

Example Job Plan for Consultant Occupational Health Physician

	Morning	Type	Number	Afternoon	Type	number	Total PAs
Monday	Clinical work	DCC	1	Clinical work	DCC	1	2
Tuesday	Clinical work	DCC	1	SPA	SPA	1	2
Wednesday	Clinical work	DCC	1	Clinical work	DCC	1	2
Thursday	Clinical work	DCC	1	SPA	SPA	1	2
Friday	Clinical work	DCC	1	SPA	SPA	1	2
							10

Principles of job planning:

Plan at team (and organisational) level

- Individual job planning centred on objectives
- Recognise SPA time as both Educational and Clinical Supervisor
- Include SPA time allowing for delivery of Quality Improvement Activities, research, training for all specialties
- Consider seniority and value of roles in leadership, mentorship and delivery of training
- Value external professional voluntary roles including recruitment and examinations
- Consider succession planning including training more junior consultants in a particular clinical area
- Focus on wellbeing and ensure inclusivity is central
- Appraisal outcome reviewed as part of job plan
- Annual job plan review

DCC activities include:

- Time spent in “face to face”, video or telephone consultations
- Preparation for clinics, including review of previous occupational health records and correspondence
- Report checking
- Dealing with correspondence related to clinics, such as GP or treating specialist reports and queries from referrers

- Consultation with colleagues regarding complex cases

SPA activities include:

Supporting professional activities (SPAs) are duties that are crucial to the long-term maintenance of high quality service but do not represent direct patient care.

- participation in training
- medical education
- continuing professional development
- formal teaching
- audit
- job planning
- appraisal
- research
- clinical management
- local clinical governance activities

BMA OMC

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