

Name: ……………………………………………………………………………..

**Description of the Job**

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| --- | --- |
| **What should I include?** | **Notes** |
| Name and job title |  |
| Description of the job.  What exactly do they do? |  |
| How has their day been organised?  i.e. what exactly they are doing. |  |
| * Describe how they interact with other jobs. |  |
| Comment on the skills they use, e.g.   * communicating with patients * developing relationships * responding to the needs of individuals |  |
| What qualifications do they need to do the job? |  |
| How important is his/her role to the job? |  |