

Share an example of a fixed volume task in your role

attending meetings

1:1s with my team

data entry

Mandatory training

Team meetings

TEam meetings

Mandatory training

Monthly budget review

Monthly reporting

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Regular meetings for example 1-2-1s.

Delivering project outcomes

1:1

Monthly Reporting

Team meeting, mandatory training

Team meeting

Meetings

Monthly meetings with managers

weekly reports

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Meetings

Meetings

Corporate meetings

Performance Reports

Team meeting's

analytics

Mandatory training

team meetings

Roster updates

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Attending routine meetings e.g. team meetings, 1:1s etc

121s

Team meetings

1:2:1s

Meetings

team meetings monthly report

Upward reports

Meetings. Catch up with job share on crossover day.

Assurance reports

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staff management

Governance meetings

Operational Team Meetings Formal committee meetings

Sickness management meetings

Weekly well-being bulletin

Emails

reporting and monthly one to ones

Regular reports

produce work roster

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Fixed meetings

Performance reports

Accreditations

1:1

KPI reports

Mandatory training
Team meetings

Governance meeting

1 to 1

Attending boards / committees you
are aligned to

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Weekly team meetings

National Staff Survey

One-to-ones with team members

Meetings with colleagues in own team and reporting to groups

HR tasks related to management

Corporate meetings

Supervision

Performance review Meetings

performance reviews

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Meetings

Monthly reporting

Ward round

Mandatory training

Mandatory training webinars.

Submitting regular reports

Medical workforce - Operating theatre list for a surgeon and anaesthetist

Meetings

Highlight reports for working groups

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Team meetings
Statutory and
Mandatory Training

Attending recruitment fairs

pick up the phone rather than a
lengthy email

Leadership meetings

Meetings

Report writing for meetings

Meetings

Governance

Meetings

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Board meetings

MDT meetings

Training

ESR movements into rosters

Operational work

Emails

absence management

Wellbeing support for staff

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Write a report

Project work

Number of projects leading on

Bed management and patient flow

Wellbeing support for staff

Data analysis

answering the phone!

Drafting papers/reports

number of staff i manage

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crisis/situation management

Project work

Capacity meetings

Answering emails

Project work

progression map staff into your role by sharing

Project work

Project work

number of projects ongoing

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Managing email

Emails

Answering emails

Day to Day work
Responding to emails
Workforce Reports

Projects and policy review

Number of employee relations cases you case manage

Emails

Project work.

completing papers

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Project work

Emails

ad-hoc reporting
Responding to queries

Extra patient clinics

Phone calls

Analytics

Projects

Operational activities

Email

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Emails

Support offered to other people / roles / teams that is technically outside the scope of my role but I do a lot of!

Certain projects

Breadth of responsibility/services managed

Audit's

emails are as long as a piece of string

Booking travel

visibility with staff

Delegating work to Team Leaders

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Administration tasks

Project Work

Support for other teams

Managing emails

Number of clinics - if cover provided

Appeal hearings

covering for colleagues

Staff wellbeing

Business cases

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Meetings you arrange

Responding to issues as they arise

Delegation of appraisals where appropriate

Meetings/time management

flexible doesn't mean predictable or controllable

Dealing with sickness

Emails - ensuring an Out of Office is on so that people know when you can and can't respond

Clinics!

Mentoring

Share an example of a variable volume task in your role

CPD, training etc

Job Planning

Generic interviews

Most examples though are non clinical rather than clinical

Projects

Project based tasks