NEWCASTLE UNIVERSITY/NEWCASTLE HOSPITALS NHS FOUNDATION TRUST

PROCEDURE FOR APPROVING CLINICAL ACADEMIC POSTS REQUIRING HONORARY CONSULTANT STATUS (New or replacement)

The following procedure has been set out to assist members of staff who wish to appoint to an academic post which requires honorary consultant status. It is intended to be used as a checklist to make sure that all parts of the procedure have been covered. Approval should be sought for all the Trust parts of the appointment and signatures obtained on the form Acad-Hon-Cons before the case and form are finally submitted to Faculty Executive Board.

1 A case of need is required, which demonstrates that the post will fulfil a role in the development strategy of the Academic Unit, the Trust department and of the Trust as a whole.

   1.1 The strategic role of the post from the Trust point of view must be agreed and signed off by the Directorate Business Manager.

   1.2 The appointment must have been agreed at a meeting of the relevant Department consultants and approved by the Executive Medical Directorate.

   1.3 Any other speciality with an overlapping clinical interest should be informed of the proposal and given an opportunity to comment to the Executive Medical Directorate.

   1.4 From the University point of view, the Head of Academic Unit must sign to say that the post sits with the development strategy of the Academic Unit. Any other Academic Unit with an overlapping interest should also be invited to add comments to the proposal.

2 A business plan must be agreed for the post, signed off by the Trust Director of Finance, the Executive Medical Directorate and Faculty Executive Board or appropriate nominees. The business plan must address the following:

   2.1 Effect upon activity:

      2.1.1 Clinical load of new appointment.

      2.1.2 Will throughput go up? If so, will the appointment affect case mix?

      2.1.3 Is the appointment part of a service development? If so has this been agreed with purchasers?

      2.1.4 Will the post be involved in an on call rota? If so, has the Trust considered the implications of this?

   2.2 Funding of appointment:

      2.2.1 This must be explicit as to University and/or NHS

      2.2.2 Duration of funding. If this is limited then there should be an explicit plan of action for the end of the funding stream.
2.3 Revenue consequences for the Trust:

2.3.1 Departmental revenue consequences – on call allowance, secretary, drugs, other consumables, etc

2.3.2 Service department consequences - OPD, nursing, drugs, theatres, Radiology, laboratory support

2.3.3 General overhead - these posts must be treated as for all posts associated with clinical activity.

2.4 Revenue consequences for the University:

2.4.1 School revenue consequences - secretary, consumables, space, equipment, etc

3 The job plan must be agreed initially with the head of the University Academic Unit, and then submitted to the Executive Medical Directorate. Teaching commitments must be agreed with the Base Unit Clinical Sub-Dean, where teaching is a part of the post. Details should be provided as follows:

3.1 The number of clinical sessions, including an agreed percentage for which the post holder will be present.

3.2 Teaching commitments, as for 3.1.

3.3 Review Process - the University and the Trust have the joint appraisal process. The Trust has a role in the review process in respect of the clinical performance of the appointee and reserves the right to withdraw clinical access at review if the clinical performance is unsatisfactory, following appropriate consultation with the Dean of Clinical Medicine.

4 Following approval by the Trust Executive Medical Directorate, all the above documentation, plus the Form Acad-Hon-Cons, appropriately signed, together with a draft advert and draft job details should be forwarded to the HR Team in the Faculty of Medical Sciences.

5 Once the post is approved, the Trust will be involved in the process of appointment. To ensure consistency with NHS appointment committees, the panel will include the following:

5.1 A representative from the appropriate Royal College who must be external to the Trust and the University.

5.2 The relevant Clinical Director, or a nominee, i.e. a departmental NHS Consultant.

5.3 The Medical Director or his/her representative.

5.4 The NHS members of the appointment panel must agree to the appointment for the appointee to be granted clinical access. The Royal College representative must agree that the candidate is appointable as a Consultant.

6. Please note that the post will not be advertised by the University until the Form Acad-Hon-Cons has been signed by all relevant parties and the completed form returned to the HR Team in the Faculty of Medical Sciences together with a copy of the advert and job details.