

ONLINE JOB PLANNING (OJP) GUIDANCE – RETURNING USERS

Where?

Secure online job planning portal is at <https://www.cuhjobplan.org.uk/cuhjp/>

Username – your GMC number

Password – whatever you set it to

If you've forgotten your password this can be reset by clicking 'forgotten password' followed by 'reset password' on the job planning portal login screen

Copy your existing job plan

Click on 'New Job Plan'

Enter date in 'Plan starts from' (usually 01 April of the current year)

Copy items from previous plan – 'Yes'

Which previous plan? – select correct one (if more than one)

Check 'Entry details' tab

Are your Direct Clinical Care (DCC) duties all the same – edit if not

Are your Supporting Professional Activities (SPA) all the same – edit if not

Are your Internal Responsibilities all the same – edit if not

Are your External Responsibilities all the same – edit if not

Check 'Personal details' tab

Enter the PAs you are claiming – the system defaults to 0 if nothing is entered

Note that PAs 'contracted' from all sources cannot add to more than 10 – PAs above this must be entered as 'additional' (see 'ALL CONSULTANTS – Job planning guidance notes – CUHFT 2016' for further information)

Check 'Declarations' tab

When you think that your job plan is completed, check 'self' (box goes from red to green)

Contact your Clinical Lead / Specialty Lead / Clinical Director

Inform them that you have drafted a job plan

If no changes are required, the CL/SL/CD can sign off the job plan on the 'Declarations' tab (boxes go from red to green)

Note that, when a job plan has been signed off by a CL/SL/CD, the job plan cannot then be altered by the consultant (unless the CL/SL/CD unchecks their sign off)