# uni logo

# Employment of National Institute for Health Research (NIHR) Funded Clinical Lecturers

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1. Background
	1. Each year the NIHR identifies areas of clinical academia that require extra specialists. Universities nationally are invited to bid for identified specialist Academic Clinical Fellow (ACF) and Clinical Lecture posts. To do this successfully Universities first determine the strengths of their institution in relation to posts available and in this way form appropriate bids for posts.
	2. The University of Exeter is allocated posts by formula, typically 1 Clinical Lecturer and 2 ACF posts.
	3. The University of Exeter is then invited to bid for additional posts in priority areas identified by the Department of Health across the UK. There are up to 50 additional ACFs and 20 CLs available in competition.
2. **Timings**
	1. In January NIHR write to the PVC of the Medical School, copied to Health Education South West (HESW) formerly the Deanery. This is the launch for the competition for additional ACF / CL posts mentioned in 1.2
	2. Health Education South West (HESW) will then begin discussions about the proposed specialty of ACFs and CL posts allocated by formula with the University of Exeter and in particular, The Medical School PVC and The Vice Dean of Research. The Medical School PVC and The Vice Dean of Research will ensure the involvement of other members of medical school staff as appropriate, this includes the line manager of any proposed speciality clinician and the Medical School Human Resources Business Partner.
	3. The deadline for submission of the University of Exeter posts allocated by formula and those awarded by competition is typically mid-March.
	4. The outcome is made known in June/July time.
3. **Joint approach**
	1. National Institute for Health Research (NIHR) funded Clinical Lecturers in training for their Certificate of Completion of Training (CCT) will be directly employed by the University of Exeter and hold honorary contracts with the appropriate NHS Partner. This decision to employ directly is made because of the nature of their training being 50% academic to 50% clinical. Please find link to training details here: <http://www.nihrtcc.nhs.uk/intetacatrain/>
	2. Please note that because the training for an Academic Clinical Fellow (ACF) is 75% clinical to 25% academic they will not hold their substantive contract with the University of Exeter and separate procedures exist for organising their honorary contracts to be held at the University of Exeter (see honorary contract procedure).
4. **Recruitment**
	1. Prior to any recruitment an eSR1 form should be completed and signed off in the usual way. It is important that the ‘Clinical Lecturer’ grade is selected. However, if this grade is not available at the time of recruiting (as further work on the eSR1 approval system is needed) the ‘Clinical grade’ should be selected and the salary of the top scale point of the Clinical Lecturer grade should be included. Sometimes the e-SR1 will be done retrospectively once the Deanery notify the University who will be appointed.
	2. The DBS cost code that should be included on the eSR1 is: 1-SZ-G-L99-000-USZ01-SSZ06
	3. All NIHR funded Clinical Lecturers will be considered part of the ‘Research Job Family’ and this should also be reflected on the eSR1, job description and contract.
	4. A comment should be included in the proposal box in the eSR1 to say ‘This post is funded by the NIHR for four years or to the date six months following the achievement of CCT, whichever comes sooner’.
	5. The reason for the short term contract will be ‘training/career development’.
	6. The line manager completing the form will need to know that an office space is available and the main location of the work.
	7. HESW will liaise with the University of Exeter and in particular the PVC of the Medical School, The Vice Dean of Research and the manager who will be responsible for any newly recruited member of staff. Discussions will be held on all aspects of the recruitment prior to any final decisions being made including the job advert content and place of advertising (HESW advertise in NHS jobs, on their website and in BMJ as standard), the job description, the shortlisting process and interview process.
	8. The University of Exeter may choose to advertise in additional places.
	9. HESW will take the overall responsibility for advertising, receiving applications, shortlisting and arranging interviews to recruit to any post. HESW operates an online application process that satisfies requirements of the NHS and NIHR.
	10. All posts will be advertised for a minimum of 28 days in order to satisfy the resident labour market test.
	11. The Medical School Human Resources Business Partner should be informed that a recruitment of this kind is underway as soon as it is known. The line manager of the post will be responsible for notifying Human Resources.
5. **Interview panel members**
	1. Membership of the NIHR Clinical Lectureship appointment committee should be based on the following:-
* The lead of the NIHR Clinical Lectureship training programme, or his / her representative;
* The Chair of the LETB/Deanery Training Committee, the Programme Director, a Representative of the LETB/Deanery;
* Representation from the relevant academic community;
* Representation from a Teaching Hospital Trust;
* An independent academic member (wherever possible, from outside the LETB/Deanery boundary); and
	1. For GPs the committee should include, as appropriate:-
* The lead of the NIHR Clinical Lectureship training programme, or his / her representative;
* Representation from the relevant academic community;
* The Deanery Director of Postgraduate GP Education;
* The Chief Executive or his/her nominee from the relevant NHS organisation;
* An independent academic member (wherever possible, from outside the LETB/Deanery boundary);
* A Senior Member/Partner from the relevant practice.
1. **Employment checks**
	1. HESW will be responsible for checking, verifying and providing copies of the following to the University of Exeter:
* Appropriate qualification checks (PHD/MD or equivalent and medically qualified)
* GMC registration with license to practice
* References
	1. The University of Exeter will be responsible for ensuring that an enhanced DBS check is completed as well as a clinically appropriate medical questionnaire. Right to work checks will also be carried out by The University of Exeter.
1. **Requesting salary details**
	1. The Human Resources Administration Team will first gain permission from the Clinical Lecturer concerned that it is ok to request salary details and increment date and will then contact the previous employer to confirm details and approval by the Clinical Lecturer as per the Recruitment and Selection procedures for Clinical Academics.
	2. The salary details should correspond to a scale point on the Clinical Lecturer grade.
	3. The NHS Partner that holds the honorary contract will notify The University of Exeter of the appropriate banding supplement and The University of Exeter will invoice the partner to recover the money for this.
2. **Substantive Contract**
	1. There is an expectation that on completion of CCT training (usually after 4 years) the Clinical Lecturer will apply for a Consultant position and so their funding by NIHR will cease. NIHR agree a ‘grace period’ of 6 months following completion to allow the Clinical Academic to secure their new appointment. To reflect this the following clause should be inserted into the contract:

*The appointment will be ‘fixed term for four years, or to a date six months after their CCT training is completed, whichever comes sooner. During this period the trainee combines 50% clinical specialty training with 50% academic training to complete a substantial piece of postdoctoral research’.*

* 1. Clinical Lecturers who are funded by NIHR will all belong to the ‘Research’ job family. This should also be made clear in the contract.
	2. The following clauses should be inserted regarding the Clinicians banding supplement:

*The starting salary will be £INSERT per annum (point INSERT) on the Clinical Lecturer Grade. In addition to your base salary you may receive a non-pensionable supplement payable in accordance with paragraph 22 of the Junior Doctors Terms and Conditions of Service:* [*http://www.nhsemployers.org/SiteCollectionDocuments/Terms\_and\_Conditions\_of\_Service\_NHS\_Medical\_and\_Dental\_Staff\_300813\_bt.pdf*](http://www.nhsemployers.org/SiteCollectionDocuments/Terms_and_Conditions_of_Service_NHS_Medical_and_Dental_Staff_300813_bt.pdf)

*This supplement will be determined by the NHS organisation where you will be undertaking clinical training (for rotations, banding supplements may differ for each individual post/placement). You and/or your NHS organisation are responsible for notifying the University of Exeter of any banding supplement, upon notification this will be paid on a monthly basis with your salary and the University of Exeter will invoice your NHS organisation to recover the cost of this.*

* 1. The following clause will be inserted in the contract and the contract will be copied to the NHS Partner:

*This contract will be forwarded to the NHS Partner for information.*

* 1. Hours within the contract are not specified as they are in line with the Junior Doctors terms and Conditions of Service (so 40 hours per week, 20 hours at each place of work).
	2. Two locations should be included in the contract, that of the trust partner and the main Exeter University Campus (to avoid travel claims for a regular need to move between the two places).
	3. For the purpose of maternity and paternity benefits only, the continuous service employment date with the NHS will be honoured for those NIHR funded Clinicians who leave the NHS to complete their clinical academic training on a fixed term basis at Exeter University. This will be reflected in the contract in the following way:

*For the purpose of maternity and paternity benefits only, your continuous service date with the NHS will be honoured and will be as follows: [insert date].*

1. **Honorary contract**
	1. HESW will be responsible for requesting an honorary contract from the NHS partner to be sent to the appointed individual. A copy will also be requested for the University of Exeter.
2. **Appraisal and Responsible Officer**
	1. An annual review of competence progression (ARCP) takes place for NIHR funded clinical Lecturers. A University of Exeter representative (not someone directly involved with their training) will sit on this panel. This is considered the appraisal process for the trainee.
	2. For the purpose of revalidation sign off, the Postgraduate Dean of HESW is the responsible officer for NIHR funded Clinical Lecturers working at the University of Exeter.
3. **Payment**
	1. Funding is provided by HESW to pay the full salary (excluding banding), employer NI and employer pension contributions of the Clinical Lecturer.
	2. The NIHR funding allocation takes account of national Clinical Lecturer recruitment rates, appointment at different levels on the pay scale, and support of GP and GDP Clinical Lecturer posts using the old consultant grade.
	3. The University of Exeter will be responsible for paying any banding supplement on behalf of the NHS partner for out of hours work if relevant and should liaise with and invoice the NHS partner to recoup this cost. The banding supplement will be a % figure, based on the 50% of work done directly for the NHS partner.
	4. The University of Exeter will also be responsible for payment of the DBS check and any relocation fees that may be owed in line with usual policy.

|  |  |
| --- | --- |
| For Clinical Lecturers:**Private & Confidential**AddressDateRef:  | NAME OF SCHOOL / SECTIONNAME OF OFFICEAddressAddressAddressAddress |

Dear Dr

**Appointment to the post of Clinical Lecturer**

I am pleased to offer you the post of INSERT in the University of Exeter Medical School.

This post is of limited duration with the result that it can only be offered on a fixed term contract basis due to time limited funding. The post will start on INSERT 2014 and this will be your continuous service date. The post will end on INSERT or alternatively the date that is 6 months following the completion of your CCT training, whichever is sooner due to time limited funding. During this period you will combine 50% clinical specialty training with 50% academic training to complete a substantial piece of postdoctoral research. The University reserves the right to terminate the employment earlier than the date stated, with the appropriate notice, should the parameters for the fixed term nature of the post change. There is no expectation of re-engagement beyond this date and consequently this employment will terminate on this date without further notice from the University.

For the purpose of maternity and paternity benefits only, your continuous service date with the NHS will be honoured and will be as follows: [insert date].

Terms and Conditions

The terms and conditions of employment are detailed in the document "University of Exeter Conditions of Employment" please see <http://www.exeter.ac.uk/staff/employment/conditions/terms/> with the following amendments/additions relating to your clinical appointment – see below for further details:

* Salary
* General Medical Council
* Honorary appointment with the NHS
* Professional conduct and competence
* Insurance
* Appraisal and Job Planning

Other policies and procedures which govern the employment of staff at the University of Exeter can be viewed on the webpage “A-Z HR policies and employment information” at: <http://www.exeter.ac.uk/staff/employment/hrpoliciesatoz/>

For the purposes of your statutory rights, the date of commencement of this employment and therefore your continuous service date with the University of Exeter will be [insert date].

Probation

New appointments are subject to a probationary period of 12 months.

Line Manager

Your line manager will be Professor INSERT.

Job Family

Your job family will be ‘Research’.

Salary

For current salary scales please see:

[www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/Clinical\_academic\_salaries.pdf](http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/Clinical_academic_salaries.pdf)

The starting salary will be £INSERT per annum (point INSERT) on the Clinical Lecturer Grade. In addition to your base salary you may receive a non-pensionable supplement payable in accordance with paragraph 22 of the Junior Doctors Terms and Conditions of Service: <http://www.nhsemployers.org/SiteCollectionDocuments/Terms_and_Conditions_of_Service_NHS_Medical_and_Dental_Staff_300813_bt.pdf>

  This supplement will be determined by the NHS organisation where you will be undertaking clinical training (for rotations, banding supplements may differ for each individual post/placement). You and/or your NHS organisation are responsible for notifying the University of Exeter of any banding supplement, upon notification this will be paid on a monthly basis with your salary and the University of Exeter will invoice your NHS organisation to recover the cost of this.

Your incremental date will remain INSERT each year until you reach the maximum scale point on the Clinical Lecturer grade. This contract will be forwarded to the NHS Partner for information.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year. This includes 8 bank/public holidays and 3 Closure Days designated by the University. (See our website <http://www.exeter.ac.uk/staff/employment/leave/> for more information.)

To calculate your part year entitlement between your date of appointment and 31 December 2014, please refer to our website: <http://www.exeter.ac.uk/staff/employment/leave/>

Location

Your primary places of work will be the University of Exeter insert campus and insert trust partner address. The University reserves the right to relocate you to other locations within Exeter where the University provides a service. In addition you may be required to attend meetings or training events at any of the University's offices.

Relocation

You may be able to claim relocation expenses in accordance with the University’s Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10%. More detailed information about the Relocation Assistance Scheme can be found at <http://www.exeter.ac.uk/working/new/relocation/>.

Pensions

Membership of the Universities’ Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. From 01/10/2011 the USS scheme will have two sections offering different benefits. Which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is attached. If you wish, more detailed information about the USS scheme structure can be found at [www.ussconsultation.co.uk](http://www.ussconsultation.co.uk)  **If you have been in USS before**, **you are strongly requested to contact the pensions office as soon as you can, this is so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation

If you wish to opt out of the scheme you should contact the Pensions Manager, Mrs Alison Rose (01392 723088. email A.J.Rose@ex.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. This means that you will pay employee pension contributions until you have completed three full calendar months’ service and then you will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

If you were previously a member or have current membership of the NHS Pension Scheme, please advise Mrs Maggie Kaan in the Pay and Benefits Office (01392 263084/email m.kaan@exeter.ac.uk) as it may be possible to maintain this membership.

Data Protection

You are advised to read the University's Data Protection Policy at <http://www.exeter.ac.uk/recordsmanagement/dataprotection/>. Section 3 of this Policy makes reference to information held in the "public domain". If you do not want personal information relating to you being available in the public domain, you should advise your Dean of College or nominated representative.

Additional Conditions of Employment for Clinical Appointments

General Medical Council

It is a condition of employment that practicing doctors remain a fully registered medical practitioner and are included on the Specialist Register held by the General Medical Council (GMC) and continue to hold a licence to practise.

Honorary Appointment with the NHS

You may have an honorary contract with an appropriate NHS organisation, agreed with the University, for clinical and/or research governance reasons and to protect their interests by making clear the nature of their relationship with the NHS organisation(s) with which the honorary contract is held. Clinical appointments who have honorary contracts will be expected to take part in joint job planning and joint appraisal.

If you have an honorary contract with an appropriate NHS organisation, agreed with the University, you will be required to perform the number of clinical programmed activities agreed within your Job Plan at your NHS honorary employer. These clinical duties form part of the duties owed to the University under the contract of employment.

Subject to the rules of medical ethics, the University will be entitled to have access to, and to take account of, any investigations and decisions made by any NHS honorary employer in respect of which an honorary contract is held for the purposes of the position as a whole, without having to conduct further investigations.

Subject to the rules of medical ethics, the individual will disclose to the institution on request all documents in his/her possession or under his/her control relating to the termination of any honorary contract.

Professional Conduct and Competence

If any question arises between the NHS organisation holding the honorary contract and the postholder as to their professional conduct or competence, the appointment will be subject to the provisions of NHS circular No.1990 (PCS) 8, particularly at paragraphs 16 and 17 of Annex C (or successor documentation). Any findings made as a result of any investigations made under that Circular, will be referred to the University for consideration under the relevant University procedures. Copies of the relevant documents are available, on request, from Human Resources.

Insurance

Clinical academic staff are encouraged to maintain membership of a medical defence society or carrying some similar form of insurance cover.

Appraisal and Job Planning

If you have an honorary contract with an appropriate NHS organisation, agreed with the University, your appointment will be underpinned and supported by joint University and NHS appraisal and job planning. Your job plan will be reviewed on an annual basis by your Trust line manager, your University of Exeter line manager and yourself. Any party may propose amendment at any time. You will be required to comply with any institutionally agreed appraisal and/or staff assessment system operated by the University in relation to your personal performance and the national job planning process in relation to your duties.

If, as part of your job, you are responsible for appraisal of other members of staff, you should ensure that you have attended the appropriate University training course before conducting such appraisals. Details of courses can be obtained from Human Resources.

University Card

You will need to apply for a UniCard for staff, which operates as an ID card and Library card. If you are based in Exeter or Knowledge Spa, Truro, please email your name, date of birth and photo to: universityreception@exeter.ac.uk If you are based in Cornwall please email your details along with a current photograph to cornwall-cardoffice@exeter.ac.uk

Vacancies

All employees on fixed term contracts have the right to be informed of available vacancies by the University. The University meets this obligation by advertising all vacancies on the vacancies page of our website [www.exeter.ac.uk/](http://www.exeter.ac.uk/)jobs.

Induction Process

Induction is an essential support process for all new and transferring staff within the University to assist in settling them into both their individual role and the University itself. You will be supported in working through this process with your Induction Facilitator who is a colleague within your College/Service, Wendy Cowell. I have enclosed details of your induction timetable but would like to highlight that details of the complete induction process and other useful information for new staff can be viewed on our induction website at www.exeter.ac.uk/induction.

All new staff will be invited to attend a ‘Welcome’ lunch hosted by the Vice Chancellor; you will be emailed an invitation to the next available date after you have commenced employment.

This appointment is subject to:

* satisfactory checks of your right to work within the United Kingdom to comply with the Immigration, Asylum and Nationality Act. On your first day of work please take your passport to Catherine Bailey (Room 357A Northcote House) **on or before your first day of work**. If you are based in Cornwall please report to the ASU Reception in the Peter Lanyon Building on or before your first day of work (during normal working hours). If you are based in the Medical School please use the web link below and arrange to take your relevant documents to one of the contacts listed. Further information can be found at: <http://www.exeter.ac.uk/staff/employment/righttowork/proof/>;
* if you have limited leave to remain in the United Kingdom, compliance with the requirements of UK legislation on migrant workers. Further information can be found at: <http://www.exeter.ac.uk/staff/employment/righttowork/proof/limitedleavetoremain/>
* satisfactory medical clearance (please complete and return the enclosed Clinical Medical Questionnaire in the envelope provided);
* you providing proof of Hepatitis B vaccination or record of recent anti-body levels prior to commencement of duties involving contact with patients;
* three satisfactory references;

Please note that as your post will involve working with Children/Vulnerable Adults, your appointment is subject to the University receiving satisfactory disclosure from the Disclosure and Barring Service (previously known as the Criminal Records Bureau). Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. Further details on our policy and the process can be found at: <http://www.exeter.ac.uk/staff/employment/dbs/introduction/>.

Information Technology

The University’s Self Service HR and Payroll system allows you to view and update some of your personal details online, including your home address, emergency contact details and allows you to view your payslip using PC’s that are part of the University’s network. Visit: <http://www.exeter.ac.uk/staff/services/selfservice/>

Use of the University’s IT facilities is subject to IT regulations, please read these by visiting [*http://www.its.ex.ac.uk/regs.shtml*](http://www.its.ex.ac.uk/regs.shtml)*, returning this contract us will indicate that you have read these regulations and agree to abide by them.*

All Associate Research Fellows and Senor Research Fellows are expected to complete the mandatory elements of the Researcher Development Research Staff Programme at the earliest opportunity and are encouraged to participate in the optional elements. These can be found by visiting <http://as.exeter.ac.uk/rdp/researchstaff/>

To signify your formal acceptance of the above, please sign both copies of your contract, retain one copy for your records and return the second copy to me within two weeks of receipt together with the completed Bank Account/P46 Details Form and Personal Details Form. If you are currently working in the UK, when you leave your employment you will receive a P45 which you should forward to us once received. If you do not have a P45, please complete the relevant section on the Bank Account/P46 Details Form and return this to us as soon as possible.

If you have any queries regarding your appointment, please do not hesitate to contact me.

Yours sincerely

Insert name

Insert title

I confirm my acceptance of the terms and conditions of employment as outlined in this letter.

Signed: ……………………………………………… ...Date: ……………………………………………

Enclosures:

 Second Copy of this letter

 Vice-Chancellor letter and Induction timetable

 Employee Benefits

 Personal Details form

 Bank Account/P46 Details form

 Trade Union Information

 USS Pension Scheme information

 Medical Questionnaire

 DBS application form

CC: NHS Partner

|  |  |
| --- | --- |
| For GP’s in Practice:**Private & Confidential**AddressDateRef:  | NAME OF SCHOOL / SECTIONNAME OF OFFICEAddressAddressAddressAddress |

Dear Dr

**Appointment to the post of Clinical Lecturer in General Practice**

I am pleased to offer you the post of INSERT in the University of Exeter Medical School.

This post is of limited duration with the result that it can only be offered on a fixed term contract basis due to time limited funding. The post will start on INSERT 2014 and this will be your continuous service date. The post will end on INSERT or alternatively the date that is 6 months following the completion of your CCT training, whichever is sooner due to time limited funding. During this period you will combine 50% clinical specialty training with 50% academic training to complete a substantial piece of postdoctoral research. The University reserves the right to terminate the employment earlier than the date stated, with the appropriate notice, should the parameters for the fixed term nature of the post change. There is no expectation of re-engagement beyond this date and consequently this employment will terminate on this date without further notice from the University.

For the purpose of maternity and paternity benefits only, your continuous service date with the NHS will be honoured and will be as follows: [insert date].

Terms and Conditions

The terms and conditions of employment are detailed in the document "University of Exeter Conditions of Employment" please see <http://www.exeter.ac.uk/staff/employment/conditions/terms/> with the following amendments/additions relating to your clinical appointment – see below for further details:

* Salary
* General Medical Council
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For the purposes of your statutory rights, the date of commencement of this employment and therefore your continuous service date with the University of Exeter will be insert.

Probation

New appointments are subject to a probationary period of 12 months.

Line Manager

Your line manager will be Professor INSERT.

Job Family

Your job family will be ‘Research’.

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For current salary scales please see:

[www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/Clinical\_academic\_salaries.pdf](http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/payroll/Clinical_academic_salaries.pdf)

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Location

Your primary places of work will be the University of Exeter insert campus and insert trust partner address. The University reserves the right to relocate you to other locations within Exeter where the University provides a service. In addition you may be required to attend meetings or training events at any of the University's offices.

Relocation

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If you have an honorary contract with an appropriate NHS organisation, agreed with the University, you will be required to perform the number of clinical programmed activities agreed within your Job Plan at your NHS honorary employer. These clinical duties form part of the duties owed to the University under the contract of employment.

Subject to the rules of medical ethics, the University will be entitled to have access to, and to take account of, any investigations and decisions made by any NHS honorary employer in respect of which an honorary contract is held for the purposes of the position as a whole, without having to conduct further investigations.

Subject to the rules of medical ethics, the individual will disclose to the institution on request all documents in his/her possession or under his/her control relating to the termination of any honorary contract.

Professional Conduct and Competence

If any question arises between the NHS organisation holding the honorary contract and the postholder as to their professional conduct or competence, the appointment will be subject to the provisions of NHS circular No.1990 (PCS) 8, particularly at paragraphs 16 and 17 of Annex C (or successor documentation). Any findings made as a result of any investigations made under that Circular, will be referred to the University for consideration under the relevant University procedures. Copies of the relevant documents are available, on request, from Human Resources.

Insurance

Clinical academic staff are encouraged to maintain membership of a medical defence society or carrying some similar form of insurance cover.

Appraisal and Job Planning

If you have an honorary contract with an appropriate NHS organisation, agreed with the University, your appointment will be underpinned and supported by joint University and NHS appraisal and job planning. Your job plan will be reviewed on an annual basis by your Trust line manager, your University of Exeter line manager and yourself. Any party may propose amendment at any time. You will be required to comply with any institutionally agreed appraisal and/or staff assessment system operated by the University in relation to your personal performance and the national job planning process in relation to your duties.

If, as part of your job, you are responsible for appraisal of other members of staff, you should ensure that you have attended the appropriate University training course before conducting such appraisals. Details of courses can be obtained from Human Resources.

University Card

You will need to apply for a UniCard for staff, which operates as an ID card and Library card. If you are based in Exeter or Knowledge Spa, Truro, please email your name, date of birth and photo to: universityreception@exeter.ac.uk If you are based in Cornwall please email your details along with a current photograph to cornwall-cardoffice@exeter.ac.uk

Vacancies

All employees on fixed term contracts have the right to be informed of available vacancies by the University. The University meets this obligation by advertising all vacancies on the vacancies page of our website [www.exeter.ac.uk/](http://www.exeter.ac.uk/)jobs.

Induction Process

Induction is an essential support process for all new and transferring staff within the University to assist in settling them into both their individual role and the University itself. You will be supported in working through this process with your Induction Facilitator who is a colleague within your College/Service, Wendy Cowell. I have enclosed details of your induction timetable but would like to highlight that details of the complete induction process and other useful information for new staff can be viewed on our induction website at www.exeter.ac.uk/induction.

All new staff will be invited to attend a ‘Welcome’ lunch hosted by the Vice Chancellor; you will be emailed an invitation to the next available date after you have commenced employment.

This appointment is subject to:

* satisfactory checks of your right to work within the United Kingdom to comply with the Immigration, Asylum and Nationality Act. On your first day of work please take your passport to Catherine Bailey (Room 357A Northcote House) **on or before your first day of work**. If you are based in Cornwall please report to the ASU Reception in the Peter Lanyon Building on or before your first day of work (during normal working hours). If you are based in the Medical School please use the web link below and arrange to take your relevant documents to one of the contacts listed. Further information can be found at: <http://www.exeter.ac.uk/staff/employment/righttowork/proof/>;
* if you have limited leave to remain in the United Kingdom, compliance with the requirements of UK legislation on migrant workers. Further information can be found at: <http://www.exeter.ac.uk/staff/employment/righttowork/proof/limitedleavetoremain/>
* satisfactory medical clearance (please complete and return the enclosed Clinical Medical Questionnaire in the envelope provided);
* you providing proof of Hepatitis B vaccination or record of recent anti-body levels prior to commencement of duties involving contact with patients;
* three satisfactory references;

Please note that as your post will involve working with Children/Vulnerable Adults, your appointment is subject to the University receiving satisfactory disclosure from the Disclosure and Barring Service (previously known as the Criminal Records Bureau). Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. Further details on our policy and the process can be found at: <http://www.exeter.ac.uk/staff/employment/dbs/introduction/>.

Information Technology

The University’s Self Service HR and Payroll system allows you to view and update some of your personal details online, including your home address, emergency contact details and allows you to view your payslip using PC’s that are part of the University’s network. Visit: <http://www.exeter.ac.uk/staff/services/selfservice/>

Use of the University’s IT facilities is subject to IT regulations, please read these by visiting [*http://www.its.ex.ac.uk/regs.shtml*](http://www.its.ex.ac.uk/regs.shtml)*, returning this contract us will indicate that you have read these regulations and agree to abide by them.*

All Associate Research Fellows and Senor Research Fellows are expected to complete the mandatory elements of the Researcher Development Research Staff Programme at the earliest opportunity and are encouraged to participate in the optional elements. These can be found by visiting <http://as.exeter.ac.uk/rdp/researchstaff/>

To signify your formal acceptance of the above, please sign both copies of your contract, retain one copy for your records and return the second copy to me within two weeks of receipt together with the completed Bank Account/P46 Details Form and Personal Details Form. If you are currently working in the UK, when you leave your employment you will receive a P45 which you should forward to us once received. If you do not have a P45, please complete the relevant section on the Bank Account/P46 Details Form and return this to us as soon as possible.

If you have any queries regarding your appointment, please do not hesitate to contact me.

Yours sincerely

Insert name

Insert title

I confirm my acceptance of the terms and conditions of employment as outlined in this letter.

Signed: ……………………………………………… ...Date: ……………………………………………

Enclosures:

 Second Copy of this letter

 Vice-Chancellor letter and Induction timetable

 Employee Benefits

 Personal Details form

 Bank Account/P46 Details form

 Trade Union Information

 USS Pension Scheme information

 Medical Questionnaire

 DBS application form

CC: NHS Partner