

Workload Expectations

A guide for all staff in the ASD Team

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Introduction

This document outlines the maximum workload expectations of staff within the ASD team, accounting for full-time and part-time employees.

We do not expect staff to be working at 100% capacity at all times, workload will vary week-by-week based on service demand (for example, there will be weeks where there are no ADOS appointments to be assigned).

Typically you can expect to be working between 75% and 100% capacity on an average week.

Purpose of this document

We want to encourage staff to have a good balance of clinical time, admin time and service development time, this document provides clear guidance around the number of sessions/hours you can expect to spend on a given task across a typical week.

The figures included in this document illustrate what your workload might look like when working at 75% capacity, and what maximum capacity (100%) could look like.

Expectations of All Staff

We want to encourage staff to have a good balance of clinical time, admin time and service development time, therefore all staff have autonomy over their own diary, with this comes some expectations:

- All clinicians should be looking at their upcoming appointments at least 2 weeks in advance to ensure adequate workload.
- If upon reviewing your upcoming appointments, a clinician discovers they have large gaps without appointments in, they are to raise this to their line manager and (if applicable), the relevant Project Manager immediately to ensure appointments are being booked in equally across the team.
- If there are not enough appointments to be assigned across all team members (for example, due to the way in which projects runs), clinicians are expected to support service development and/or other service areas or complete additional training/development as their line manager sees fit.
- We do not expect staff to be working at 100% capacity constantly, however, we do expect staff to be able to fill their time with meaningful work!

If you have any questions regarding this document or how to balance your working week, please contact you line manager or the Head of Service.

Quick Reference Guide

Based on the allocated clinical time per clinician per week, the split of tasks may vary as demonstrated below. If ADOS numbers are lower, DH numbers should increase to balance workload.

Full Time Workers

	Allocated Clinical Time per week		Task Split Options		
	%	Hours			
Clinical Lead	50%	18 hours	5 ADOS + 1 DH		
Highly Specialist	75%	28 hours	4 MDT + 2 DH + 7 ADOS	5 MDT + 9 ADOS	
Specialist	75%	28 hours	7 ADOS + 3 DH	5 ADOS + 5 DH	3 ADOS + 8 DH
Autism Practitioner	75%	28 hours	5 ADOS + 5 DH	3 ADOS + 7 DH	
Assistant Psychologist	75%	28 hours	3 ADOS + 6 DH	1 ADOS + 8 DH	

Quick Reference Guide

Based on the allocated clinical time per clinician per week, the split of tasks may vary as demonstrated below. If ADOS numbers are lower, DH numbers should increase to balance workload.

Part Time Workers

	Allocated Clinical Time per week		Task Split Options		
	%	Hours			
Clinical Lead	50%	15 hours	4 ADOS + 1 DH		
Highly Specialist	75%	22.5 hours	4 MDT + 1 DH + 6 ADOS	3 MDT + 7 ADOS	
Specialist	75%	22.5 hours	5 ADOS + 3 DH	4 ADOS + 4 DH	3 ADOS + 5 DH
Autism Practitioner	75%	22.5 hours	4 ADOS + 4 DH	3 ADOS + 5 DH	
Assistant Psychologist	75%	22.5 hours	4 ADOS + 4 DH	3 ADOS + 5 DH	

*based on 4 days a week (0.8 FTE)

Highly Specialist Practitioners

Weekly Expectations

Typically, you can expect to be working at 75% - 100% capacity.

Depending on capacity, you are expected to complete the following number of sessions per week.

	ADOS	MDT	Feedback Calls	Admin	Non-Clinical
100%					
Full Time Worker	9 sessions	4 - 5 sessions	4 calls	9 hours	4 hours
Part Time Worker*	6 sessions	4 sessions	3 calls	7.5 hours	4 hours
75%					
Full Time Worker	6 sessions	3 sessions	3 calls	6.5 hours	4 hours
Part Time Worker*	4 sessions	3 sessions	2 calls	5.5 hours	4 hours

*based on 4 days a week (0.8 FTE)

During your probation you are expected to be able to take on up to:

- 75% caseload (by month 2)
- 100% caseload (by month 3)

Highly Specialist Practitioners

Example Timetable - Full Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	ADOS Delivery		Admin		ADOS Delivery	Admin
Wednesday	ADOS Observation		Admin		MDT	MDT
Thursday	ADOS Delivery		ADOS Delivery		4 x Feedback Calls	Admin
Friday	ADOS Observation		ADOS Observation		Admin	Service Development or Non-Clinical

Highly Specialist Practitioners

Example Timetable - Part Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	ADOS Delivery		Admin		ADOS Delivery	Admin
Wednesday	ADOS Delivery		ADOS Delivery		3-4 x Feedback Calls	Admin
Thursday	MDT		MDT		Admin	Non-Clinical or Team Supervision

*based on 4 days a week (0.8 FTE)

Autism Practitioners

Weekly Expectations

Typically, you can expect to be working at 75% - 100% capacity.

Depending on capacity, you are expected to complete the following activity per week.

	ADOS	DH	Admin	Non-Clinical
100%				
Full Time Worker	5 sessions	5 sessions	12 hours	4 hours
Part Time Worker*	4 sessions	4 sessions	9.5 hours	4 hours
75%				
Full Time Worker	3 sessions	3 sessions	9 hours	4 hours
Part Time Worker*	3 sessions	3 sessions	7 hours	4 hours

*based on 4 days a week (0.8 FTE)

During your probation you are expected to be able to take on up to:

- 50% caseload (by month 3)
- 75% caseload (by month 4)
- 100% caseload (by month 5)

Autism Practitioners



Example Timetable - Full Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	ADOS Delivery		ADOS Delivery		Admin	Admin
Friday	ADOS		DH Prep & Delivery		Admin	Service Development or Non-Clinical

Autism Practitioners



Example Timetable - Part Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	ADOS Delivery		ADOS Delivery		Admin	Non-Clinical or Team Supervision

*based on 4 days a week (0.8 FTE)

Developing Specialist

Weekly Expectations

Typically, you can expect to be working at 75% - 100% capacity.

Depending on capacity, you are expected to complete the following activity per week.

During your probation you are expected to be able to take on up to:

- 50% caseload (by month 2)
- 75% caseload (by month 3)
- 100% caseload (by month 4)

	ADOS	DH	Admin	Non-Clinical
	100%			
Full Time Worker	5 sessions	5 sessions	12 hours	4 hours
Part Time Worker*	4 sessions	4 sessions	9.5 hours	4 hours
	75%			
Full Time Worker	3 sessions	3 sessions	9 hours	4 hours
Part Time Worker*	3 sessions	3 sessions	7 hours	4 hours

*based on 4 days a week (0.8 FTE)

Developing Specialist

Example Timetable - Full Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	ADOS Delivery		ADOS Delivery		3 x Feedback Calls	Admin
Friday	ADOS		DH Prep & Delivery		DH Prep & Delivery or PDG	Service Development or Non-Clinical

Developing Specialist



Example Timetable - Part Time Worker

*based on 4 days a week (0.8 FTE)

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	ADOS Delivery		ADOS Delivery		2 x Feedback Calls	Non-Clinical or Team Supervision

Assistant Psychologists

Weekly Expectations

Typically, you can expect to be working at 75% - 100% capacity.

Depending on capacity, you are expected to complete the following activity per week.

	ADOS	DH	Admin	Non-Clinical	Psych Supervision
100%					
Full Time Worker	3 sessions	6 sessions	12 hours	4 hours	1.5 hours
Part Time Worker*	2 sessions	5 sessions	9.5 hours	4 hours	1.5 hours
75%					
Full Time Worker	2 sessions	2 sessions	9 hours	4 hours	1.5 hours
Part Time Worker*	1 session	2 sessions	7 hours	4 hours	1.5 hours

*based on 4 days a week (0.8 FTE)

Assistant Psychologists

Example Timetable - Full Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	DH Prep & Delivery		Admin		Psych Supervision	Service Development or Non-Clinical
Friday	ADOS		Admin		DH Prep & Delivery or PDG	Admin

Assistant Psychologists

Example Timetable - Part Time Worker

	9AM - 11AM	11AM - 11:15AM	11:15AM - 1PM	1PM - 1:30PM	1:30PM - 3PM	3PM - 5PM
Monday	Non-Clinical OR Team Supervision	BREAK	ADOS Observation	LUNCH	ADOS Observation	Admin
Tuesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Wednesday	DH Prep & Delivery		Admin		DH Prep & Delivery or PDG	Admin
Thursday	DH Prep & Delivery		Admin		Psych Supervision	Service Development or Non-Clinical

*based on 4 days a week (0.8 FTE)