

## NHS Scotland

### Agenda for Change - Assimilation Approval Request Proforma

(SAMPLE)

1.	<p>NHS Board: <b>Argyle and Glasgow</b></p> <p>Contact Name and telephone number: <b>DJR</b></p>																																									
2.	<p>Job Family assimilation is requested for: <b>Nursing and Midwifery</b></p> <p>Sub Job Family assimilation is requested for: <b>Nursing Services</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Total number in job family</th> <th rowspan="2">Number submitted for assimilation approval</th> <th colspan="2">Number &amp; % profile matched</th> <th colspan="2">Number &amp; % band matched</th> <th colspan="2">Number &amp; % still outstanding in job family</th> </tr> <tr> <th>No</th> <th>%</th> <th>No.</th> <th>%</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Posts</td> <td style="text-align: center;"><b>35</b></td> <td style="text-align: center;"><b>25</b></td> <td style="text-align: center;"><b>12</b></td> <td style="text-align: center;"><b>34</b></td> <td style="text-align: center;"><b>18</b></td> <td style="text-align: center;"><b>52</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>14</b></td> </tr> <tr> <td>Post holders</td> <td style="text-align: center;"><b>850</b></td> <td style="text-align: center;"><b>840</b></td> <td style="text-align: center;"><b>620</b></td> <td style="text-align: center;"><b>73</b></td> <td style="text-align: center;"><b>220</b></td> <td style="text-align: center;"><b>26</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>1.3</b></td> </tr> </tbody> </table> <p>(See note 2 below.)</p>										Total number in job family	Number submitted for assimilation approval	Number & % profile matched		Number & % band matched		Number & % still outstanding in job family		No	%	No.	%	No	%	Posts	<b>35</b>	<b>25</b>	<b>12</b>	<b>34</b>	<b>18</b>	<b>52</b>	<b>5</b>	<b>14</b>	Post holders	<b>850</b>	<b>840</b>	<b>620</b>	<b>73</b>	<b>220</b>	<b>26</b>	<b>10</b>	<b>1.3</b>
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3.	<p>Summarise the numbers and post types requiring assimilation: (See note 3 below)</p> <p>350 Nursing Auxiliaries to Bd 2 80 NAs to Bd 3 20 Cs to Bd 4 70 Ds to Bd 5 110 Es to Bd 5 60 Es to Bd 6 40 Fs to Bd 6 5 Fs to Bd 7 85 Gs to Bd 7 20 Hs to Bd 7 5 Is to Bd 8a 3 Is to Bd 8b 2 Is to Bd 8c</p>																																									

4.	<p>List Key issues arising from local consistency checking: (see notes 4 &amp; 5 below)</p> <p><b>80 of our Nursing Auxiliaries previously paid at the same rate as other nursing Auxiliaries fall into the Clinical Support Worker (Higher level) Bd 3 (take blood pressures and other observations) eg Job code Sco57/2196543 &amp; Sco57/1234567</b></p> <p><b>20 of our Grade C Enrolled nurses match to Band 4 as their responsibilities are restricted compared to those on D and E eg Job Code Sco 57/128456 &amp; Sco 57/1234567</b></p> <p><b>We have one F Grade and one G grade (project support manager - secondment) which have come out as a band 5. The knowledge and skills is 5 as no additional KTE is required for post &amp; freedom to act is 3 as the their freedom is constrained by defined procedures. Job codes 57/5678238 &amp; Sco 57/1234587</b></p> <p>Indicate steps taken to address these: <b>The Consistency Checking Group sought further information from the Clinical Nurse Manager and the local staff representative for nursing staff to check the level of job demands</b></p> <p>Indicate outstanding issues yet to be resolved:</p>
5.	<p>List the posts requiring local evaluations and the reasons why local evaluation is necessary (see note 6 below):</p> <ol style="list-style-type: none"> <li><b>1. Clinical Governance Co-Ordinator/Facilitator – I grade – No Profile that will match this.</b></li> <li><b>2. MCN Coordinators – No profiles at present.</b></li> </ol>
6.	<p>Do you need further support to complete the assimilation process either in terms of material or guidance?</p> <p><b>Guidance required on Enrolled nurses</b></p>
7.	<p>Signature of AfC Project Partnership Leads:</p>

Notes:

1. The Job Evaluation Monitoring Group will expect to see evidence of local consistency checking before assimilation of the job family is approved. This should be in line with the JEWPA approved Consistency Checking Checklist – For Matching published in April 2005. A completed signed check list should be sent with the assimilation request proforma.

Etc, etc