

Award of Honorary Contracts for Retired Senior Medical and Dental Staff

Date	Version
April 2015	6.4

Purpose

To set out the key elements which the Trust will apply when considering whether to issue an Honorary Contract to a retired member of the Senior Medical and Dental Staff

Who should read this document?

Senior Medical and Dental Staff

Key messages

The key elements set out in this document apply to all Senior Medical and Dental Staff who are retiring from the Trust and wish to apply for an Honorary contract.

Accountabilities

Production	Medical Workforce Office
Review and approval	Medical Staff Panel
Ratification	Director of HR and Organisational Development
Dissemination	Medical Workforce Office
Compliance	Medical Workforce Office

Links to other policies and procedures**Version History**

3.1	May 2005	LNC – Updated in line with new policies and procedures format
3.2	August 2009	Reformatted. EIA, Dissemination, Plan and checklist included
4.1	March 2011	Trust Commitment to Valuing People amended in line with the Equality Act 2010. Electronic policy paths updated
4.2	09/06/2011	Review date extended
5.1	13/03/2012	Reviewed by LNC/MSP
5.2	22/05/2012	Reviewed by MSP
5.3	17/07/2012	Approval by MSP
6	19/03/2015	Reviewed by MSP
6.1	November 2018	Extended to April 2019 by HR SMT
6.2	August 2019	Extended to April 2020 by Louise Tate
6.3	August 2020	Extended to April 2021 by Medical Staff Panel
6.4	June 2021	Extended to September 2021
Last Approval		Due for Review
April 2015		Extended to September 2021

PHNT is committed to creating a fully inclusive and accessible service.

Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff.

We will treat people with dignity and respect, actively promote equality and diversity, and eliminate all forms of discrimination regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/ maternity.

An electronic version of this document is available on Trust Documents. Larger text, Braille and Audio versions can be made available upon request.

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1 Introduction

Where an individual who has been employed as a Senior Medical or Dental Doctor, the Trust may on the practitioner's retirement, allow an Honorary (unpaid) contract to be issued.

2 Purpose, including legal or regulatory background

This document sets out the key elements which the Trust will apply when considering whether to issue an Honorary Contract to a retired member of the Senior Medical and Dental staff.

3 Definitions

Honorary status normally means that the individual is not in paid employment and may include those situations where the practitioner does not intend to practice clinically but wishes to retain their status for other reasons e.g. teaching/research.

4 Key elements

Requests for Honorary contracts (Appendix 4) will be submitted to the Medical Director for approval. The Medical Director, after consultation, with the HMSC Chair, following discussions with the MEC, will make recommendations to the Chief Executive for final approval.

The award of honorary contract status may be withdrawn at any time by the Chief Executive / Medical Director. An explanation will normally be provided.

Honorary status holders must adhere to all relevant Trust and other policies and procedures, including those relating to performance and competence.

In accordance with the Trust's Standing Financial Instructions, a retired member of the senior medical staff with Honorary status would not be permitted to administer a Trust fund.

Honorary status does not confer a right to attend business meetings associated with the running of the Trust.

Honorary status does allow for the senior member of staff to gain access to the Library and use the facilities.

6 Overall Responsibility for the Document

The Director of HR and Organisation Development has overall responsibility for this document. The Medical Workforce office has responsibility for the dissemination, implementation and review of this document.

7 Consultation and Ratification

The Medical Staff Panel will be consulted and approve this document. The Director of HR and Organisational Development will ratify this document once approved by the Medical Staff Panel.

8 Dissemination and Implementation

Following approval and ratification this policy will be published across the Trust. Publication of this policy will also be in vital signs. All Senior Medical and Dental Staff will have the policy sent to them and the policy will be available electronically on the Trust Documents.

9 Monitoring Compliance and Effectiveness

The Trust will undertake a regular audit of the processes specified in this policy. It should be noted that the responsibilities in this policy are enforceable and that managers (and employees where applicable) failing to uphold their responsibilities may find themselves in breach of internal disciplinary policies

Core Information				
Document Title	Procedure for the Award of Honorary Contracts for Retired Senior Medical and Dental staff			
Date Finalised	2 March, 2015			
Dissemination Lead	Medical Workforce Business Partner			
Previous Documents				
Previous document in use?	Yes			
Action to retrieve old copies.	To be managed by the Document Controller			
Dissemination Plan				
Recipient(s)	When	How	Responsibility	Progress update
All staff		Vital Signs	Document Controller	
Senior Medical & Dental Staff		Email Notification	Medical Workforce Office	

Review		
Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes
Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes
	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Core Information	
Manager	Yvonne Linley-Shaw
Directorate	Medical Workforce
Date	25 th February, 2015
Title	Procedure for the Award of Honorary contracts for Retired Senior Medical and Dental Staff
What are the aims, objectives & projected outcomes?	The purpose of this document sets out the key elements which the Trust will apply when considering whether to issue an Honorary contract to a retired Consultant
Scope of the assessment	
The key elements set out in this document apply to all Senior Medical and Dental staff who are retiring from the Trust	
Collecting data	
Race	This is mitigated as the policy can be made available in alternative languages
Religion	The document has no impact on this area
Disability	This is mitigated as the policy can be made available in alternative formats
Sex	The document has no impact on this area
Gender Identity	The document has no impact on this area
Sexual Orientation	The document has no impact on this area
Age	The document has no impact on this area
Socio-Economic	The document has no impact on this area
Human Rights	The document has no impact on this area
What are the overall trends/patterns in the above data?	There are no trends/patterns in this data. External consideration has been given to 2011/12 NHS Litigation Authority Risk Management Standards for NHS Trusts.
Specific issues and data gaps that may need to be addressed through consultation or further research	Trust wide documents can be made available in a number of different formats and languages if requested. No further research is required as there are no further equality issues.
Involving and consulting stakeholders	
Internal involvement and consultation	The policy has been compiled by the Medical Workforce Business Partner . The policy has been circulated for consultation to LNC members and the Medical Staff Panel
External involvement and consultation	
Impact Assessment	

Overall assessment and analysis of the evidence	<p>This assessment has shown that there could be an impact on race or disability groups. However, this document can be made available in other formats and languages if requested.</p> <p>The document does not have the potential to cause unlawful discrimination</p> <p>The document does not have any negative impact.</p>
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Action Plan				
Action	Owner	Risks	Completion Date	Progress update
Provide document in alternative formats and languages if requested	Medical Workforce Business Partner	Potential cost impact	Ongoing	This action will be addressed as and when the need occurs

Honorary Contract Request Form for Retired Consultants

This form must be fully completed before the Medical Workforce Team are able to issue the Honorary contract

Name	
Address	
Phone No.	
Current Employer	
Department	
Period of contract	Start : _____ End: _____
Reason for Contract	
Contract Title	
Special Conditions	
GMC Number	

Signed: _____
(Medical Director)

Date: _____

Signed: _____
(HMSC Chair)

Date: _____

Signed: _____
(Chief Executive Officer)

Date: _____

Approval: Honorary Contracts for Retired Senior Medical and Dental Staff

Committee Approval: Medical Staff Panel

Medical Director

Name: Dr Phil Hughes

Date:

Signature:

Chair of LNC

Name: Dr Martin Price

Date:

Signature:

Executive Approval:

Director of HR & OD

Name: Hein Scheffer

Date:

Signature: