

# The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Honorary Contracts (Medical and Dental)

Effective: October 2010

Review: November 2012

### 1. Introduction

An individual is required to hold an honorary contract in order to conduct medical, non-research activities within the Trust and use the facilities of the Trust. The circumstances in which an individual would require an honorary contract are if:

- a) they have no contractual relationship with the Trust, AND
- b) will be interacting, directly or indirectly, with patients, AND
- c) this interaction will have a direct bearing on the quality of the patient's care

Such individuals would normally be:

- a) University employees holding academic posts
- b) Employees of other NHS Organisations

A separate policy exists for individuals needing an Honorary Research Contract.

An individual is not required to hold an honorary contract if:

- a) they have an existing contractual relationship with the Trust, OR
- b) their activities will have no direct bearing on the quality of care of patients

A "*direct bearing on the quality of care*" suggests that the actions of the individual could foreseeably affect the type, quality or extent of prevention, diagnosis or treatment of illness, or foreseeably cause injury or loss to an individual to whom the Trust has a duty of care.

1.5 All individuals approved to operate within the Trust must observe a high standard of personal and professional conduct and carry out work to the best of their ability, in a proper and efficient manner, and promote and maintain the interests and reputation of the Trust at all times. Individuals must adhere to the policies and procedures of the Trust, which are available on the Trusts Intranet and referred to in the Contract of Employment.

1.6 All individuals approved to operate within the Trust must have satisfied all the required pre-engagement checks in line with NHS Employment Check Standards i.e. checks regarding Right to Work, Verification of Identity, Employment History and References, Criminal Records, Registration and Qualifications and Occupational Health.

More specific guidance regarding the NHS Employment Check Standards can be sought at <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx>

### 2. Scope

This policy applies to all individuals who carry out clinical activities and use the Trust's facilities on medical and dental (non research) honorary contracts.

### **3. Procedure for Applying for an Honorary Contract**

#### **3.1 Academics employed by the University**

- a) Generally a decision on whether or not an honorary appointment is to be requested is made at the time of the substantive University appointment. In these circumstances a Trust representative will have been invited to sit on the Advisory Appointments Committee. The University HR department will carry out pre-engagement checks in accordance with the NHS Employment Check Standards. Once these have been completed the University HR representative will forward to the HR Officer (HR Medical & Dental) written confirmation of the checks undertaken and copies of the following documents:
  - i) a completed 'Recruitment Information for Honorary Consultant Placements' form (see Appendix 1).
  - ii) a copy of the individual's CV
  - iii) a copy of the Job Description/Further particulars of the substantive post
  - iv) copies of references. There should normally be a minimum of two individual references which must include the two most recent employers and cover at least three full years' previous employment (where applicable).
  - v) copies of qualifications\*
  - vi) copies of relevant pages of passport to include visa if applicable\*
- b) A representative of the University HR department must initial the copies confirming that they have seen the original documents.
- c) The HR Officer (Medical & Dental) will log the request, will examine the written confirmation received from the University and will ascertain if there are any gaps in the checks conducted and whether any extra information needs to be sought to satisfy the NHS Employment Check Standards. If necessary the HR Officer (Medical & Dental) will inform the University of what further checks need to be conducted and once these are satisfied will inform the Medical Director of the request for an honorary contract.
- d) If in agreement the Medical Director will approve the appointment. For senior medical posts the Medical Director approval will be in principle subject to this being ratified by the Trust Board.

#### **3.2 Employees of other NHS Organisations**

- a) The applicant must submit a copy of their CV and the Clinical Director send it and details of any financial implications to the HR Officer (HR Medical & Dental).
- b) The HR Officer (HR Medical & Dental) will log the request, will examine the written confirmation received from the substantive employer and will ascertain if there are any gaps in the checks conducted and whether any extra information needs to be sought to satisfy the NHS Employment Check Standards. If necessary the HR Officer (Medical & Dental) will inform the substantive employer of what further checks need to be conducted and once these are satisfied will inform the Medical Director.

- c) The Medical Director must approve the appointment. For senior medical posts the Medical Director approval will be in principle, subject to this being ratified by the Trust Board.

#### **4. Commencement of an Honorary Contract**

- 4.1 An individual must not commence activities within the Trust until all pre-engagement checks have been completed. Once these have been verified by the substantive employer and the HR Officer (HR Medical & Dental) has received the written confirmation that all the necessary checks have been conducted and that there is no extra information required, then the HR Officer (Medical & Dental) will issue an honorary contract providing a copy to the relevant Clinical Director and the applicants main employer.
- 4.2 The HR Officer (HR Medical & Dental) and the individual will agree a start date. On the start date the Honorary Contract holder must report to the Human Resources Department to:
  - a) complete a Fitness to Practice form
  - b) read and sign the Trust's Confidentiality Statement
  - c) receive authority to obtain a Trust ID Badge
  - d) obtain a payroll number needed to submit claims for expenses
- 4.3 The HR Officer (HR Medical and Dental) will record details relating to an honorary contract holder on Electronic Staff Record (ESR).
- 4.4 Honorary Contract holders are required to complete both the Trust and their local departmental induction and to comply with the Trust's Mandatory Training Policy.
- 4.5 The HR Officer will ensure that the Honorary Contract holder has the necessary access to electronic health care systems operating within the Trust.
- 4.6 Staff with honorary consultant contracts will be required to undertake Joint (Follett) Appraisals and joint job planning involving the relevant line manager from the University which is their substantive employer and representation from the Trust through the Directorate.

#### **5. Termination of an Honorary Contract**

- 5.1 Where the activity ends, or is terminated earlier than expected, or an individual terminates their employment with their substantive employer, the Clinical Director must notify the HR Officer (HR Medical & Dental) immediately. The Honorary Contract holder will be responsible for ensuring the return of the Trusts ID badge and any Trust property.
- 5.2 The Human Resources Department will:
  - a) record the individual's termination
  - b) notify Porter/Security to cancel the ID badge
  - c) notify the IT Department to cancel network access (where applicable)
- 5.3 The individual's substantive employer will receive notification from the HR Department that they must notify the Trust's Human Resources Department of any

change in an employee's circumstances that may affect the continuation of their activities or status with the Trust.

- 5.4 Should the individual be employed to work for their substantive employer on a Certificate of Sponsorship, then the Trust's Human Resources Department must notify the individual's substantive employer of any change in an employee's circumstances that may affect the continuation of their activities or status for migrant monitoring purposes (Please refer to the Trust's Prevention of Illegal Working Policy for further details).

## **6. Extension of an Honorary Contract**

- 6.1 To extend an Honorary Contract beyond its expiry date, the Clinical Director must send a written request detailing reasons for the extension along with details of the financial implications to the Trust to the HR Officer (HR Medical & Dental). This will be forwarded to the Medical Director for approval.
- 6.2 If approved, the HR Officer (HR Medical & Dental) will issue an extension to contract letter.

## **7. Audit and Monitoring**

- 7.1 Compliance with this policy will be monitored by the Director of Human Resources. Information will be presented to the Corporate Governance Committee on an annual basis, who will identify appropriate action plans to address areas of the process which can be improved and will continue to monitor the plan until its completion.
- 7.2 Monitoring will include audits of information held on ESR and within the personal file to identify;
- all pre-engagement checks are being completed in accordance with NHS Employment Check Standards

## **7. Further Advice and Guidance**

Please contact the HR Officer (HR Medical & Dental).

Author: The Director of Human Resources

**Recruitment Information for Honorary Consultant Placements – NUTH**

<b>Name of candidate</b>	
<b>Date appointed as Consultant</b>	
<b>Name of substantive employer</b>	
<b>Start date with NUTH</b>	
<b>End date with NUTH</b>	
<b>3 years of satisfactory references received</b>	Yes/No
<b>Proof of appropriate qualifications received</b>	Yes/No
<b>Proof of address documents checked</b>	Yes/No
<b>Proof of right to work documents checked</b>	Yes/No
<b>Date Occupational health sent</b>	
<b>Date Occupational health received</b>	
<b>CRB type</b>	Enhanced/Standard
<b>Date CRB requested</b>	
<b>Date CRB received</b>	
<b>CRB Reference number</b>	
<b>GDC/GMC number</b>	
<b>Do they need permission to work in the UK?</b>	Yes/No
<b>If so, please provide details of Visa etc.</b>	
<b>Details of current job plan</b>	SPA.....DCC..... ACAD ..... On-call.....

HR at employing organisation to provide:

Copy of Job Description

Copy of passport/Visa (Note: Original must be seen)

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST  
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

<b>Policy Title:</b>	Policy in relation to Honorary Contracts ( Medical & Dental)	<b>Policy Author:</b>	Mr IG Palfreeman
		<b>Yes/No?</b>	<b>You must provide evidence to support your response:</b>
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Policy applies to all prospective employees of the trust and is in accordance with NHSLA standards. It is underpinned by the Trusts overriding policy on Equal Opportunities
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	There is no evidence to support the view that any group is affected differently
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If “yes”, please answer sections 4(b) to 4(d)).</i>	No	
4(b).	If so can the impact be avoided?	-	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	-	
4(d).	Can we reduce the impact by taking different action?	-	

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>

Name and Designation of Person responsible for completion of this form: Mr IG Palfreeman, Head of Medical & Dental, Planning & Reward..... Date:.....27.11.09.....

Names & Designations of those involved in the impact assessment screening process:..... Chairmans action on behalf of CPG.....  
(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.