

A Healthcare Conferences UK Masterclass

# Team Job Planning

Learn how to construct, implement and enable a team through team job planning

10% card payments discount\*  
15% group booking discount\*\*

Monday 4 November 2019 De Vere West One Conference Centre, London



Facilitated by:

**Dr Nadeem Moghal** MBChB BAO (MRCP) FRCPCH MBA FRCPI (Hon)

Faculty of Medical Professionalism

(Former MD, AMD, Director of Strategy, Built teams to lead & transform services)

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The aim of this 1-day masterclass is to empower individuals to understand the context of their current pain and move to team job planning to enable effective teams and services.

Job plans were introduced with the then new consultant contract in 2003. This instrument is focused on the individual, and has led to consultants describing it as 'my job plan'. The individual job plan fails to recognise that medicine is a team sport. Consultants will agree on the on-call rota, have their own clinics, run lists, and have SPAs to include in the work cycle. This is done in isolation of their colleagues, resulting in assumptions about who does what, where, and even why. The service responsibilities are all the collective responsibility of the consultant team, and yet the duty to deliver the service as a collective is excluded from the current job planning processes.

The team job plan is the modern manifestation of the 15 year old tired instrument, that not only measures capacity across the consultant team, but also reveals how to ensure genuine team working, and builds collective responsibility for the work demands made of them and the service.

### By the end of this masterclass delegates will be able to:

- Understand why current job planning policies fail the individual, team, organisation and patient
- Build an understanding of why team job planning matters and why it is different
- Understand the key principles that enable engagement by colleagues
- Learn from example of the follow through gains for the team and patient once team job planning is established
- Develop a local team job plan approach to take back to the organisation
- Rewrite the Trust policy for team job planning

### Who should attend:

Clinical service leads, Service managers, HR Directors, Medical Directors and AMDs responsible for job plans.

Ideally clinical and manager service leads should attend as a team. The programme is also suited to HR directors, Medical Directors and HR managers responsible for job plan and job plan policy, with the aim of returning back to their organisations to implement team job planning across their organisations.

### Programme

- 09.30 Registration, Tea & Coffee
- 10.00 Introductions/Aims of the day
- 10.45 Workshop – table teams to list the current local challenges with their policies
- 10.55 Feedback
- 11.00 Tea & Coffee Break
- 11.15 Workshop – table teams to work out what team job planning might mean to them, and their consultant teams. What is a team, and how is that defined?
- 11.30 Feedback
- 12.00 Set out team job plan principles and ideal approach to engage and agree the plan
- 12.30 Workshop – table teams use principles to draft their team job plan approach
- 13.00 Lunch
- 14.00 Feedback
- 14.15 Service example and follow through gains – Stroke service
- 14.45 Team assets, elements, and support needed to get team job planning to work
- 15.15 Tea & Coffee Break
- 15.30 Monitoring and adapting team job plans  
Setting the organisation policy
- 16.15 Summary: Roles, principles, approach, policy, review
- 16.0 Summary & Close

The course is facilitated by: **Dr Nadeem Moghal** - MBChB BAO (MRCP) FRCPC MBChB FRCPI (Hon)

Nadeem has had a 30 year career in the NHS. He has held a number of senior medical leadership roles in a wide range of NHS organisations. His roles included Medical Director, Associate Medical Director, Director of Strategy, Interim Clinical Director, Regional service lead focused on leading change, transformation of services and quality improvement.

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Download

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0208 181 6491

Post this form to Healthcare Conferences UK  
8 Wilson Drive, Ottershaw, Surrey, KT16 0NT

## > Your Details (please complete a new form for each delegate. Photocopies are acceptable)

Dr Mr Mrs Ms (Please Circle)

First Name

Surname

Job Title

Department

Organisation

Address

Postcode

Telephone

Fax

Email

Please write your address clearly as confirmation will be sent by email, if you prefer confirmation by post please tick this box,   
Please also ensure you complete your full postal address details for our records.

Please specify any special dietary or access requirements

**This form must be signed by the delegate or an authorised person before we can accept the booking**

*(By signing this form you are accepting the terms and conditions below)*

Name

Signature

Date

## > Payment

**By Cheque** A cheque for  is enclosed

Please make Cheques Payable to: Healthcare Conferences UK Ltd.

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For more information contact Healthcare Conferences UK on **01932 429933** or email [jayne@hc-uk.org.uk](mailto:jayne@hc-uk.org.uk)

### Venue

De Vere, West One, 9-10 Portland Place, London, W1B 1PR. A map of the venue will be sent with confirmation of your booking.

### Date

Monday 4 November 2019

### Conference Fee

- £395 + VAT (£474.00) for NHS, Social care, private healthcare organisations and universities.  
 £549.00 + VAT (£658.80) for Commercial organisations

The fee includes lunch, refreshments and a copy of the conference handbook. VAT at 20%.

### \*Credit card Discount

10% discount when you book via credit or debit card. This offer is exclusive to card bookings and cannot be used in conjunction with any other Healthcare Conferences UK offer.

### \*\*Group Rates

A discount of 15% is available to all but the first delegate from the same organisation, booked at the same time, for the same conference.

### Terms & Conditions

A refund, less a 20% administration fee, will be made if cancellations are received, in writing, at least 4 weeks before the conference. We regret that any cancellation after this cannot be refunded, and that refunds for failure to attend the conference cannot be made, but substitute delegates are welcome at any time.

### Accommodation

On confirmation of your booking you will receive information for booking accommodation should you require it.

### Confirmation of Booking

All bookings will be confirmed by email, unless stated otherwise. Please contact us if you have not received confirmation 7-10 days after submitting your booking.

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