Public – To be published on the Trust external website

Title: Job Evaluation Procedure

Ref: HR-0034-v5.1

Status: Approved
Document type: Procedure

Contents

1 Introduction 4

2 Purpose 4

3 Who this procedure applies to 4

4 Related documents 5

5 Procedure 5

5.1 **Process for the banding of a New Post – Matching a New Job Description to a National profile.** 5

Step 1 - Manager writes a job description using the Trust template Job Description Template and complete the Job Evaluation Form 5

Step 2 - Lead Administrator for Job Evaluation 6

Step 3 - Job Evaluation Panel Members 6

Step 4 - Consistency Checking Panel 7

Step 5 - Lead Administrator for Job Evaluation 7

5.2 **Circumstances where an existing Job Description may be submitted for Re Matching or Re-Evaluation (Non-Standardised Job Descriptions)** 8

Step 1 – Post Holder and Line Manager 8

Step 2 - Lead Administrator for Job Evaluation 8

Step 3 - Job Evaluation Panel 8

Step 4 - Consistency Checking Panel 9

5.3 **Circumstances where an individual is on a standardised Job Description but believes they are working to a higher banded standardised Job Description** 10

5.4 **Process for completing a Job Analysis Questionnaire (JAQ) - Where a Job Description does not match a National Profile** 10

Step 1 - Lead Administer for Job Evaluation 11

Step 2 - Job Holder and Line Manager 11

Step 3 - JAQ Analysts 11

Step 4 - Job Holder and Line Manager 11

Step 5 - JAQ Evaluation Panel 11

Step 6 - Consistency checking panel. 11

Step 7 - Lead Administrator. 12

5.5 **Recording and Retaining Job Evaluation Outcomes.** 12

6 Contractual Issues 13

6.1 Effective Date 13

6.2 Pay Increases 13

6.3 Lowering of bands....13
6.3.1 New posts....13
6.3.2 Existing posts review or regrade applications....13
6.4 Organisational inconsistencies....13
7 Definitions....13
8 How this procedure will be implemented....14
8.1 Training needs analysis....14
9 How the implementation of this procedure will be monitored....15
10 References....15
11 Document control (external)....16
Appendix 1 - New Job Descriptions 5.1....18
Appendix 2 - Re Match or Re Evaluation (Manager or postholder Request) – Non Standardised 5.2....19
Appendix 3 - Regrade Request – When on a Standardised Job Description 5.3....20
Appendix 4 - Equality Impact Assessment Screening Form....21
Appendix 5 – Approval checklist....25

1 Introduction

- Agenda for Change (AFC) is the NHS national terms and conditions of service for non-medical staff. The Job Evaluation Scheme is an integral underpinning structure which is used to analytically determine the pay bands of roles within the NHS.
- This policy aligns with and supports the delivery of Our Journey To Change: the next chapter.

There is an expectation that the Trust (each professional reference group) will review all standardised Job Descriptions annually as a minimum

There is an expectation that a manager/individual will review (standardised and non-standardised) job descriptions on an annual basis as a minimum

2 Purpose

Following this procedure will help the Trust to demonstrate adherence to the required standards outlined within the Agenda for Change Job Evaluation Handbook, including working together to delivery on our commitment to make sure that both men and women receive equal pay for doing equal work

The nationally agreed Job Evaluation Scheme will be used to determine the correct band for all AFC posts across the organisation. The scheme will be operated in a robust and transparent manner and in accordance with the agreed procedures detailed in this document.

This will enable us to effectively demonstrate:

- the Trust's approach to job evaluation
- Providing clear procedures
- That job evaluation processes are applied consistently and objectively
- Confirming the responsibilities of staff
- Setting standards against which the scheme will be monitored
- Identifying the records to be kept ensuring an effective audit trail

3 Who this procedure applies to

This Procedure applies to all staff employed in a role which falls within the remit of Agenda for Changes terms and conditions. The Procedure below outlines the process line managers must follow to determine a pay banding or re-banding of a post(s).

4 Related documents

Recruitment and Selection Procedure
Organisational Change procedure

5 Procedure

5.1 Process for the banding of a New Post – Matching a New Job Description to a National profile.

Please also see flow chart at appendix 1.

Step 1 - Manager writes a job description using the Trust template Job Description Template and complete the Job Evaluation Form

For Admin, Nursing, AHP and Psychological Professional Job Descriptions

All job descriptions that fall under any of the above professional groups must be forwarded with the Job Evaluation Form to the Chair of the relevant Professional Reference Groups (PRG). The PRGs and the Chairperson are as follows:

- **Administration PRG** – Executive Director of People and Culture
- **Nursing –** Associate Director of Nursing Education and Professional Excellence
- **Allied Health Professionals (AHP), Social Work (SW), Peer Work (PW) and Chaplaincy Advisory Group** - Chief Allied Health & Associated Professions Officer
- **Psychological Professionals Governance Group** – Chief Psychological Professions Officer

Where a new job description is a multi-professional role, this must be sent to the relevant leads above for Nursing, AHP and Psychological Therapies who will jointly review the new Job Description

Once the Chair of the PRG has reviewed the Job Description, they will either:

- Inform you that they have submitted your job description and Job Evaluation Form to the Job Evaluation Team and/or

- Inform you that they have not submitted your job description to the Job Evaluation Team, giving their reasons why

It maybe that the manager is made aware that there is a standardised job description already available and/or the job description submitted may need some changes prior to submitting to the Job Evaluation Team.

The Manager will then be required to forward the Job Description and Job Evaluation Request Form to tewv.jobevaluation@nhs.net

For All other Job Descriptions (where no Professional Reference Group is in place)

For all other job descriptions, please forward the job description, (including effort factors) and job description request form Job Evaluation Request Form to tewv.jobevaluation@nhs.net

Step 2 - Lead Administrator for Job Evaluation

Reviews and quality check all documents to ensure they meet the requirements to proceed to a job evaluation panel. The Lead Administrator will liaise with line manager to obtain missing documents and scheduled the new post for the next available panel.

The Lead Administrator will check (with both Heads of People and Resourcing) whether the Job Description requires Director sign off

Step 3 - Job Evaluation Panel Members

Two days prior to the panel all relevant information will be available in the shared folder. All panel members will read the job description and look to identify potential national profiles (available in the shared folder) for the panel to consider. The panel will comprise of a minimum of 3 reps (management representative(s) and staff side representative(s) all of whom will have completed training in job matching/evaluation.) It may be agreed by exception that a panel can go ahead with 2 reps (1 Management and 1 Staff side)

The panel will aim to match the job description to a national profile.

It is anticipated that most Job descriptions should match a national profile and therefore **the manager of the Job Description under consideration ideally should be available to answer any queries the panel may have**.

Following discussions with the manager, if it is still not possible to match the Job Description to a national profile this must be recorded as a no match on the Job Evaluation panel record form.

Step 4 - Consistency Checking Panel

Following the conclusion of the Job Evaluation/matching panel a consistency checking panel will meet to review the outcome. The panel will comprise of a management representative and staff side representative both of whom will have completed training in consistency checking.

Feedback on the outcome of the job evaluation panel will be provided with a view to reaching a consensus and the banding of the new post finalised.

Where it is not possible to match a new Job Description to a national profile, the job will be evaluated and banded by the panel and subsequently consistency checked by the Consistency Checking Panel.

A JAQ is not initially required for new Job Descriptions that do not match a profile; however, managers will be advised to review the Job description after a "bedding in" period 6 – 12 months and re submit the job description for re matching. If the Job description does not match a profile at this stage, then a JAQ will be required.

Step 5 - Lead Administrator for Job Evaluation

The Job Evaluation Lead Administrator will complete all the associated admin tasks and inform the line manager of the outcome of the evaluation.

The line manager may request a review (appeal) of the band outcome for a new post, prior to commencing the recruitment process

Review documentation Review (Appeal) Request Form must be submitted to the Lead Administrator for Job Evaluation within 3 months of notification of the band outcome.

The review (appeal) panel operates in the same way as the original panel and follows the procedure outlined in **Steps 3 and 4 above.**

5.2 Circumstances where an existing Job Description may be submitted for Re Matching or Re-Evaluation (Non-Standardised Job Descriptions)

Please also see flow chart at appendix 2.

Managers should ensure that all Job Descriptions are regularly reviewed, this should be done at least on an annual basis, any amended Job Descriptions should be agreed between the Manager and the Individual and submitted for a Rematch or Re-evaluation. (the Lead Administrator will identify if this is a rematch or re-evaluation and process the request accordingly)

Or as an employee, you may request in writing to have your existing job description reviewed and amended if you believe that your current role has changed significantly from when it was last evaluated. This will be a regrade application process

Step 1 – Post Holder and Line Manager

Non-Standardised Job Descriptions: If as part of an annual review of Job Descriptions by your line manager, it is agreed that the existing job description requires updating to accurately reflect the role, the first task is to amend the existing job description using “Track Changes” to highlight what current duties have changed. This should be done jointly with the post holder and the manager.

Upon agreement of the changes, the manager will complete the Job Evaluation Form and send it to tewv.jobevaluation@nhs.net

Where a regrade application has been requested and your manager agrees that your Job Description has changed then the existing Job Description will be updated using “Track Changes” to highlight what current duties have changed, all sections of the Regrade Authorisation Form must be completed and signed and then forwarded to tewv.jobevaluation@nhs.net. This also includes sign off at Director Level and appropriate Professional Lead if applicable.

Step 2 - Lead Administrator for Job Evaluation

Will review and quality check documents to ensure they meet the requirements to proceed to a Job Evaluation panel. The Lead Administrator will liaise with line manager to obtain any missing documents and submit the regrade application to the next available panel.

Step 3 - Job Evaluation Panel

Two days prior to the panel all relevant information will be available in the shared folder, all panel members will read the job description. The previous matching/evaluation outcome will be made available to the panel in the shared folder. The outcome of the panel can be one of the following:

- Confirm the same match/evaluation outcome as the original
- Confirming a match to a different profile (if a different profile cannot be matched after discussions with the Manager and Post holder, then a JAQ will be required in line with section 5.3)

The panel will comprise of a minimum of 3 reps (management representative(s) and staff side representative(s) all of whom will have completed training in job matching/evaluation.) It may be agreed by exception that a panel can go ahead with 2 reps (1 Management and 1 Staff side)

Step 4 - Consistency Checking Panel

Following the conclusion of the Job Evaluation panel a consistency checking panel will meet to review the outcome. The panel will comprise of a management representative and staff side representative both of whom will have completed training in consistency checking. Feedback on the outcome of the job evaluation panel will be provided with a view to reaching a consensus and the banding of the new post finalised.

The Lead Administrator will complete all the associated admin tasks and inform the line manager of the outcome of the Job Description Review or regrade application.

The line manager/individual may request a review (appeal) of the band outcome for a reviewed/updated/regrade

Review documentation Review (Appeal) Request Form must be submitted to the Lead Administrator for Job Evaluation within 3 months of notification of the band outcome.

The review (appeal) panel operates in the same way as the original panel and follows the procedure outlined in **Steps 3 and 4 above.**

After this stage there is no further right of review in respect of the band outcome. A revised job description cannot be submitted for at least twelve months from the date of notification of the outcome

5.3 Circumstances where an individual is on a standardised Job Description but believes they are working to a higher banded standardised Job Description

Please also see flow chart at appendix 3.

If you feel that your current standardised Job Description no longer reflects your role and you feel you are working to a higher banded standardised Job Description, you can request a review to take place.

Your line manager will arrange to meet with you and assess you against the entirety of the higher banded Job Description. If it is demonstrated that you are working to the higher role in its entirety and the manager agrees, then a regrade process will take place.

As the higher banded Job Description is a standardised Job Description which will have already been matched/evaluated there is no further need for an evaluation panel.

Managers are asked to speak to their People Partner to process the regrade, which will include you being transferred onto the new Job Description as a formal regrade.

Managers must give consideration to other individuals/roles of the same, when an application is received

Regrade into a higher banded standardised Job Description will only be applied when it is demonstrated that the individual is working to the entirety of the higher Job Description.

Where only elements are being carried out the manager must assess the reasons for this for example, development, short term cover, service need and seek advice from the relevant People Partner in relation to the next steps to cease the additional duties.

Where an application is successful and there are other staff who are doing the same role, consideration must be given to these roles.

5.4 Process for completing a Job Analysis Questionnaire (JAQ) - Where a Job Description does not match a National Profile

Whilst it is envisaged most jobs will match to a national profile, there will be occasions where a JAQ will be required. A JAQ is a Job Analysis Questionnaire which is a comprehensive document which captures detailed information relating to each of the factors.

Step 1 - Lead Administer for Job Evaluation

- In circumstances where it is identified a JAQ will be required the Lead Administrator will liaise with the line manager and employee. The JAQ documentation and associated guidance will be forwarded for completion.

Step 2 - Job Holder and Line Manager

- The job holder with assistance from the line manager will complete the JAQ and return it to the Lead Administrator. On receipt of the completed JAQ arrangements will be made to appoint two JAQ analysts, one staff side representative and one management representative. JAQ analysts will have completed the national JAQ analyst training programme. tewv.jobevaluation@nhs.net

Step 3 - JAQ Analysts

- The Lead Administrator will schedule a meeting on behalf of the JAQ analysts with the post holder and line manager. The purpose of the meeting is to enable clarification on any points within the JAQ and ensure the document accurately reflects the requirements of the role. The outcome of the meeting will be an amended draft JAQ.

Step 4 - Job Holder and Line Manager

- The amended draft JAQ will be checked and signed off by the job holder, line manager and job analysts. Any differences of views will aim to be resolved with the assistance of job analysts. The outcome of this stage will be an agreed and signed off JAQ which will be forwarded to the Lead Administrator to progress to the Evaluation of the JAQ.

Step 5 - JAQ Evaluation Panel

- A panel of JAQ trained evaluators consisting of staff side representatives and management representatives will evaluate the JAQ. If required, they will clarify any queries with the job holder and line manager. The same format as outlined in Step 3 of Section 5.1 and 5.1

Step 6 - Consistency checking panel.

- Following the conclusion of the JAQ evaluation review panel a consistency checking panel will meet to review the outcome. The panel will comprise of a management representative

and staff side representative both of whom will have completed training in JAQ consistency checking. The same format as outlined in Step 3 of Section 5.1 and 5.1

- Feedback on the outcome of the JAQ evaluation will be provided to the panel with a view to reaching a consensus and the banding of the post being finalised.

Step 7 - Lead Administrator.

- The Lead Administrator will complete all the associated admin tasks and inform the line manager of the outcome of the JAQ review.

The line manager/individual may request a review (appeal) of the band outcome of a JAQ evaluation.

Review documentation Review (Appeal) Request Form must be submitted to the Lead Administrator for Job Evaluation within 3 months of notification of the band outcome.

The review (appeal) panel operates in the same way as the original panel and follows the procedure outlined in **Steps 3 and 4 above.**

After this stage there is no further right of review/appeal in respect of the band outcome. A revised job description cannot be submitted for at least twelve months from the date of notification of the outcome

5.5 Recording and Retaining Job Evaluation Outcomes.

The outcome of all job evaluations will be recorded on a database. All associated job descriptions and outcome paperwork will be saved electronically. The database will be available to Consistency checking panel representatives to support reporting and interrogation of banding outcomes or factor related outcome consistencies.

Any fundamental disagreements in relation to the Job Evaluation procedure should be addressed using the Trust's Grievance Procedure

6 Contractual Issues

6.1 Effective Date

The effective date of any change in band for an existing post holder will be the date the review request was initially received by the line manager in writing.

6.2 Pay Increases

In the event of an upgrade, pay should be set at the minimum of the new pay band in accordance with AFC terms and conditions of service.

6.3 Lowering of bands

6.3.1 New posts

In the event that following a review of the new Job Description after a "bedding in" period (6 – 12 months) and the decision is upheld by a review panel, then, either the job description must be amended to include higher level responsibilities commensurate with the original band (where this does not conflict with service needs or the remit of other posts) or the post holder will receive pay protection in accordance with the Trust's Organisational Change Procedure

6.3.2 Existing posts review or regrade applications

In the event that a review panel downgrades a post below its original band, the post holder will receive pay protection in accordance with the Trust's Organisational Change Procedure.

6.4 Organisational inconsistencies

If an organisational review determines that a post or group of posts has been banded incorrectly, the revised band (if higher) will be applied with an effective date which takes account of the circumstances of the case. The revised band (if lower) will be applied in accordance with the Trust's Organisational Change Procedure.

7 Definitions

Term	Definition
Agenda for Change (AFC)	• Nationally agreed terms and conditions for non-medical staff.
Job Description	• A document which accurately describes the duties and responsibilities of a role. The job description will be used to evaluate a post and identify a pay band.
Effort Factors	• The Job Evaluation process is based on assessing 16 bespoke factors which describe the requirements of the role. Each factor includes a range of descriptions which are assigned a score.
Job Matching	• Is the process where a panel will aim to match a job description to a national profile
Job Evaluation	• Job Evaluation is a process which is used to assess a broad range of varying roles using 16 effort factors to assign a pay band.
Job Analysis Questionnaire (JAQ)	• A JAQ is a comprehensive document which is used to capture the details of a role where it is not possible to match a role to a national profile, or a desktop evaluation is not appropriate.
Shared Folder	• The Panel folder is a Job Evaluation Folder available on the T Drive to all trained Job Evaluators/Matchers/Consistency Checkers

8 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.
- The People and Culture Directorate will implement robust processes to demonstrate compliance with the Job Evaluation Procedure and Equal Pay legislation.

8.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Job Evaluators/Matchers/Analysts and Consistency Checking	All panel members are formally trained in the Job Evaluation Process	1 day	Refresher training can be arranged if a panel member

			has not been active for a significant period
All Managers	Awareness Sessions	1 hour	

9 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	100% of all new Job Description's will be sent to Job Evaluation panel with the aim of matching to a national profile, where this is not possible, they will be reviewed after the "bedding in" period and re-submitted for matching, if at this stage it is still not possible to match to a profile the JAQ process will be followed	On an annual basis audit will sample a proportion of advertised vacancies check the post has undergone job evaluation to determine the banding.	People and Culture leadership group will monitor actions identified.

10 References

Agenda For Change Terms and Conditions of Service Handbook
Agenda For Change Job Evaluation Handbook.

11 Document control (external)

To be recorded on the policy register by Policy Coordinator

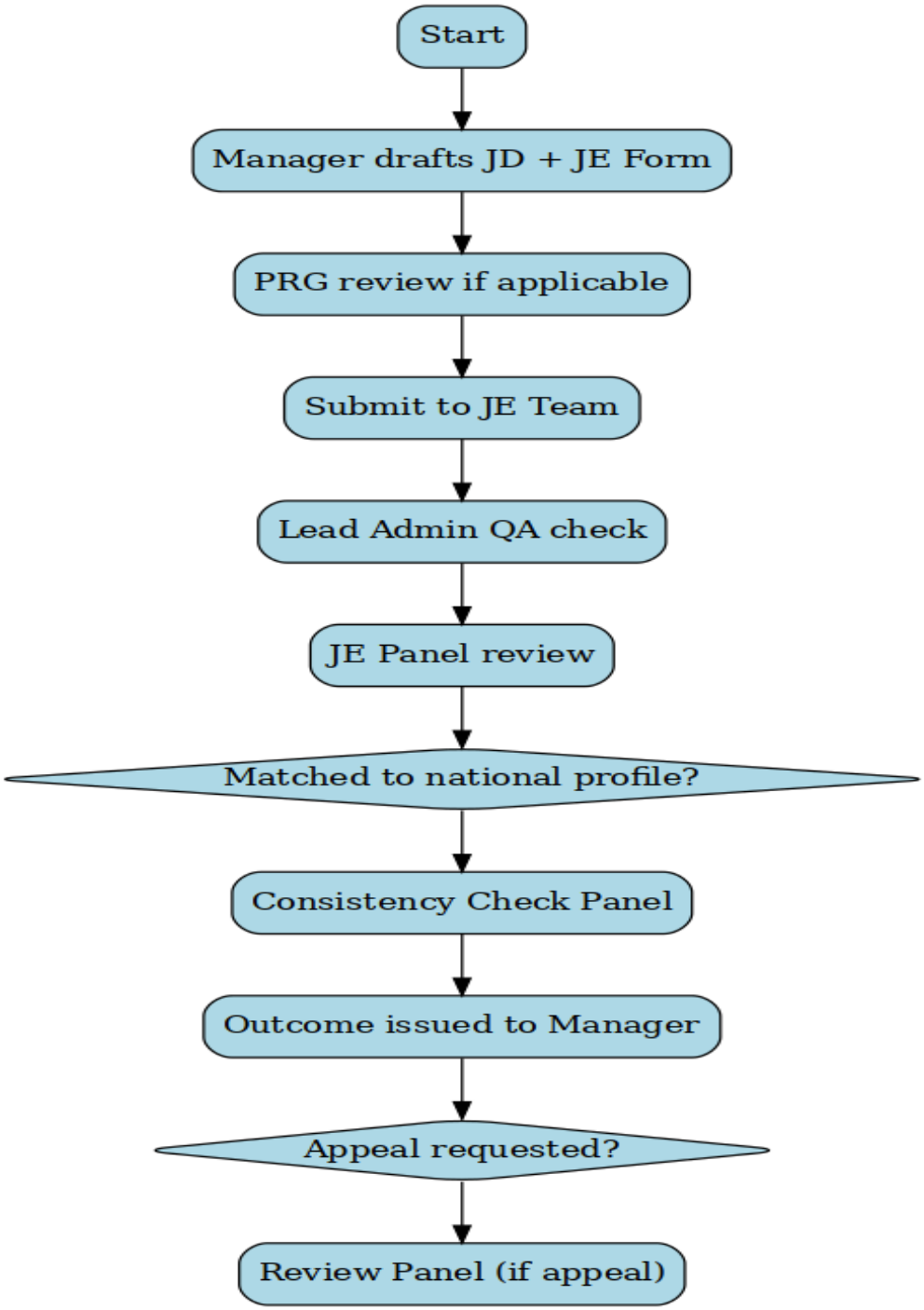
Required information type	Information
Date of approval	21 July 2026
Next review date	21 July 2029
This document replaces	Job Evaluation Procedure HR-0034-v5
This document was approved by	P&C Policy Working Group
This document was approved	May 2026
This document was ratified by	JCC
This document was ratified	21 July 2026
An equality analysis was completed on this policy on	20 July 2026
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

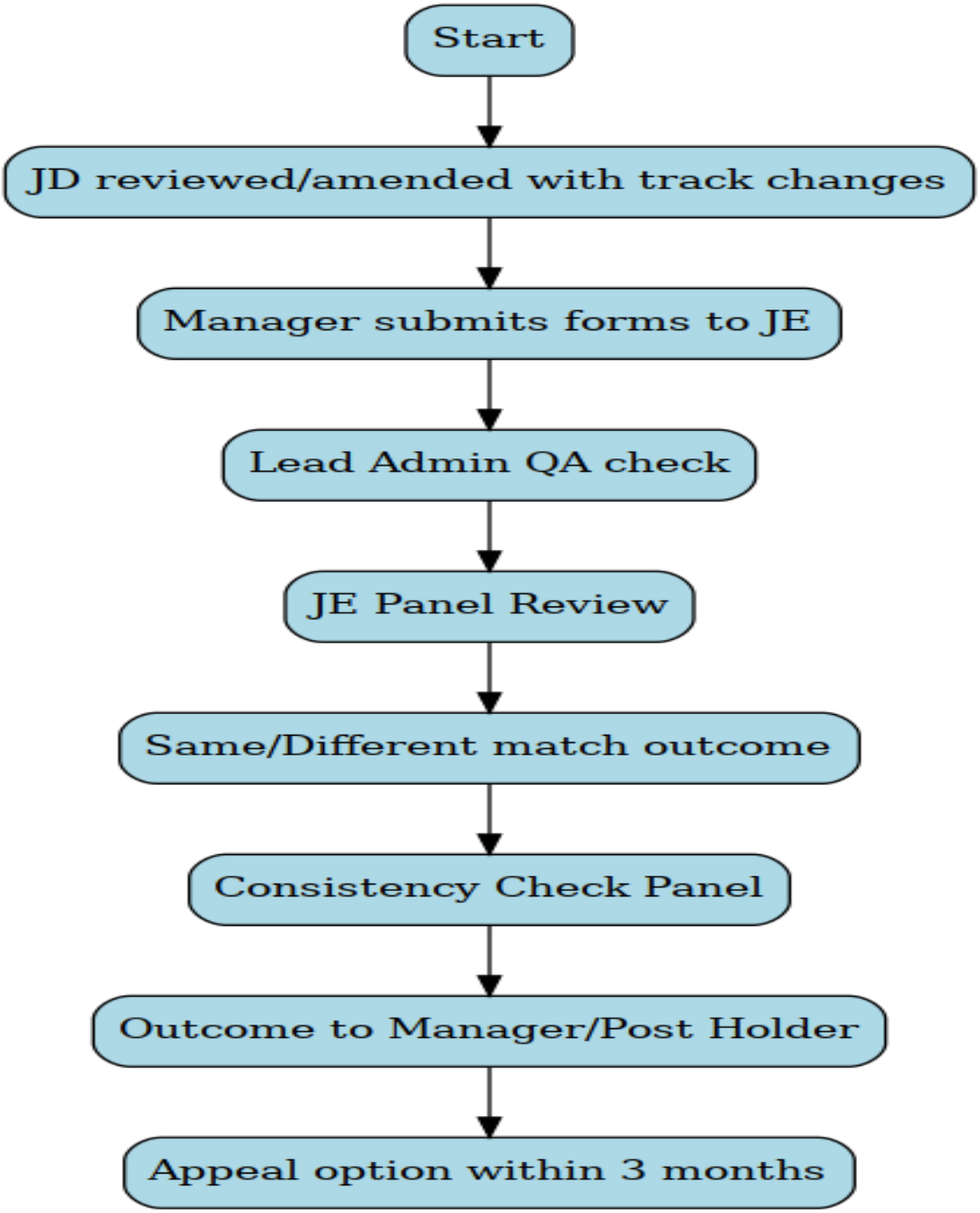
Version	Date	Amendment details	Status
v5.1	21 Jul 2026	Added to introduction* There is an expectation that the Trust (each professional reference group) will review all standardised Job Descriptions annually as a minimum There is an expectation that a Manager/ individual will review (standardised and non standardised) job descriptions on an annual basis as a minimum Section 5.1 includes details of Professional Reference Groups for New roles to be signed off Section Titles – made clearer Each section includes the make up of a panel – ideally 3 members (1 staff side 2 management or 2 management 1 staff side) in certain circumstances	Approved

		and by agreement panels can continue with 2 members 1 staff side and 1 management rep 5.3 Clarity on process for regrading when on standardised job description Addition of appendix 1 2 and 3 – flow charts for each stage *note introduction's Our Journey To Change text updated to Our Journey to Change- the next chapter following JCC in line with EDG update from meeting of October 2025.	

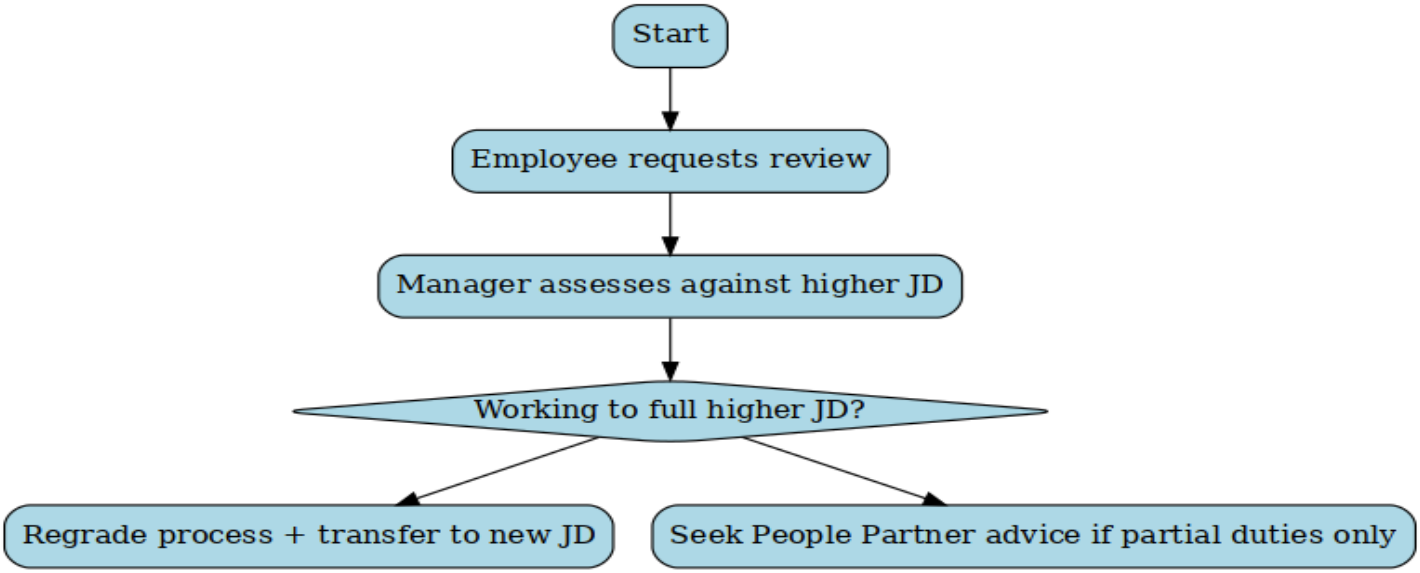
Appendix 1 - New Job Descriptions 5.1



Appendix 2 - Re Match or Re Evaluation (Manager or postholder Request) – Non Standardised 5.2



Appendix 3 - Regrade Request – When on a Standardised Job Description 5.3



Appendix 4 - Equality Impact Assessment Screening Form

Please note: The Equality Impact Assessment Policy and Equality Impact Assessment Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	People and Culture
Title	Job Evaluation Procedure
Type	Procedure
Geographical area covered	Trust wide
Aims and objectives	The procedure will help the Trust to demonstrate adherence to the required standards outlined within the Agenda for Change Job Evaluation Handbook. The nationally agreed Job Evaluation Scheme will be used to determine the correct band for all AFC posts across the organisation. Complying with the requirements of the handbook will enable the Trust to demonstrate compliance with equal pay legislation. Following the procedure will enable us to effectively demonstrate: ➢ the Trust's approach to job evaluation ➢ Provide a range of clear processes ➢ Setting standards against which the scheme will be monitored Identifying the records to be kept ensuring an effective audit trail
Start date of Equality Analysis Screening	1st September 2025
End date of Equality Analysis Screening	3rd June 2026

Section 2	Impacts
Who does the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	Ensures the Trust is compliant with the law pertaining to equal pay and complies with Agenda for Change national terms and conditions of service.
Will the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? Are there any Human Rights implications?	• **Race** (including Gypsy and Traveller) NO • **Disability** (includes physical, learning, mental health, sensory and medical disabilities) **Yes** • **Sex** (Men and women) **NO** • **Gender reassignment** (Transgender and gender identity) **NO** • **Sexual Orientation** (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) **NO** • **Age** (includes, young people, older people – people of all ages) **NO** • **Religion or Belief** (includes faith groups, atheism and philosophical beliefs) **NO** • **Pregnancy and Maternity** (includes pregnancy, women / people who are breastfeeding, women / people accessing perinatal services, women / people on maternity leave) **Yes** • **Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners) **NO** • **Armed Forces** (includes serving armed forces personnel, reservists, veterans and their families) **NO** • **Human Rights Implications / NO** (Human Rights - easy read)
Describe any negative impacts / Human Rights Implications	Staff with a disability or LTHC resulting in a period of absence from work or staff on maternity leave, may be negatively impacted due to potential delays in a manager reviewing their Job Description. Managers will be advised that this should be done at an appropriate time following the return to work. Where an individual's role may have changed due to service need during a period of absence, Managers will be expected to keep individuals up to date during their absence via the normal communication methods that have been agreed. No significant negative impact has been identified. However, there is a potential risk of unintended inequality if job information is incomplete,

	inaccurate, or if the job evaluation process is not applied consistently. There is also a risk that some staff may experience disadvantage if they are not adequately supported to participate in the process, including staff with disabilities, communication needs, or those requiring reasonable adjustment
Describe any positive impacts / Human Rights Implications	Managers will be required to review job descriptions on an annual basis for all staff The Job Evaluation Procedure is expected to have a positive impact on equality, diversity and inclusion by providing a fair, consistent, transparent and objective framework for evaluating posts. The process assesses roles based on agreed job evaluation factors and organisational requirements rather than personal characteristics, helping to ensure consistency and fairness in pay and grading decisions. It promotes equality of opportunity for all employees regardless of protected characteristics. The use of trained evaluators, nationally recognised job evaluation processes and governance arrangements helps ensure decisions are objective, evidence-based and applied consistently across the Trust

Section 3	**Research and involvement**
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	Legislation in relation to equal pay. Agenda for Change National Terms and Conditions of Service Handbook. Job Evaluation Handbook.
Have you engaged or consulted with patients, carers, staff and other stakeholders including people from the protected groups?	Yes

If you answered Yes above, describe the engagement and involvement that has taken place	Staff Side Representatives through the Staff Policy Working Group
If you answered No above, describe future that you may have to engage and involve people from different groups	

Section 4	**Training needs**
As part of this equality impact assessment have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	n/a
Describe any training needs for patients	n/a
Describe any training needs for contractors or other outside agencies	n/a

Check the information you have provided and ensure additional evidence can be provided if asked.

Appendix 5 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

Title of document being reviewed:	Yes / No / Not applicable	Comments
1. Title		
Is the title clear and unambiguous?	Yes	
Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2. Rationale		
Are reasons for development of the document stated?	No	Reviewed in line with standard Procedure review process
3. Development Process		
Are people involved in the development identified?	Yes	P&C Policy Working Group
Has relevant expertise has been sought/used?	Yes	Members of the PWG are trained in JE
Is there evidence of consultation with stakeholders and patients?	Yes	PWG
Have any related documents or documents that are impacted by this change been identified and updated?	Yes	JE request form has been updated
4. Content		
Is the objective of the document clear?	Yes	In line with AFC
Is the target population clear and unambiguous?	Yes	All staff
Are the intended outcomes described?	Yes	
Are the statements clear and unambiguous?	Yes	
5. Evidence Base		

Is the type of evidence to support the document identified explicitly?	Yes	AFC
Are key references cited?	Yes	
Are supporting documents referenced?	Yes	
6. Training		
Have training needs been considered?	Yes	
Are training needs included in the document?	Yes	
7. Implementation and monitoring		
Does the document identify how it will be implemented and monitored?	Yes	
8. Equality analysis		
Has an equality analysis been completed for the document?	Yes	
Have Equality and Diversity reviewed and approved the equality analysis?	Yes	20 July 2026 ah
9. Approval		
Does the document identify which committee/group will approve it?	Yes	PWG and JCC
10. Publication		
Has the policy been reviewed for harm?	Yes	
Does the document identify whether it is private or public?	Yes	
If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	NA	
11. Accessibility (See intranet accessibility page for more information)		
Have you run the Microsoft Word Accessibility Checker? (Under the review tab, 'check accessibility'. You must remove all errors)	Yes	
Do all pictures and tables have meaningful alternative text?	Yes	

Do all hyperlinks have a meaningful description? (do not use something generic like 'click here')	Yes	