

**KSF GROUP OF THE NHS STAFF COUNCIL
PROCEDURE FOR ASSESSING THE SUITABILITY OF KSF POST
OUTLINES FOR INCLUSION IN THE NHS KSF NATIONAL LIBRARY**

The NHS KSF National Library has been developed as a resource for organisations to use, and to allow good practice and learning in outline development to be shared across the UK. The Library contains outlines that are considered by the Knowledge and Skills Framework Group (KSFG) to contain good practice principles in outline development, and are there for other organisations to customise and use as they wish.

The KSF Group reviews large numbers of post outlines to assess their suitability for inclusion in the National Library, and it has produced broad criteria which cover this. These criteria must all be met and state that:

- the outline has been developed in partnership
- the dimensions and levels make sense for the post concerned
- there are areas of application that are applicable to the post concerned
- from August 2006 the outline must include a full foundation outline with areas of application

Stage 1 of quality control

The KSFG accepts that in the spirit of the Agenda for Change Agreement all outlines submitted to the national Library have been developed in partnership so there is a statement on the eKSF that submitters are asked to tick to confirm that this is the case. The remaining criteria are subjected to further investigation. The procedure for assessing the suitability of KSF post outlines for inclusion in the National Library is as follows:

Initial check of outlines submitted to the National Library in the eKSF

- 1) On behalf of the KSFG outlines in the National Library in the eKSF are checked against the broad criteria
- 2) Outlines that clearly do not meet the criteria are not accepted and their creators are notified by email with the reasons for the non-acceptance

Stage 2 of quality control - before consideration of outlines by KSFG

On behalf of the KSFG, outlines meeting the broad criteria are checked by a different individual who has an in-depth knowledge of the KSF to see if recommended good practice has been followed and:

- 1) There is evidence that the outline will inform the individual's development in the post and that it will be possible to conduct an effective KSF PDR using the outline.
- 2) They are able to see the breadth, depth and scope of the post and understand what someone undertaking the post needs to do and how that post contributes to the overall delivery of services.
- 3) The post outline is clearly applicable to the post (e.g. if the post is for a maternity care assistant then mothers and babies feature strongly within it!)
- 4) The areas of application for the post are clearly specified. This can be done in two ways:
 - by identifying the different areas within each dimension to which the level and indicators apply (e.g. in Core 1 - Communication - who the person is likely to communicate with, the methods of communication they need to use in the post, the main purposes of communication in the post etc)

- indicator by indicator giving reasonable detail

Where recommended good practice has not been followed the most common pitfalls are:

- 1) There are no areas of application in some of the dimensions.
- 2) The areas of application are purely those which are contained as guidance in the KSF handbook and include irrelevant areas for the post / are too broad to mean anything to people in the post and will not inform their development.
- 3) The areas of application rewrite the indicators in the KSF.
- 4) The areas of application do not explain the context and scope of the post but state the type of evidence that might be used in the development review process (e.g. notes of phone calls, discussion with supervisor).
- 5) The areas of application are cut and pasted directly from the job description / from the job evaluation factors / from the post duties and do not help an individual's development in the post.
- 6) The areas of application are about an individual currently undertaking the post (e.g. has completed the Diploma programme and now registered on a Masters) rather than being focused on the post itself.

Stage 3 of quality control - consideration of outlines by the KSFG

Outlines that appear to meet the criteria following the quality control checks are considered by the KSFG. All outlines are reviewed in partnership pairs, using the same criteria as above. If consensus is not reached the outline is passed to another pair. In unresolved cases the joint Chairs make the final decision. A record is kept of the reviewers of each outline. Any questions raised by an outline which if resolved would mean that it would be accepted are further investigated and advice passed back to the creators on how best to modify the outline.

Outlines accepted for the National Library

Once outlines have been accepted the outline creators are notified and thanked and the outline is placed in the National Library

Outlines that are not accepted for the National Library

In the case of outlines that are not accepted the creators are contacted by e-mail using the following format

Post title

Created on 00th July by --- ----

Assessed by --- and ---

Reasons for non-acceptance –

General comments –

Detailed feedback from the KSFG is provided

Use of the outline in PDR

Feedback is given on whether it would be possible to conduct an effective KSF PDR review against the outline

Archive of outlines that have been reviewed

When outlines have been reviewed and the follow up procedures completed they are stored at NHS Employers.

LM/TH 24/6/2006