox"/>	Rare means less than once a month on average. Occasional means once a month or more on average. This level is also appropriate where the circumstances in which the job holder is involved are very serious, such as a major accident or incident, but occur less than once a month.
<input type="checkbox"/>	Frequent means once a week or more, on average.

Note: **Fear of violence is measured under Working Conditions.**

Note 2: **Exposure** relates to actual incidents but the extent of the emotional impact can be either direct where the jobholder is directly exposed to a situation/patient/client with emotional demands or indirect where the jobholder is exposed to information about the situation and circumstances but is not directly exposed to the situation/patient/client.

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]

Section 7 – Working Conditions

Tick ONE of these categories

<input type="checkbox"/>	Exposure of Unpleasant Working Conditions is Rare.
<input type="checkbox"/>	<p>Unpleasant working conditions Includes direct exposure to dirt, dust, smell, noise, inclement weather and extreme temperatures, controlled (by being contained or subject to health and safety regulations) chemicals/samples. Verbal aggression should also be treated as an unpleasant working condition. This level also includes being in the vicinity of, but not having to deal personally with, body fluids, foul linen, fleas, lice, noxious fumes (i.e. highly unpleasant working conditions if there is direct exposure).</p>
<input type="checkbox"/>	<p>Highly unpleasant working conditions Means direct contact with (in the sense of having to deal with, not just being in the vicinity of) uncontained body fluids, foul linen, fleas, lice, noxious fumes.</p>
<input type="checkbox"/>	<p>Hazards Is appropriate where there is unavoidable exposure to uncontrolled and unsafe situations e.g. face to face physical aggression, spills of harmful chemicals, road traffic accidents. This level does NOT apply in situations where potential hazards (chemicals, laboratory samples, electricity, radiation) are controlled through being contained or subject to specific health and safety regulations.</p>
<input type="checkbox"/>	<p>Some exposure to hazards is appropriate where there is scope for limiting or containing the risk (e.g. through panic alarms or personal support systems) e.g. accident and emergency departments and acute mental health wards.</p>
<input type="checkbox"/>	<p>Considerable exposure to hazards Is appropriate where there is exposure to hazards on all or most shifts and where the scope for controlling or containing the exposure is limited, e.g. emergency ambulance service work. This level does NOT apply in situations where potential hazards (chemicals, laboratory samples, electricity, radiation) are controlled through being contained or subject to specific health and safety regulations.</p>

Now tick ONE of these that applies to the above.

<input type="checkbox"/>	Rare means less than three times a month on average.
<input type="checkbox"/>	Occasional three times a month or more on average.
<input type="checkbox"/>	Frequent several times a week with several occurrences on each relevant shift.

GIVE AN EXAMPLE

Demonstrate what a person would actually be going to achieve the above category that you have ticked[]