NHS WALES JOB EVALUATION - GOOD PRACTICE GUIDE

Using Evidence More than Once

Using job description information and job evidence more than once when evaluating jobs.
Job descriptions in the NHS have a number of purposes including recruitment, performance management and development and job evaluation.

When evaluating a job using a job description it's important to remember that the main purpose of this document is to describe the role so that the postholder and employer have a shared understanding of expectations, priorities, and values to a new member of staff.

When matching jobs, some panel members may be wary of using the same tasks or responsibilities entries in more than one factor to provide a rationale for job evaluation factor levels awarded and are concerned about double counting.

The example below illustrates how a sentence taken from a Nurse job description can be used to provide a rationale in three factors.

For example, a nurse job description includes this main responsibility:

To assess the patients' condition and nursing needs; plan, implement and evaluate nursing care in order to ensure the delivery of effective patient centred care.

A matching panel can use this job information to provide a rationale for Analytical and Judgemental skills; Planning and Organisational skills; and Responsibilities for Patient/Client care shown in the table below:

Breakdown by activity, skills used and JE factor

Assess the patients' condition and nursing needs (Uses analytical and judgement skills; responsibility for patient/client care)	AJS level 3; PCC level 5a
Plan, implement [and evaluate] nursing care (Uses planning skills)	POS level 2
Implement and evaluate nursing care in order to ensure the delivery of effective patient centred care (Responsibility for patient/client care; uses analytical and judgement skills)	PCC level 5a, AJS level 3