

**GLOSSARY OF TERMS used in the
Conditions of Employment Governing Clinical Academic Teaching and Research Staff holding
Honorary Consultant Medical or Dental Contracts in National Health Service Organisations**

Honorary NHS Consultant Contract: The contractual document sent to the clinical academic member of staff to enable him/her to work in an NHS organisation. On appointment, the University will apply on the member of staff's behalf to the **NHS Trust(s)** in which the member of staff's **clinical duties** will be carried out for an honorary consultant contract. The award of the honorary contract is assured by the presence on the selection committee for the post of representatives of the Trust(s) concerned.

NHS Trust/ 'the Trust'/ 'lead' Trust: The NHS organisation in which a clinical academic member of staff carries out **clinical duties** (in accordance with the **honorary consultant contract**). Where duties are carried out in more than one Trust, one will be designated as the 'lead' Trust for purposes of job planning, appraisal etc.

Integrated Job Plan: A tripartite, annual agreement between the University, the **(lead) Trust** and the individual clinical academic member of staff. The integrated job plan sets out the main duties and responsibilities of the member of clinical academic staff for both the University and the **Trust**, a schedule of '**Programmed Activities**' split between academic and **clinical duties**. The integrated job plan also sets out personal objectives and supporting facilities/resources.

Clinical duties which may be included in the **integrated Job Plan** consist of:

- i. **Direct Clinical Care:** Work directly relating to the prevention, diagnosis or treatment of illness that forms part of the services provided by the **Trust** under section 3(1) or section 5(1)(b) of the National Health Service Act 1997. This may include **emergency duties** (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meetings about direct patient care and administration directly related to patient care (including but not limited to referrals and notes).
- ii. **Supporting Professional Activities:** Activities that underpin **Direct Clinical Care**. This may include participation in training, continuing professional development, formal teaching, medical education, audit, job planning, appraisal, research, clinical management and local clinical governance activities.
- iii. **Additional NHS responsibilities:** Special responsibilities – not undertaken by the generality of consultants in the employing organisation – which are agreed between the individual member of clinical academic staff and his/her **Trust** which cannot be absorbed within the time normally set aside for **Supporting Professional Activities**. These might include being a Medical Director, Clinical Director or lead clinician, or acting as a Caldicott guardian, clinical audit lead, clinical governance lead, undergraduate dean, postgraduate dean, clinical tutor or regional education adviser. This is not an exhaustive list.

- iv. **External duties:** Other duties undertaken for the NHS not included in the definitions above which are nevertheless part of the **integrated Job Plan**. These might include trades union duties, undertaking inspections for the Healthcare Commission (or any successor body), acting as a member of an advisory appointments committee, undertaking assessments for the National Clinical Assessment Authority, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a Government Department, or specified work for the General Medical Council or General Dental Council. This is not an exhaustive list. External duties in this context must not be confused with the University's definition of 'Outside Activities' (see paragraph C56 and Appendix 7 of the conditions of employment).

Emergency Work:

- i. Predictable emergency work: This is emergency work that takes place at regular and/or predictable times, often as a consequence of a period of **on-call** work (e.g. post-take ward rounds). This should be programmed into the working week as a scheduled **Programmed Activity**.
- ii. Unpredictable emergency work arising from **on-call** duties: This is work done whilst on-call and associated directly with the consultant's **on-call** duties (except in so far as it takes place during a time for scheduled **Programmed Activities**), e.g. recall to hospital to operate on an emergency basis.

On-call work: Participation in a rota to provide emergency cover, for which an on-call supplement is paid by the **Trust**. The level of the supplement depends on the frequency of the rota and the typical nature of the response required.

Private practice/ private professional services: The provision of professional medical/dental services by private arrangement. For the purposes of the University contract of employment, private practice constitutes an 'outside activity' (see paragraph C56 and Appendix 10 of the conditions of employment).

Fee paying services: Any paid professional services (other than **private practice**) carried out for a third party or for the **Trust**, but which are not part of the **clinical duties**. For the purposes of the University contract of employment, fee paying services constitute 'outside activity' (see paragraph C56 and Appendix 10 of the conditions of employment).

Programmed Activity: A scheduled period, nominally equivalent to four hours, during which duties as specified in the **integrated Job Plan** are undertaken for either the University or the **Trust**.

Full time: A full time clinical academic member of staff is required to schedule and work 10 **Programmed Activities** a week.

Additional Programmed Activity: A **Programmed Activity** beyond 10 (or as specified for part-time staff) which is agreed in the **integrated Job Plan** for additional work and normally for one year at a time.

Standard time: Clinical duties carried out between 7.00am to 19.00pm, Monday to Friday and all academic work (unless falling within the remit of **Premium Time** defined below).

Premium time: Any time that falls outside the period 7.00am to 19.00pm Monday to Friday including any time on a Saturday or Sunday during which a **Programmed Activity** for **clinical duties** will be equivalent to three hours. Premium time will not apply to academic duties except where a regular scheduled academic activity is expressly fixed within premium time as part of the **integrated Job Plan**. It is not the University's intention to introduce such activities.

Clinical excellence awards/ discretionary points/ distinction awards: The clinical excellence awards scheme replaced the local discretionary points scheme and the national distinction awards scheme with effect from 1 April 2004. The scheme recognises and rewards the exceptional contribution of NHS consultants (including honorary NHS consultants), over and above that normally expected, to the values and goals of the NHS and to patient care. The clinical excellence award scheme is operated locally by NHS Trusts and nationally by the Advisory Committee on Clinical Excellence Awards. Discretionary points and distinction awards made before 1 April 2004 continue to be paid until such time as they may be superseded by a clinical excellence award. Further information is available from the Advisory Committee on Clinical Excellence Awards at www.dh.gov.uk/ab/ACCEA/index.htm

NHS indemnity scheme: NHS bodies are vicariously liable for the acts of hospital doctors and dentists carried out in the course of their clinical duties.

Approved by Council **21/9/05**