

REVIEW REQUEST FORM

This form should be used by Managers to indicate that:

- | | Tick |
|--|--------------------------|
| 1 A material change (s) has occurred with the relevant post | <input type="checkbox"/> |
| 2 Agreement has been reached between line manager and employee as to the nature of the new/changed responsibilities/duties | <input type="checkbox"/> |

The manager should also confirm the following:

- | | |
|--|--------------------------|
| 3 A new job description and person specification is attached which represents an accurate reflection of new duties and responsibilities. The areas that have changed must be shown in red using the 'tracking' facility in Word. | <input type="checkbox"/> |
| 4 Changes to the post have been discussed between myself and the employee | <input type="checkbox"/> |

Name of employee:

Post Title:

Previous band:

Summary rationale for consideration of re-banding? *(Please ensure that accompanying form is also completed and attached)*

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Signed by Manager:Print Name:

Signed by Employee:.....Print Name:

Date:

*(Please return this form to the **Job Evaluation Administrator in the Human Resources Department, Thurrock Hospital**)*

REQUEST FOR REVIEW OF A CHANGED POST

Tick below the areas where the role has changed materially and this has been demonstrated in the new Job Description and/or Person Specification. Please ensure the information provided relates only to the post you have submitted your request for.

Please note that this form cannot be accepted without being signed by your line manager or alternatively a more senior manager.

Job Evaluation Factors	<input type="checkbox"/>
<p>1. Communication and Relationship Skills This factor measures the skills required to communicate, establish and maintain relationships and gain the co-operation of others. It takes account of the skills required to motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counselling and reassurance. It also takes account of difficulties involved in exercising these skills.</p>	<input type="checkbox"/>
<p>2. Knowledge, Training and Experience This factor measures all the forms of knowledge required to fulfil the job responsibilities satisfactorily. This includes theoretical and practical knowledge; professional, specialist or technical knowledge; and knowledge of the policies, practices and procedures associated with the job. It takes account of the educational level normally expected as well as the equivalent level of knowledge gained without undertaking a formal course of study; and the practical experience required to fulfil the job responsibilities satisfactorily.</p>	<input type="checkbox"/>
<p>3. Analytical and judgemental skills This factor measures the analytical and judgemental skills required to fulfil the job responsibilities satisfactorily. It takes account of requirements for analytical skills to diagnose a problem or illness and understand complex situations or information; and judgemental skills to formulate solutions and recommend / decide on the best course of action / treatment.</p>	<input type="checkbox"/>
<p>4. Planning and organisational skills This factor measures the planning and organisational skills required to fulfil the job responsibilities satisfactorily. It takes account of the skills required for activities such as planning or organising clinical or non-clinical services, departments, rotas, meetings, conferences and for strategic planning. It also takes account of the complexity and degree of uncertainty involved in these activities.</p>	<input type="checkbox"/>
<p>5. Physical skills This factor measures the physical skills required to fulfil the job duties. It takes into account hand-eye co-ordination, sensory skills (sight, hearing, touch, taste, smell) dexterity, manipulation, requirements for speed and accuracy, keyboard and driving skills.</p>	<input type="checkbox"/>
<p>6. Responsibility for patient / client care This factor measures responsibility for patient / client care, treatment and therapy. It takes account of the nature of the responsibility and the level of the job holder's involvement in the provision of care or treatment to patients / clients, including the degree to which the responsibility is shared with others. It also takes account of the responsibility to maintain records of care / treatment / advice / tests.</p>	<input type="checkbox"/>

<p>7. Responsibilities for policy and service development implementation This factor measures the responsibilities of the job for development and implementation of policy and / or services. It takes account of the nature of the responsibility and the extent of the level of the job holder's contribution to the relevant decision making process, for instance, making recommendations to decisions makers. It also takes account of whether the relevant policies or service relate to a function, department, division, directorate, the whole trust or employing organisation, or wider than this; and the degree to which the responsibility is shared with others.</p>	<input type="checkbox"/>
<p>8. Responsibilities for financial and physical resources This factor measures the responsibilities of the job for financial resources (including cash, vouchers, cheques, debits and credits, invoice payment, budgets, revenue, income generation); and physical assets (including clinical, office and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients / clients or others; goods, produce, stocks, and supplies). It takes account of the nature of the responsibility (e.g. careful use, security, maintenance, budgetary and ordering responsibilities); the frequency with which it is exercised; the value of the resources; and the degree to which the responsibility is shared with others.</p>	<input type="checkbox"/>
<p>9. Responsibilities for Human Resources (HR) This factor measures the responsibilities for the job for management, supervision, co-ordination, teaching, training and development of employees, students / trainees and others in an equivalent position. It includes work planning and allocation; checking and evaluating work; undertaking clinical supervision; identifying training needs; developing and / or implementing training programmes; teaching staff, students or trainees; and continuing professional development (CPD). It also includes responsibility for such personnel functions as recruitment, discipline, appraisal and career development; and the long term development of Human Resources. The emphasis is on the nature of the responsibility, rather than the precise numbers of those supervised, co-ordinated, trained or developed.</p>	<input type="checkbox"/>
<p>10. Responsibilities for information resources This factor measures specific responsibilities of the job for information resources (e.g. computerised; paper based; microfiche) and information systems (both hardware and software, e.g. medical records). It takes account of the nature of the responsibility (security; processing and generating information; creation, updating and maintenance of information databases or systems); and the degree to which it is shared with others. It assumes that all information encountered in the NHS is confidential.</p>	<input type="checkbox"/>
<p>11. Responsibilities for research and development This factor measures the responsibilities of the job for informal and formal clinical or non-clinical research and development (R & D) activities underpinned by appropriate methodology and documentation, including formal testing or evaluation of drugs, or clinical or non-clinical equipment. It takes into account the nature of the responsibility (initiation, implementation, oversight of research and development activities), whether it is an integral part of the work or research for personal development purposes; and the degree to which it is shared with others.</p>	<input type="checkbox"/>
<p>12. Freedom to Act This factor measures the extent to which the jobholder is required to be accountable for own actions and those of others, to use own initiative and act independently; and the discretion allowed to the job holder to take action. It takes account of any restrictions on the jobholder's freedom to act imposed by, for example supervisory control; instructions, procedures, practices and policies; professional, technical or</p>	<input type="checkbox"/>

occupational codes of practice or other ethical guidelines; the nature or system in which the job operates; the position of the job within the organisation; and the existence of any statutory responsibility for service provision.	
13. Physical Effort This factor measures the nature, level, frequency and duration of the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space.	<input type="checkbox"/>
14. Mental Effort This factor measures the nature, level, frequency and duration of the mental effort required for the job (e.g. concentration; responding to unpredictable work patters, interruptions, and the need to meet deadlines).	<input type="checkbox"/>
15. Emotional Effort This factor measures the nature, level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and / or emotionally demanding.	<input type="checkbox"/>
16. Working Conditions This factor measures the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat / cold, smells, noise and fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.	<input type="checkbox"/>

Name: Sign : Date :.....
 (Print)

Manager's Name : Sign : Date :
 (Print)

OFFICE USE ONLY		
Date request received :.....		
Date acknowledgement sent to employee :		
Band determined by matching: Yes / No Band:	Title of national job profile used if banded :	Band determined by job evaluation : Yes / No Band :
Date outcome sent to employee and manager:		
Name of JEPS involved in original banding result:		