Newcastle University
Faculty of Medical Sciences

The principles of job planning

The following approach is relevant to all Clinical Academics who have a substantive contract with Newcastle University and hold Honorary Consultant status at an NHS Trust or equivalent NHS or government organisation; other arrangements apply to those with A+B contracts

Standard 10 PA:

- The basic clinical academic contract is for 10 PAs with the norm being a 5 academic to 5 clinical split. There may be flexibility around the balance between academic and clinical PAs, but this is at the discretion of the Faculty Equity Committee and in discussion with the Dean of Clinical Medicine and the Head of Academic Unit.
- An academic PA means a PA dedicated to University business and can include research, University management roles or teaching.
- Of the 5 clinical PAs, the expectation would be for 4 DCC and 1 SPA and that wherever possible they will be funded by the relevant NHS Trust, where the clinical PAs are delivered.
- The standard clinical academic job plan is applied irrespective of where the funding comes from for an individual post.
- All clinical academics should have identified within their clinical component 1 SPA to cover necessary clinical development including that required for revalidation purposes.
- It is recognised that there are also professional development needs that relate to academic work. This equates to nominally 1 SPA in the academic part of the job plan but there is no need for this to be separately identified within any indicative timetable.
- If any changes or increases in clinical activity are being requested there is an expectation that this will be accommodated within the standard 10 PA job plan and there should not be an assumption that additional PAs will be added to the conventional 10 PA Job Plan.

Temporary Additional PAs:

- Where any additional clinical work cannot be accommodated in the 10 PA job plan, an additional temporary PA may be awarded, following consultation with the relevant Trust and University line managers and with the approval of the Dean of Clinical Medicine. **Payment for additional PAs will only be made following approval by the Dean of Clinical Medicine.** Funding for the additional PA should come from the NHS Trust requiring the additional work.
- Additional temporary academic PAs may be recognised for those individuals with a large research, teaching or management/leadership portfolio; normally this would be up to 1 additional temporary PA (but in exceptional circumstances could be 2 PAs).
- The temporary additional PAs in the academic component would be awarded in consultation with the relevant academic line manager and subject to agreement by the Faculty Equity Committee.
- By definition temporary PAs will discontinue if the additional activity or funding which supported them stops and is not replaced with new activity.
- Any additional temporary Programmed Activities (PA) above the standard 10 PA contract, will be reviewed as part of the annual job planning exercise and can be removed with 3 month’s notice.
- The maximum number of temporary PAs that the University will recognise is 2.
Job Plan Rules:

- The Faculty wishes to receive indicative job plans (rather than complicated detailed plans that include parts of PAs down to several decimal points).
- The use of generic labelling of academic sessions rather than detailed breakdown of specific projects, teaching responsibilities etc.; this detailed breakdown is now the function of the workload planning spreadsheet which feeds into the Follett appraisals.
- Clinical Academics will be expected to deliver 43 weeks of pro rata clinical activity.
- Within indicative job plans, a full academic day should equate to 2 PAs; activities wherever possible should be declared in blocks of whole or half PAs rather than fractions.
- No academic PAs or SPAs are recognised for work carried out during evenings or weekends.
- Where CRN leadership sessions have been awarded, these must appear within job plans as DCCs.

Additional Payments/responsibilities:

- It is agreed that where a clinical academic is awarded NIHR CRN leadership sessions this will be included in their salary as temporary PAs if this is additional work to the 10 PA job plan. Under no circumstances will CRN sessions be paid to individuals above and beyond the conventional 10PA job plan without discussion with the Dean of Clinical Medicine.
- Any additional payments for external activities must be agreed prospectively with the Dean of Clinical Medicine and Head of Unit (such as Postgraduate Deanery, Head of School functions, etc.) must be declared in the job plan and agreed by the relevant academic line manager. Official duties with external agencies such as Royal Colleges should be declared in the job plan document with an estimation of “awayness”; activities but should not be included within the job plan schedule unless there are explicit arrangements for reimbursement of those sessions by the relevant body via the University or relevant Trust.
- Additional remunerated activities described as additional clinical practice (any clinical work which generates a payment to the clinician) should also be declared on the job plan and where this amounts to a significant regular session be identified in the indicative plan but will not count towards remunerated PAs.
- Levels of on call are agreed by the relevant Trust in which the clinical academic has their honorary contract; all on call payments are paid for by the Trusts.
- All additional regular payments to Clinical Academics from NHS Trusts (with the exception of expenses claims) must be made via University payroll and approved by University HR and the Dean of Clinical Medicine.

Fellowships:

- Where an individual has been awarded a clinical fellowship with salary support with a non-standard 50/50 Job Plan, at the end of the fellowship, if they remain an employee of Newcastle University, the Faculty expects that the new job plan will conform to the norm of 5 academic PA’s and 5 clinical PAs, unless otherwise agreed in advance by the Dean of Clinical Medicine.