**Background pattern

Description automatically generated with low confidence**

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| Name |  | Date |  |
| Ward / Department |  | Shift |  |
| Total staff on duty (including job title, if you have this information to hand) |  |  |  |

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| Factor | Details of duties undertaken (please provide as much information as possible) |
| **Knowledge, Training & Experience**   * Make a note of any duties you undertake which require a base level of theoretical knowledge * This includes taking clinical observations and following care and related procedures |  |
| Analytical & Judgmental Skills   * Make a note of any assessments you make of a patient’s condition * Make a note of any tests you undertake and what equipment you use * Make a note of any emergency procedures you instigate |  |

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| Physical Skills   * Make a note of any procedures you undertake using test equipment or tools * Make a note of the test equipment/tools you use * e.g. taking bloods, venepuncture |  |
| Responsibility for Patient/Client Care   * Make a note of any clinical duties you undertake * Make a note of any specimens you collect or patient observations you record * Make a note of any times you escort patients to wards/departments unaccompanied and are required to provide a comprehensive verbal handover * Make a note of any times you are required to update a patient’s records or care plan * Clinical duties could include: ECGs, complex dressings, cannulation, monitor blood glucose levels, wound care, catheters |  |
| Responsibility for Human Resources   * Make a note of any occasions you are required to demonstrate duties to new starters/agency staff * Make a note of any times you provide general and clinical supervision of less experienced staff |  |
| Freedom to Act   * Make a note of any times you are required to act on your own initiative to deliver patient care * For instance, this could be when you are required to respond to a situation and provide clinical care |  |
| Mental Effort   * Make a note of any times you are required to exercise concentration (e.g. during clinical procedures) * Make a note of any unpredictable work you were required to undertake |  |
| Working Conditions   * Make a note of the number of times you are exposed to unpleasant conditions * e.g. smell, noise, dust, body fluids, faeces, vomit, emptying bed pans and urinals, catheter bagsetc |  |