**Additional Information Sheet (AIS)**

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| **Post Title** |  |
| **JD Ref (Office use only)** |  |

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| **Use this AIS to expand on the Key Duties outlined in the Job Description (JD).**  **You do not need to complete every section only the ones where you feel you can give additional information that will help a grading panel understand the role and responsibilities.**  **Give specific examples of duties to be undertaken under the appropriate headings.**  **Give details of any NHS/NHSBT specific systems/IT systems that the post holder will be expected to use.**  **Do not repeat wording used in the JD.**  **For help completing this document see AIS Guidance or contact the JE Adviser on featurenet (f5) 8687.** |
| **Factor Levels** |
| **Factor 1 - Communication & Relationship Skills** |
| **Factor 2 - Knowledge, Training & Experience (KTE)** |
| **Factor 3 - Analytical Skills** |
| **Factor 4 - Planning & Organsation Skills** |
| **Factor 5 - Physical Skills** |
| **Factor 6 - Patient / Client Care (Note – Client is an alternative term for patients often used for those who are not unwell e.g. pregnant wormen, mothers and those with learning disabilities etc) or to whom services are provided in the community. Client does *not* refer to commercial organisations, customers or to internal relationships).** |
| **Factor 7 - Responsibility – Policy & Service** |
| **Factor 8 - Responsibility – Finance & Physical** |
| **Factor 9 - Responsibility – Staff/HR/Leadership/Training** |
| **Factor 10 - Information Resources** |
| **Factor 11 - Responsibility – Research & Development** |
| **Factor 12 - Freedom to Act** |
| **Factor 13 - Physical Effort** |
| **Factor 14 - Mental Effort** |
| **Factor 15 - Emotional Effort** |
| **Factor 16 - Working Conditions** |