

Weekly Job Plan for Advanced Practice Trainee Nurse Practitioner

Clinical Hours: 26 hours

Off-the-Job Time: 6 hours

Clinical supervisor- GP Partner

This proposed job plan is subject to agreement and serves as an indicative schedule for the week. It is flexible and may be adjusted according to the needs of the practice and the trainee. The plan will be regularly reviewed with the supervisor to ensure it meets the needs of all stakeholders.

Day	Time	Activity
Monday	9.00-1.30 (4.5hrs)	Clinical Duties: Urgent care clinics, Emergency care, urgent cases, care coordination. Supervised throughout by Clinical Supervisor/Duty GP and or Lead Nurse Practitioner
	1.30-2.00 (0.5hrs)	Lunch
	2.00-6.30(4.5hrs)	Clinical Duties: Urgent care clinics, Emergency care, urgent cases, care coordination. Supervised throughout by Clinical Supervisor/Duty GP and or Lead Nurse Practitioner
Tuesday	9.00-12.30 (3.5hrs)	Clinical Duties: Urgent care clinics, Emergency care, urgent cases, care coordination. Supervised throughout by Clinical Supervisor/Duty GP and or Lead Nurse Practitioner
	12.30- 1.00 (0.5hrs)	Lunch
	1.00-3.30 (2.5 hrs)	Uni day- off the job training
Wednesday	9.00-12.30 (3.5hrs)	Clinical Duties: Routine work focusing on women's health, supervision through Duty/supervising GP
	12.30-1.00 (0.5hrs)	Lunch
	1.00-2.00 (1hr)	Clinical training session with Dr Bowd or Dr Pandya. These are scheduled once a month, topics vary and can be requested by clinical team
	2.00-3.30 (1.5hrs)	Admin related to routine work

	3.30-5.00 (1.5hrs)	Self-directed research and learning, this could be in relation to routine interest or wider role as required
	5.00-6.00 (1hr)	1 hour supervision session with clinical supervisor
Thursday	9.00-1.30 (4.5hrs)	Clinical Duties: Urgent care clinics, Emergency care, urgent cases, care coordination. Supervised throughout by Clinical Supervisor/Duty GP and or Lead Nurse Practitioner
	1.30-2.00 (0.5hrs)	Lunch
	2.00- 6.00 (4hr)	Clinical Duties: Urgent care clinics, Emergency care, urgent cases, care coordination. Supervised throughout by Clinical Supervisor/Duty GP and or Lead Nurse Practitioner
Friday	Day off	

Total Hours Breakdown: Subject to change as required.

- **Clinical Duties:** 26 hours
- **University Day / Formal Education:** 2.5 hours
- **Self-Directed Learning/Research and Audit:** 1.5 hours
- **Mentoring Sessions / In-House Training:** 2 hours

Notes:

- **Flexibility:** Some activities, such as mentoring sessions and in-house training, can be adjusted based on the immediate needs of the practice and the paramedic's educational requirements.
- **Continuity of Care:** Ensure handover and continuity of patient care during off-the-job hours.
- **Documentation:** Maintain accurate records of all clinical activities and off-the-job learning to support professional development and regulatory compliance.
- **Coordination:** Regularly review and adjust the job plan in consultation with practice management to align with evolving practice needs and personal development goals.

EXAMPLE