

HONORARY CONTRACT GUIDELINES

1. When to Issue an Honorary Contract

The Cardiff and Vale University Local Health Board (UHB) will issue honorary contracts to individuals who are not employed by the UHB, but who will come into contact with staff, patients or members of the public whilst carrying out work on the UHB's premises. Honorary Contracts will also be issued to those who require access to IT and Information systems.

Honorary Contracts (with the exception of those which fall under the Block Agreement) will only be issued at the request of an appropriate authorising member of UHB staff. It is the responsibility of the authorising UHB officer to ensure that the individual is suitable and qualified to undertake the role for which the contract has been issued and that the required checks e.g. Disclosure and Barring Service and Occupational Health Checks have been carried out prior to commencing the placement with the Health Board.

The procedure for requesting a general honorary contract is outlined below (Appendix 1).

2. Categories of Personnel who will be Issued with an Honorary Contract

The following categories of personnel will be issued with either an individual honorary contract or where appropriate a block honorary contract, when working or undertaking a placement on UHB premises:

- All Clinical Students on Placement (Dental, Medical, Nursing, AHPs etc.)
- NHS Management Programme Trainees
- Occupational Health Staff Counsellors
- Research Fellows
- UWCM staff who have a dual College / Health Board role
- Work experience students whose placements exceeds a two week period
- External course tutors working with Health Board employees on Health Board premises
- New Deal (Employment Service) work experience participants
- Staff who require access to UHB IT Systems to undertake their role (e.g. Social Services)

Please note that doctors are excluded from these guidelines as they are covered by a separate procedure. If you require further information on their honorary contract procedure please contact a Medical Workforce Officer.

3. Block Contracts

The UHB has a Block Honorary Contract Agreement with local Universities. This agreement will cover all students registered at either educational establishments and is governed by a separate procedure. Universities covered by this agreement are as follows:

- Cardiff University
- Cardiff Metropolitan University
- University of South Wales
- Swansea University

4. Occupational Health Checks

Honorary contract holders who work in clinical areas or have access to patients, bodily fluids or food stuffs will be required to have an Occupational Health Check prior to commencing their placement with the UHB.

It is the responsibility of the main employer organisation or University and the UHB Authorising Officer to ensure that this check has been undertaken. If the employing organisation or University does not have an Occupational Health Service the check should be undertaken by the UHB.

5. Disclosure and Barring Service (DBS) Check

All honorary contract holders who will come into contact with children or vulnerable adults in the course of their placement with the Health Board must have had a satisfactory DBS check prior to commencing their placement..

It is the responsibility of the UHB Authorising Officer to ensure that the Honorary Contract holder is suitable to undertake the role for which the contract is being issued, and therefore, to ensure that confirmation is obtained from the honorary contract holder's employer/education provider that the check has taken place, including the disclosure number, date and level of check undertaken..

If a DBS check is required and has not been undertaken by the Honorary Contract holder's employer/education provider an Ad hoc DBS Request form must be completed by the Authorising Officer and sent to Recruitment Services.

The attached DBS Eligibility Checklist (appendix 2) must be completed and attached to all requests for an Honorary Contract.

6. Legal Status of Honorary Contract Holders

Honorary contract status confers on the holder of the contract the same legal cover as that afforded to UHB employees, in respect of a civil action.

7. Remuneration

Honorary contract holders will not be remunerated by the UHB for any work that they undertake whilst working for the Health Board.

8. Health & Safety

It is the responsibility of the main employing organisation or university to liaise with the relevant Health Board officers to ensure that the appropriate arrangements are in place for the support and monitoring of the honorary contract holder, to ensure compliance with the UHB's health and safety policy, and other relevant procedures.

9. Support and Supervision

It is the responsibility of the main employing organisation or university to liaise with the relevant UHB officers to ensure that the appropriate arrangements are in place for the support and supervision of honorary contract holders. It will be the supervising officer's responsibility to ensure that the honorary contract holder is made aware of the relevant UHB policies, procedures and working protocols, and that each receives an outline of their role and responsibilities with clear objectives, to ensure that they are not required to work beyond their level of competence.

The UHB agrees to ensure that all staff with a day to day responsibility to supervise students, unqualified and more junior staff are aware of their responsibility, and provide adequate advice, supervision and support to ensure that no member of staff is put in a situation where they exceed their level of competence in performing their duties.

All honorary contract holders should be aware of their responsibility to inform a supervising member of UHB staff if they are not competent to perform a duty.

10. Access to UHB information systems

Security of information systems is important and access can only be granted to fully identified, system trained individuals that have the correct permissions.

Before an Honorary Contract holder can access an information system e.g. PMS, the UHB authorising manager must complete the processes for the individual to:

- Be issued with a NADEX number
- Undertake the required level of training for the IT system(s)
- Sign an IT security declaration form
- Have a system password.

The Honorary Contract holder can **NOT** access any system until this is all in place. They cannot use another member of staff's password – of any seniority.

Passwords

The use of passwords is set out in the IT Security Policy and procedures.

Honorary contract holders must:

- Have their own password
- Not share it with anyone else

Breach of information/IT security is viewed most seriously by the UHB and an Honorary Contract holder could be terminated immediately should this occur. Breach of information/IT security could also result in possible legal action by other organisations or individuals.

11. Research Governance

Cardiff and Vale University Health Board manages all research in accordance with the requirements of the Research Governance Framework. An honorary contract holder with the UHB, must comply with all reporting requirements, systems and duties of action put in place by the UHB to deliver Research Governance.

12. Professional Registration

The UHB currently operates a Professional Registration Policy which requires that, where appropriate, honorary contract holders must provide evidence of their professional registration and qualifications prior to commencing their placement with the Health Board.

The UHB regards it as the responsibility of the individual to ensure that they maintain their registration such as is necessary to enable them to practise their profession within the Health Board.

Where appropriate, the Employing organisation or University will be required to verify the individual's professional registration prior to commencement of their duties, providing details to the relevant UHB manager.

13. Notification of Changes

It is the responsibility of the authorising officer/supervisor to inform the Human Resources Department immediately should the Honorary Contract cease prior to its expiry date.

PROCEDURE FOR REQUESTING A HONORARY CONTRACT

1. It is the responsibility of the main employing organisation or University to liaise with the authorising UHB officer in the co-ordination of the placement. The Human Resources Department will not be involved, nor responsible for the setting up of placements.
2. Honorary contracts will only be issued by the Human Resources Department on receipt of a completed Honorary Contract Request Form, signed by an authorising UHB Officer.
3. This form must identify:
 - the full name and address of the individual to whom the contract is to be issued,
 - post title / nature of post and contract dates,
 - identify to whom the individual will be responsible,
 - whether an occupational health check is required and has been undertaken
 - whether a Disclosure and Barring Service check is required and has been undertaken. A DBS Eligibility checklist must be completed and attached to all Honorary Contract Requests.
4. It is essential that the authorising officer identify on the form whether the work of honorary contract holder will involve an element of research. If this is the case, it is advised that the authorising officer also notify the Health Board's Research and Development Department.
5. The completed form should be emailed to the following email address C&vhonorary.Contract@wales.nhs.uk along with a copy of the individual's Curriculum Vitae and a completed DBS Eligibility Checklist. All documentation must be received **at least 2 weeks** prior to the start of the honorary contract start date.
6. On receipt of the Honorary Contract Request form, the Human Resources Department will
 - issue the individual with their honorary contract,
 - send a copy of the contract to the authorising Health Board officer, and
 - send a copy of the contract to the Health Board's Research and Development Department where it is indicated that the work of the individual will involve an element of research.

If the Honorary Contract request form indicates that the contract holder requires an occupational health check from the UHB Occupational Health Service the manager should issue the appropriate forms to the individual to complete and send directly to the Occupational Health Department, Denbigh House, University Hospital of Wales.

7. Please note that it is the responsibility of the authorising officer to ensure that the required checks have been satisfactorily completed, before the individual is allowed to commence work.

DBS ELIGIBILITY: To help Recruitment establish if this post is lawfully eligible for a DBS check and to identify the level of checks required, please answer sections A and B

This section must be completed for all posts - the Advert Request will be declined if incomplete

A Please read the descriptions below and place an X against the <u>ONE</u> activity that applies to this post:		
Description of Activity	Select <u>ONE</u>	RECRUITMENT USE Type of Disclosure
1. Post holder is a health care professional ¹ providing health care ² to an adult ⁵ and/or child ⁵ , even if done only once <i>E.g. NMC, HCPC, Royal Pharmaceutical Society, (inc. laboratory staff and Pharmacists)</i>	<input type="checkbox"/>	Enhanced and appropriate barred list check(s)
2. Post holder provides health care to an adult ⁵ and/or child ⁵ under the direction or supervision of a health care professional, even if done only once	<input type="checkbox"/>	Enhanced and appropriate barred list check(s)
3. Post holder provides personal care to an adult ⁵ or child ⁵ , even if done only once. <i>E.g. HCSW, Porter transporting patients, etc</i> or Post holder is a social care worker providing social work which is required in connection with any health care or social services to an adult ⁵ who is a client or potential client, even if done only once	<input type="checkbox"/>	Enhanced and appropriate barred list check(s)
4. Post holder undertakes the following activities unsupervised: teach, train, instruct, care for or supervise children ⁵ , or provide advice/guidance on well-being, or drive a vehicle only for children ⁵ ; with likely direct bearing on the quality of care ³ .	<input type="checkbox"/>	Enhanced and Childrens barred list check
5. Post holder manages people engaging in any of the above activities in a day to day basis.	<input type="checkbox"/>	Enhanced, no barred list checks
6. Post holder has opportunity for any form of contact with children ⁵ in the same Children's Hospital (formerly a specified place) but is not providing health care or other types of regulated activity and has no direct bearing on the quality of care.	<input type="checkbox"/>	Enhanced, no barred list checks
7. Post holder has access ⁴ to persons in receipt of health care services in the course of their normal duties but is not providing health care or other types of regulated activity and has no direct bearing on the quality of care	<input type="checkbox"/>	Standard, no barred list checks
8. Post holder is supervised by a health care professional ¹ and undertakes diagnostic tests and/or investigative procedures	<input type="checkbox"/>	Standard, no barred list checks
9. The role does not meet any of the above <i>(If you select this activity you may ignore Section B)</i>	<input type="checkbox"/>	Post not eligible for a DBS check

B To establish the age of your PATIENTS and the post holders level and frequency of contact with your patients, please select the relevant options below for both age groups : <i>NB: This section relates to <u>patient access only</u>. Friends, relatives or children accompanying a patient do not dictate the level of a DBS check and should <u>not</u> be taken into consideration.</i>						
Age of Patients	Frequency of Contact			Type of Contact ⁶		
Aged 17 yrs or under	<input type="checkbox"/> Never	<input type="checkbox"/> Possible	<input type="checkbox"/> Frequent	<input type="checkbox"/> Direct	<input type="checkbox"/> Indirect	<input type="checkbox"/> N/A
Aged 18 yrs or over	<input type="checkbox"/> Never	<input type="checkbox"/> Possible	<input type="checkbox"/> Frequent	<input type="checkbox"/> Direct	<input type="checkbox"/> Indirect	<input type="checkbox"/> N/A

¹ "health care professional" means a person who is a member of a profession regulated by a body mentioned in [section 25\(3\) of the National Health Service Reform and Health Care Professions Act 2002](#).

² "Health care" includes all forms of health care provided for individuals, whether relating to physical or mental health and includes palliative care. This includes diagnostic tests and investigative procedures. "Health Care" also includes procedures that are similar to forms of medical or surgical care that are not provided in connection with a medical condition, e.g. taking blood from a blood donor or cosmetic surgery.

³ A "direct bearing on the quality of care" suggests that the actions of Post holders could foreseeably directly 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 organisation has a duty of care.

⁴ "Access" relates to where individuals will have in-person, direct contact with patients e.g. reception, observation, interviews, focus groups, etc.

⁵ An adult is anyone aged 18 years or older. A child is anyone under the age of 18 years old.

⁶ Direct Contact is face-to-face contact, but not necessarily physical contact. Indirect Contact is contact, for example, by telephone, access to medical notes, etc.