JEG Nursing & Midwifery

Start of Block: Intro

Q1 **Thank you for taking part in our survey**

The Job Evaluation Group appreciates your support and contribution to ensuring the nursing and midwifery profiles fully support the NHS job evaluation scheme and processes.

All information given by your organisation will be confidential to the review and used solely to inform the review conclusions. No organisation will be named in any report and all published data will be anonymized.

The survey is split into 3 sections and will take around 15 - 20 minutes to complete. (You can stop and your work will be saved but must return to the survey using the same computer/device)

Section 1: Details of your organisation and contact information
Section 2: Your organisation's views on the 'usability' of the national profiles
Section 3: Some information on how you undertake job evaluation and matching in your organisation including reviews

Partnership working is a fundamental principle of good practice in the NHS job Evaluation Scheme and this survey has been designed with that in mind. Please ensure your submission is agreed by your relevant local partners.

Before you start it may help to have the following information Job matching data - as we will be asking you about your matching panels' experience of using the current profiles for nursing and/or midwifery, The types of jobs you routinely match and those you may have not been able to match. The number of recent requests you have handled to review the banding of nursing and/or midwifery jobs. We may wish to follow up with you on your responses and will ask about this at the end of the survey.

End of Block: Intro

Start of Block: Your Organisation

Q2 **Section 1: Your Organisation**

Q4 **In which country of the UK does your organisation operate?**

- ○ England (1)
- ○ Scotland (2)
- ○ Northern Ireland (3)
- ○ Wales (4)
- ○ UK wide (5)

Display This Question:

If In which country of the UK does your organisation operate? = England

Q6 **In which region(s) of England does your organisation operate?**

- ☐ North East and Yorkshire (1)
- ☐ North West (2)
- ☐ Midlands (3)
- ☐ East of England (4)
- ☐ London (5)
- ☐ South West (6)
- ☐ South East (7)

Display This Question:

If In which country of the UK does your organisation operate? = England

Q11 **Which of the following best describes your organisation?**

- ○ NHS trust/Foundation Trust (all provider types) (1)
- ○ Community Interest Company (CIC) (3)
- ○ Primary Care Network (PCN) (4)
- ○ Special Health Authority/Trust (5)
- ○ Other (2) _____

Display This Question:

If Which of the following best describes your organisation? = NHS trust/Foundation Trust (all provider types)

Services **Which services does your trust provide?**
Please select all that apply

- ☐ Acute (1)
- ☐ Mental Health (2)
- ☐ Ambulance (3)
- ☐ Community (4)
- ☐ Primary care (5)
- ☐ Other (please specify) (6)

Display This Question:

If In which country of the UK does your organisation operate? = England

Q3 **Please enter the name of your organisation**

_____

Display This Question:

If In which country of the UK does your organisation operate? = Scotland

Q150 **Please select your health board/organisation from the following list:**

- ○ NHS Ayrshire and Arran (1)
- ○ NHS Borders (2)
- ○ NHS Dumfries and Galloway (3)
- ○ NHS Fife (4)
- ○ NHS Forth Valley (5)
- ○ NHS Grampian (6)
- ○ NHS Greater Glasgow and Clyde (7)
- ○ NHS Highland (8)
- ○ NHS Lanarkshire (9)
- ○ NHS Lothian (10)
- ○ NHS Orkney (11)
- ○ NHS Shetland (12)
- ○ NHS Tayside (13)
- ○ NHS Western Isles (14)
- ○ NHS Health Scotland (15)
- ○ Healthcare Improvement Scotland (16)
- ○ Scottish Ambulance Service (17)
- ○ Scottish National Blood Transfusion Service (18)
- ○ The Golden Jubilee National Hospital (19)
- ○ The State Hospitals Board (20)
- ○ NHS24 (21)

- ○ NHS Education for Scotland (22)
- ○ Other (please specify) (23) _____

Display This Question:
If In which country of the UK does your organisation operate? = Wales

Q151 **Please select your health board/organisation from the following list:**

- ○ Aneurin Bevan Health Board (2)
- ○ Betsi Cadwaladr University Health Board (3)
- ○ Cardiff and Vale University Health Board (4)
- ○ Cwm Taf Morgannwg University Health Board (5)
- ○ Hywel Dda Health Board (6)
- ○ Powys Teaching Health Board (7)
- ○ Swansea Bay Health Board (1)
- ○ Velindre NHS Trust (8)
- ○ Public Health Wales NHS Trust (9)
- ○ Welsh Ambulance NHS Trust (10)
- ○ Public Health Wales NHS Trust (11)
- ○ Other (please specify) (12) _____

Display This Question:
If In which country of the UK does your organisation operate? = Northern Ireland

Q152 **Please select your health board/organisation from the following list:**

- ○ Belfast Trust (1)
- ○ Northern Trust (2)
- ○ South Eastern Trust (3)
- ○ Southern Trust (4)
- ○ Western Trust (5)
- ○ N.I. Ambulance Trust (6)
- ○ Public Health Agency (7)
- ○ BSO (9)
- ○ Patient and Client Council (10)
- ○ Other (please specify) (8)

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Q19 **Please provide your contact details, as the person completing this form**

- ○ Name (1) _____
- ○ Job title (2) _____
- ○ Email address (3) _____

Q20 **Which of the following best describes your responsibility for job evaluation?**

- ○ Staff Side JE Lead (1)
- ○ Management Side JE Lead (2)
- ○ HR lead for job evaluation (4)
- ○ Administration of job evaluation for JE panels (5)
- ○ Corporate responsibility for job evaluation and reports to the organisation board/senior management (6)
- ○ Other (please specify) (3)
  _____

Q153 **Please indicate which, if any of the following have been involved in the completion of this survey**

Display This Choice:

If Which of the following best describes your responsibility for job evaluation? != Staff Side JE Lead

And Which of the following best describes your responsibility for job evaluation? != Management Side JE Lead

- [ ] The JE Lead(s) (1)

Display This Choice:

If Which of the following best describes your responsibility for job evaluation? != HR lead for job evaluation

- [ ] The organisation's HR team (2)
- [ ] JE Practitioners/panel members (3)
- [ ] Other (please specify) (4) _____

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Q22 **Section 2: Your Organisation's Views on the Nursing and/or Midwifery Profiles**

Which national profiles does your organisation use to match?
Select all that apply

- ☐ Nursing jobs (1)
- ☐ Midwifery jobs (2)

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End of Block: Your Organisation

Start of Block: Information on nursing profiles

Q25 **THE NURSING PROFILES**

You have told us that your organisation uses national profiles to match nursing jobs. Please complete this section to tell us more about your organisation's experience of using the national job profiles for nursing.

Listed below are the nursing profiles for bands 4 to 9 - Please tick the description that best applies to your organisation's experience of using each of the profiles listed.

"We are able to use the profile effectively and without difficulty to match our nursing jobs...

	All the time (6)	Most of the time (7)	Some of the time (8)	Never (9)	We don't use this profile (10)	I don't know (11)
Associate Practitioner/Nursery Nurse (Band 4) (1)	○	○	○	○	○	○
Nurse (Band 5) (2)	○	○	○	○	○	○
Nurse Specialist (Band 6) (3)	○	○	○	○	○	○
Nurse Team Leader (Band 6) (4)	○	○	○	○	○	○
Nurse Team Leader (Learning Disabilities) (Band 6) (5)	○	○	○	○	○	○
Nurse Advanced (Band 7) (6)	○	○	○	○	○	○
Nurse Team manager (Band 7) (7)	○	○	○	○	○	○
Modern Matron (Band 8A) (8)	○	○	○	○	○	○
Nurse Consultant (Band 8a-c) (9)	○	○	○	○	○	○

Nurse/Midwife Consultant Higher Level (Band 8C – 9) (10)	○	○	○	○	○	○

Display This Question:

If THE NURSING PROFILES You have told us that your organisation uses national profiles to match nurs... [Some of the time] (Count) > 0

Or THE NURSING PROFILES You have told us that your organisation uses national profiles to match nurs... [Never] (Count) > 0

Q26 **You have indicated that your organisation does not always find some of the profiles completely suitable when matching nursing jobs.**

Listed below are some possible reasons why, please tick all those that apply to the profiles you have identified.
Select as many as apply

- ☐ Profile job statements do not describe the role (1)
- ☐ The qualifications, knowledge and/or experience details are out of date (2)
- ☐ Supervision arrangements and autonomy is not accurately reflected in the profile levels (3)
- ☐ The language/terminology used is out of date (4)
- ☐ Some factor levels don't fully describe the job's responsibilities (5)
- ☐ There is no profile that we can use to match some jobs that are unique and we need to evaluate (6)
- ☐ Other reason[s] (7) _____

Q155 **How many nursing roles have you had to evaluate fully (including completion and analysis of a Job Analysis Questionnaire) over the past three years?**

_____

Q157 **We are keen to gather evidence of jobs that do not match to national profiles as part of the review. Please list the names of these jobs and their AfC band.**

	Job tile (1)	Band (2)
1 (1)		
2 (2)		
3 (3)		
4 (4)		
5 (5)		

Q158 **Please use the box below to outline any additional comments you have on the nursing profiles as a group or on individual nursing profiles.**

_____

_____

_____

_____

_____

End of Block: Information on nursing profiles

Start of Block: Information on the Midwifery Profiles

Q159 **THE MIDWIFERY PROFILES**

You have told us that your organisation uses national profiles to match midwifery jobs. Please complete this section to tell us more about your organisation's experience of using the national job profiles for nursing.

Listed below are the midwifery profiles for bands 4 to 9. Please tick the description that best applies to your organisation's experience of using each of the profiles listed.

"We are able to use the profile effectively and without difficulty to match our midwifery jobs...

	All the time (6)	Most of the time (7)	Some of the time (8)	Never (9)	We don't use this profile (10)	I don't know (11)
Maternity Care Assistant Band 4 (1)	○	○	○	○	○	○
Midwife Entry Level Band 5 (2)	○	○	○	○	○	○
Midwife Community Band 6 (3)	○	○	○	○	○	○
Midwife Hospital Band 6 (4)	○	○	○	○	○	○
Midwife Integrated Band 6 (5)	○	○	○	○	○	○
Midwife Higher Level Band 7 (6)	○	○	○	○	○	○
Midwife Higher Level (Research Projects) Band 7 (7)	○	○	○	○	○	○
Midwife Consultant Band 8B-8C (8)	○	○	○	○	○	○

Nurse/Midwife Consultant (9)	○	○	○	○	○	○
Higher Level Band 8C-9 (10)	○	○	○	○	○	○

Display This Question:

If THE MIDWIFERY PROFILES You have told us that your organisation uses national profiles to match mi... [Some of the time] (Count) > 0

Or THE MIDWIFERY PROFILES You have told us that your organisation uses national profiles to match mi... [Never] (Count) > 0

Q160 **You have indicated that your organisation does not always find some of the profiles completely suitable when matching midwifery jobs.**

Listed below are some possible reasons why, please tick all those that apply to the profiles you have identified.
Select as many as apply

- ☐ Profile job statements do not describe the role (1)
- ☐ The qualifications, knowledge and/or experience details are out of date (2)
- ☐ Supervision arrangements and autonomy is not accurately reflected in the profile levels (3)
- ☐ The language/terminology used is out of date (4)
- ☐ Some factor levels don't fully describe the job's responsibilities (5)
- ☐ There is no profile that we can use to match some jobs that are unique and we need to evaluate (6)
- ☐ Other reason[s] (7) _____

Q161 **How many midwifery roles have you had to evaluate fully (including completion and analysis of a Job Analysis Questionnaire) over the past three years?**

Q162 **We are keen to gather evidence of jobs that do not match to national profiles as part of the review. Please list the names of these jobs and their AfC band.**

	Job tile (1)	Band (2)
1 (1)		
2 (2)		
3 (3)		
4 (4)		
5 (5)		

Q163 **Please use the box below to outline any additional comments you have on the midwifery profiles as a group or on individual midwifery profiles.**

_____

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_____

End of Block: Information on the Midwifery Profiles

Start of Block: Use of JE scheme

Display This Question:

If Which of the following best describes your responsibility for job evaluation? != Staff Side JE Lead

Q164 **Section 3: How you use the Job Evaluation Scheme**

Does your organisation have a Staff Side JE Lead?

- ○ Yes (1)
- ○ Yes but the role is currently vacant (2)
- ○ No (3)
- ○ I don't know (4)

Display This Question:

If Section 3: How you use the Job Evaluation Scheme Does your organisation have a Staff Side JE Lead? = Yes

Q165 **Please provide the following contact details for your Staff Side JE Lead**

- ○ Name (1) _____
- ○ Email Address (2) _____

Display This Question:

If Which of the following best describes your responsibility for job evaluation? != Management Side JE Lead

Q166 **Does your organisation have a Management Side JE Lead?**

- ○ Yes (1)
- ○ Yes but the role is currently vacant (2)
- ○ No (3)
- ○ I don't know (4)

Display This Question:

If Does your organisation have a Management Side JE Lead? = Yes

Q167 **Please provide the following contact details for your Management Side JE Lead**

- ○ Name (1) _____
- ○ Email Address (2) _____

Q168 **Is job evaluation and its supporting policies undertaken in partnership in your organisation?**
(e.g. either the JE leads or staff side and management work together via JNCC or partnership groups to support JE in the organisation)

- ○ Yes (1)
- ○ No (2)
- ○ Sometimes (3)
- ○ I don't know (4)

Q34 **Please let us know whether the policies listed below are in place in your organisation**

	Yes (1)	No (2)	Not sure (3)
We have a Job Evaluation Policy agreed in partnership (1)	○	○	○
We have an agreed consistency checking process (2)	○	○	○
We have a process agreed in partnership that sets out how staff can request that their job banding is reviewed (3)	○	○	○

Q35 **How are decisions recorded?**

- ☐ On an organisation database (8)
- ☐ CAJE/IJES or similar (9)
- ☐ On a spreadsheet (10)
- ☐ Using paper based system (11)
- ☐ We do not record matching results (12)
- ☐ Other (please specify) (13) _____

Q169 **Are ALL matching and evaluation panels are made up of employees of the organisation?**

- ○ Yes (1)
- ○ No (2)
- ○ Usually (3)

Page Break

Display This Question:

If Are ALL matching and evaluation panels are made up of employees of the organisation? != Yes

Q170 **Does the organisation ever use an external partner or organisation to undertake job matching on its behalf?**

- ○ Yes (1)
- ○ No (2)
- ○ Sometimes (3)

Display This Question:

If Does the organisation ever use an external partner or organisation to undertake job matching on i... != No

Q171 **Which of the following best describes the organisation used?**

- ○ Another NHS organisation (1)
- ○ A private company (2)
- ○ Other (please specify) (3) _____

Display This Question:

If Are ALL matching and evaluation panels are made up of employees of the organisation? != Yes

Q173 Please use the box below to provide a little more information around why your organisation uses external partners/organisations.

_____

_____

_____

_____

_____

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Q40 **Please indicate a response to each of the following regarding the use of the matching process in your organisation**

	Yes (1)	No (2)	I don't know (3)
We have a process for quality checking job information before it goes to a matching panel (1)	○	○	○
We use matching panels comprised of staff side and management side reps (2)	○	○	○
All our matching panellists are trained in how to use the NHS JE Scheme (3)	○	○	○
A matching report is available and provided to employees (4)	○	○	○
All our matching outcomes are consistency checked (5)	○	○	○

End of Block: Use of JE scheme

Start of Block: Follow up

Q104 Thank you for taking the time to complete this survey. Further details and updates on the review of the Nursing and Midwife National Profiles can be found here.

We are keen to gather job description and local evaluation evidence to support our work on revising the national profiles. Are you able to provide this information on jobs within your organisation?

- ○ Yes (1)
- ○ No (2)

Display This Question:

If Thank you for taking the time to complete this survey. Further details and updates on the review... = Yes

Q172 **Can your organisation provide the following**
Select all that apply

- [ ] Job Descriptions for jobs referred to in this survey response (1)
- [ ] Job Matching Reports (2)
- [ ] Information on the outcomes of review requests (3)
- [ ] Information on posts that have been locally job evaluated (4)

End of Block: Follow up