

APPENDIX 4

HONORARY CONTRACT

Clinical Supervisor - Honorary Contract

Honorary contract between GP Specialty trainee (GPStR) and their Primary Care Out Of H hours Service Clinical Supervisors on behalf of the Out of Hours Service Providers (Primary Care Clinical Supervisor).

This Agreement is made on _____ [Date]

between _____

(Primary Care Clinical Supervisor/OOH Medical Directors)

and _____

(GP Speciality trainee (GPStR))

The terms and conditions of this honorary contract are as follows:

- A. All medical practitioners covered by this contract will be fully registered with the General Medical Council (GMC)
- B. Primary Care Clinical Supervisors will be so recognised by the..... Deanery, Department of General Practice
- C. This contract will cover the OOH training experience component of GP Specialty training programme. It will form part of the supplementary regulations enabling that training period.
- D. This document will act as a supplementary/honorary contract between the above parties. A host GP Training Practice within the deanery will hold their principal contract for the duration of the OOH training experience.

General

- 1 The Primary Care Clinical Supervisor will supervise the period of OOH training experience within General Practice for the purpose of teaching and advising on all matters relating to OOH service for a period from _____ [date placement commences] unless this agreement is previously terminated under the provision of clause 2.
- 2 This agreement is subject to the contract of employment for the GPStR which will be held by the employing GP training practice.
- 3 GPStR's salary will be paid by the host GP Training Practice at the agreed rates as determined by the contract of employment.
- 4 Both parties will become and remain members of a recognised medical defence body at their own expense for the period of this agreement. The GPStR must ensure that they take out the cover for the time they are working in general practice.
- 5
 - a) The GPStR will not be required to perform duties which will result in the receipt by the practice of private income.
 - b) Any specific or pecuniary legacy or gift of a specific chattel, if appropriately given, shall be the personal property of the GPStR.

- 6
 - a) The hours worked by the GPStR in the OOH service, and regular periods of tuition and assessment will comply with the requirements of the New Deal as set out in the contract of employment, be agreed between the Primary Care Clinical Supervisor and the GPStR and make provision for any educational programme organised and advised by Deanery.
 - b) The hours of work shall comply with the Working Time Regulations 1998 as amended from time to time.
 - c) The GPStR is supernumerary to the usual work of the OOH Service Providers.
 - d) The GPStR may be offered the opportunity to accompany their Primary Care Clinical Supervisor or another member of the OOH team on community/A&E Department and home visits.
 - e) The GPStR should not be used as a substitute for a locum GP in the OOH Service.
 - f) Time spent in OOH Service by the GPStR should be based on timetable/Rota agreed in advance, and should be commensurate with the terms of the contract of employment and agreement of the GP training practice.
- 7
 - a) The GPStR is entitled to approved study leave to attend Deanery classroom taught sessions and any other educational activity considered appropriate by the GP Programme Director.
 - b) If the GPStR is absent due to sickness, they must inform the OOH Service as early as possible on the first day of the sickness. Statutory documentation shall be provided as required for any illness. Any accident or injury arising out of the GPStR's working in the OOH Service must be reported to the OOH Manager, duty doctor in the OOH Service or the GP Trainer/ GP Programme Director.
- 8
 - a) The OOH Service/ Primary Care Clinical Supervisor will ensure or organise any message taking facilities that will be required for the GPStR to fulfil their duty requirements.
 - b) The Primary Care Clinical Supervisor will provide cover or arrange for suitably qualified cover to advise the GPStR while he/she is working in the OOH Service at all times.
 - c) The GPStR shall undertake to care for, be responsible for and, if necessary, replace and return any equipment that may have been supplied by the OOH Service or Primary Care Clinical Supervisor at the end of the training session/period.
 - d) The GPStR will apply himself/herself diligently to the educational programme and service commitments and other matter as directed by the Primary Care Clinical Supervisor in accordance with the advice of the Deanery GP Programme and its Directors.
 - e) The GPStR will keep an educational log and records as part of collecting evidence to be verified by Primary Care Clinical Supervisor such that they may be able to enter to their ePortfolio as required. These records will enable them to fulfil any requirements of the Annual Review Competence Progression Panel (ARCP), for appraisal process, and or for assessment in their GP Specialty training Programme.

- f) The GPStR shall keep proper records of attendances or visits by and to any patients in handwritten or electronic format as advised by their Primary Care Clinical Supervisor.
 - g) The GPStR shall preserve the confidentiality of the affairs of the Primary Care Clinical Supervisor, of the other workforce members in OOH service, of the patients and all matters connected with the OOH Service. The exception shall be where information may be required by the Director of GP Education of the Deanery or their nominated officer.
 - h) The GPStR will make suitable provision for transporting themselves in order to arrive on time to carry out the above duties satisfactorily. Any expenses necessary for transport within the working time at the OOH Service, if appropriately incurred and negotiated, can be submitted to the GP Training Practice through the normal channels for reimbursement.
- 9 Any dispute between the GPStR and the Primary Care Clinical Supervisor should be brought to the attention of the GP Educational Supervisor/GP Trainer in the first instance, and then the GP Programme Director. If the matter cannot be resolved at this level it will then proceed through the appropriate Deanery channels.
- 10 The terms of this contract will be subject to the terms of service for doctors as set out from time to time in the National Health Service (General Medical and Pharmaceutical Services) Regulations.

I have read and understand the terms of this honorary contract

Name	[GPStR]
Signature	
Date	
In the presence of	[Witness Name]
Signature	
Date	
Name	[Primary Care Clinical Supervisor/OOH Medical Director]
Signature	
Date	
In the presence of	[Witness Name]
Signature	
Date	