

Job Plan and Activity Diary Workbook

Turn real duties, hidden work and service variation into a prospective plan

- ✓ Six structured review stages
- ✓ Private writing space
- ✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

Author: Dr N Aziz

Before you write

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

1. Current plan

Use factual language. Identify the document, date, owner and action needed.

Contracted units and hours

DCC, SPA and other categories

Sites and travel

Objectives and resources

2. Representative diary

Use factual language. Identify the document, date, owner and action needed.

Activity, purpose and time
Associated administration
Interruptions and predictable emergency work
Work outside planned time

3. Annual frequency

Use factual language. Identify the document, date, owner and action needed.

Weeks or occurrences

Leave adjustment

Annualised total

Cancellation and reconciliation

4. Scope and safety

Use factual language. Identify the document, date, owner and action needed.

Autonomous scope

Supervision and escalation

Fatigue or workload risk

Immediate controls

5. Proposed plan

Use factual language. Identify the document, date, owner and action needed.

Activity and category
Time and location
Objective and measure
Required resource

6. Meeting record

Use factual language. Identify the document, date, owner and action needed.

Agreed point
Disputed point
Action and owner
Review date

Action summary

What must happen next?

Who owns each action and by when?

Which official national or scheme source must be rechecked?

Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

Independent general education

This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.