



SVT Clinical Vascular Scientist Job Planning

Job planning is an agreement, which may be detailed in a job description or part of your contract of employment, which details your duties and responsibilities. This may sometimes be reviewed annually with objectives set for the coming year usually through appraisal. You and your employer should reach an agreement about how you will use your time and resources to deliver individual and service objectives. The time allocation of these sessions (sometimes referred to as PAs – programmed activities) is usually 10 sessions per 37.5 hour week, 2 per day.

The SVT recommend that the role of a Clinical Vascular Scientist should involve both clinical and non-clinical duties (as per Job Descriptions and Job Profiles). The suggested (pro-rata) allocation is 80% clinical time (sometimes termed DCC 'Direct Clinical Care') and 20% non-clinical time (sometimes termed SPAs 'Supporting Professional Activities') to cover all aspects of the role. Services may wish to consider whether there are additional duties or service requirements which may alter this ratio, and this should be discussed on an individual basis backed up with a job description which reflects this deviation to the SVT recommendation. This may include roles where there are greater time requirements for teaching or research for example.

Suggested Clinical activities include:

- Diagnostic scans and tests, including vetting referrals & report writing (outpatients, inpatients, planned lists, emergency scans etc)
- Supervision of others performing diagnostic scans and tests
- Undergoing own training performing diagnostic scans and tests
- Observational assessments of clinical practice
- On-Call (or similar requirements)

Suggested Non-Clinical activities include:

- Mandatory training
- Equipment QA & safety assurance
- Image and report auditing
- Appraisals & staff meetings
- Teaching and training (attending or delivering, including internal & external)
- Research
- Service Audits
- Clinical Governance
- Protocol development

- Risk Assessments, COSHH, Incident management (Datix)
- CPD & Professional updates
- Service meetings (MDT's, management or team meetings etc)
- External meetings (eg Professional bodies, wider NHS)
- Service administration
- Service management* (this can encompass any aspect of service delivery such as staff rota, activity management, equipment management, health & safety management, budget & finance management)

*If service management is the main job role, the ratio of clinical versus non-clinical activity may include higher number of sessions for non-clinical activity.

Summary:

NHS Service	Full Time Hours per week / year	Annual Leave Hours per year	Annual Leave sessions (1 week = 10 work sessions)	Working Hours/year	80% Clinical Scan hours/weeks	Clinical Sessions/year (1 week = 10 work sessions)	20% Non-Clinical Scan hours/weeks	Non-Clinical Sessions/year (1 week = 10 work sessions)	Need to deduct Bank Holidays Hours/year (7.5 hours = 2 sessions)
Less than 5 years	37.5/1950	202.5 (5.4 weeks)	54	1747.5 (46.6 weeks)	1398 (37.28 weeks)	373	349.5 (9.32 weeks)	93	7.5 x ?
More than 5 years	37.5/1950	217.5 (5.8 weeks)	58	1732.5 (46.2 weeks)	1386 (36.96 weeks)	370	346.5 (9.24 weeks)	92	7.5 x ?
More than 10 years	37.5/1950	247.5 (6.6 weeks)	66	1702.5 (45.4 weeks)	1362 (36.32 weeks)	363	340.5 (9.08 weeks)	91	7.5 x ?

Can we add a clever calculator tool on excel where you can enter the WTE hours and B/H and it gives the sessions?