

Band 5 to Band 6 Progression Checklist

Ensure you have read and are familiar with the details in the Progression Guidance before the interview.

Employee Name: _____ Department: _____

Managers Name: _____

Independent Reviewer: _____

Pre-Meeting Action		Done/ discussed
1.	Ensure that you have provided the employee with appropriate notice of the interview and the guidance documentation/FAQ's	
2. 1	Ensure the employee is aware of what they must provide on the day	
3.	As part of your preparation, should you have any concerns or questions prior to the Interview, discuss them with HR Direct (2 7700)	

Progression Interview		Done/ discussed
4.	Qualifications: Degree or equivalent and specialist qualification.	
5.	HCPC Registration Date (where relevant)	
6.	Date of Appointment to Band 5 post	
7.	<p>CPPD activity: Check portfolio including the following:</p> <ul style="list-style-type: none"> • Training courses • Meeting attendance and participation demonstrated • Case studies • Key articles • Presentation, review, audit or QI or involvement in CI events • Training visits to other departments • Reflective practice 	

8.	<p>Evidence of readiness for Specialist band 6 Role:</p> <ul style="list-style-type: none"> • How have your technical and/or practical skills developed over the past 2 years? • How your role has has developed since you were first in post as a band 5? • Give an example of where you have had to take control of a situation or use your experience to resolve problems? • Give an example of where you have trained others • Give an example of where you have worked independently. 	
9.	<p>Support progression to Band 6: YES/NO*</p> <p>Comments</p>	
Post Meeting Action		Done/ Discussed
10.	<p>Remember to complete 'Employment Changes' in People First and send to NHSBT Pay support</p> <p>Manager to retain documentation in local employee records</p>	