

## Dietetic Activity Audit 2016

Name:

Site:

Date data collection commenced:

Band:

Normal contracted working hours:

W/C	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
MON													
TUES													
WED													
THURS													
FRI													

**Please record the code for each activity for each 15 minute block. Please total the no of units per activity at the end of the week**

CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Total units	Total hours worked this week	
<b>Total units per activity this week</b>																														

A: Patient Focussed Activity Direct and indirect patient activities			B: Self Focussed Activity Activities for own CPD			C: Staff Focussed Activity Activities to support and develop other staff			D: Service Focussed Activity Activities to manage and develop the service			E: Other activities Including time not at work		
Code	Task	No of Units	Code	Task	No of Units	Code	Task	No of Units	Code	Task	No of Units	Code	Task	No of Units
1	Direct patient contact - inpatient (usually face to face and including all the associated activities such as note writing)		6	Practice supervision, attending team or departmental CPD meetings		12	Developing resources to support and develop other dietetic staff and students eg practical guides, competencies		18	Team and departmental meetings within own profession (non CPD)		24	Non patient related administration eg photocopying, printing, filing, typing minutes etc	
2	Direct patient contact – outpatient (usually face to face and including all the associated activities such as note writing) Includes phone consultations		7	Work based learning including shadowing other dietitian, receiving 1:1 supervision with supervising dietitian, tutorials, case studies, journal clubs		13	Providing training for <b>dietetic staff</b> including direct / indirect supervision and feedback as required		19	Service Development Activities eg developing standards, guidelines and protocols. Developing / undertaking audits Clinical Governance activities / meetings		25	Travel between sites or off site which is non patient related i.e. for meetings etc	
3	MDT meetings and case conferences that do not involve direct communication with the patient or representative (Indirect Patient Activity)		8	Development reviews with manager including Appraisal and 1:1 meetings		14	Providing training for <b>dietetic students</b> including direct / indirect supervision and feedback as required		20	Representing profession or therapy services at meeting or in identified activities e.g. catering		26	Waiting times eg for colleagues or IT failure or looking for parking space	
4	All other indirect patient activities that do not involve direct communication with the patient eg. telephone conversations with other HCPs, emails and all other patient related documentation.		9	Mandatory training eg Safeguarding , Information Governance, Health and Safety		15	Developing and providing training and education for other <b>HCPs</b> including related meetings, emails and phone calls		21	Risk management and Planning: eg investigating incidents and report writing, risk assessments, financial planning , workforce planning		27	Other – please specify	
5	Travel to and from patients home or other off site location for patient care purposes		10	Other internal training eg IT training, appraisal training		16	Leading personal development review meetings with dietetic staff eg Probation, Appraisal and 1:1 meetings		22	Other Service and staff management duties eg discussion of operational issues and management of staff against Trust policies		28	Research	
			11	External training and courses		17	Recruitment and induction of staff		23	Management focussed emails and phone calls		29	Leave – annual/ sick/ lieu	
	<b>Total units</b>			<b>Total units</b>			<b>Total units</b>			<b>Total units</b>			<b>Total Units</b>	