

JULY 2016

CERTIFICATE OF FITNESS FOR HONORARY PRACTICE

Guidance for employers and employees

The Certificate of Fitness for Honorary Practice has been jointly developed by NHS Employers and the Academy of Medical Royal Colleges (AoMRC) in response to concerns about obstacles that make it impractical for consultants to carry out emergency short-term, ad-hoc or urgent activity in another NHS organisation.

It has been designed to capture crucial information that an organisation will want to know before a consultant employed in one NHS organisation carries out the same type of work in a different organisation, when it is not possible to issue an honorary contract.

Our aim is that the certificate can:

- *support employers to gain assurance and manage risk more effectively when dealing with emergency situations.*
- *enable consultants to provide/attend training by visiting another hospital.*

The certificate is not intended to remove the need for honorary contracts of engagement between organisations or to be used in any other circumstance where an honorary contract is more appropriate.

Making use of the certificate

Insert logo of employing NHS organisation here]



The first part of the template certifies fitness for honorary practice and the second part records activity undertaken using this route.

Section one – a consultant can request a certificate as part of their appraisal. It should be completed and verified by the employer (manager/appraiser). It shows that a consultant is fit to carry out clinical work in his/her field of expertise and that the organisation has undertaken the necessary employment checks.

The certificate is held on the consultant's file and can be produced when invited to assist in patient care at another organisation at short notice.

Section two – the consultant should ensure this is completed and verified by a senior clinician at the host organisation – it is a record of the honorary practice carried out. The consultant and host organisation should retain a copy.

The certificate can be used for:	The certificate should not be used for:
Providing emergency/occasional treatment (e.g. sick leave).	Providing evidence of personal identity.
Promoting continuity of care of a patient.	Ongoing honorary employment or research activity.
Allowing a consultant to provide short-term specialist training to other clinicians.	Making an offer for long-term paid or unpaid employment, or for locum appointments.
Allowing a consultant to receive short-term training/continuing professional development.	Sanctioning activity when the consultant is scheduled to be working for his/her substantive employer (except by agreement with the

*Insert logo of employing NHS
organisation here]*



substantive employer).

Remediation purposes.

Insert logo of employing NHS organisation here]



Certificate of fitness for honorary practice

Part one

For use by medical consultants at:

Insert name and address of employing NHS organisation

This certificate has been issued to the consultant named below as evidence of recent appraisal and employment information. It is evidence of a consultant's current fitness for short-term honorary practice and does not represent proof of identity or qualification.

Full name of consultant

Contact details

Phone:

Email:

Substantive post in the NHS (include speciality)

Date commenced substantive post

Named contact at employing trust (full name and job title)

Contact details

Insert logo of employing NHS
organisation here]



<i>GMC registration</i>	<i>Registration number</i>		
	<i>Expiry date</i>		
	<i>Licensed to practise</i>	<i>Yes</i>	<i>No</i>

Certificate issued by (full name and job title)

Contact details

Insert logo of employing NHS
organisation here]



	Any outstanding investigation(s) or fitness to practise restrictions issued by the GMC?	Yes	No
	Date of entry to specialist register		
DBS clearance	Date of issue		
	Has the individual subscribed to the DBS update service	Yes	No
	Has enhanced clearance against the children's barred list been obtained and recorded on file?	Yes	No
	Has enhanced clearance against the adults' list been obtained and recorded on file?	Yes	No
	Any current (recent) criminal convictions?	Yes	No
	Any other prohibition, limitation or restriction to working with children and/or adults?	Yes	No
Occupational health clearance	Cleared by employing trust OH department	Yes	No
	Date		
	EPP cleared	Yes	No
	Date		
Appraisal	Date of last appraisal		
	Next appraisal due		

I certify that the information given has been verified from NHS trust records:

Signature

(employee):

Insert logo of employing NHS
organisation here]



Signature (manager): Issue date:
Expiry date:

Record of attendance for honorary practice

Part two
For completion by medical consultants employed at:

Insert name and address of employing NHS organisation

*Record of recent
honorary practice
carried out at:*

Full name of consultant

Contact details
Phone: Email:

Substantive post in the NHS (include speciality)

Insert logo of employing NHS
organisation here]



Honorary activity carried out at hosting organisation

Date of work carried

*out at hosting
organisation*

*Record issued by (full
name and job title)*

Contact details

*I certify that the information provided is an accurate record of work
carried out by the consultant* *named above.*

Signature: (consultant)

Date:

*Signature: (nominated person
organisation)*

*at
hosting
Date:*