

**The Leeds Teaching Hospitals NHS Trust  
Research & Development Department**

**Guidance Notes for Researchers Applying for an Honorary Contract**

**Introduction**

Under national research governance arrangements the Trust is obliged to ensure that all individuals undertaking research in the Trust have a contract of employment with the Trust (either full or honorary). Researchers with an honorary contract with the Trust will be covered, like those with a full contract, by NHS indemnity. By issuing non-Trust research staff with honorary contracts the Trust ensures that all researchers working on its premises or with its staff, patients, their organs, tissue or data, are contractually bound to take proper account of the NHS duty of care. Thus the honorary contract affords protection to both parties.

**In what circumstances is an honorary contract required?**

The table below indicates when an honorary contract is required.

|   | Honorary Contract Required? |
|---|-----------------------------|
| Direct contact with patients/service users and direct bearing on the quality of their care.   | Yes                         |
| Direct contact with patients/service users but no direct bearing on the quality of their care (eg observer).                                      | Yes                         |
| Indirect contact with patients/service users and direct bearing on the quality of their care (eg some types of telephone interview).              | Yes                         |
| Indirect contact with patients/service users but no direct bearing on the quality of their care (eg telephone interviews, postal questionnaires). | Yes                         |
| Access with consent to identifiable patient data, tissues or organs with likely direct bearing on the quality of their care.                      | Yes                         |
| Access with consent to identifiable patient data, tissues or organs but no direct bearing on the quality of their care.                           | Yes                         |
| Access without consent to identifiable patient data, tissues or organs but no direct bearing on the quality of their care.                        | Yes                         |
| Access to anonymised patient data, tissues or organs only (including research staff analysing data).  | No                          |
| Working on NHS premises (eg laboratory) only.   | Yes                         |
| Direct contact with staff (eg interviews)   | Yes                         |
| Access to identifiable staff data.  | Yes                         |
| Access to anonymised staff data only.   | No                          |

## **When to apply**

Researchers should apply for the required honorary contracts as early as possible in the R&D application/approval process. Once all the relevant documents have been received by Central Recruitment an honorary contract will be issued in approximately 3 weeks. Individual researchers should not commence any work until the essential checks have been completed and an honorary contract issued. Researchers should only proceed with their research project once Trust R&D approval has been given and an honorary contract issued.

## **Requesting an Honorary Contract**

The process shown overleaf (devised by HR and available on the recruitment page of HR website) should be followed for all external staff who require an honorary contract **except** University of Leeds Faculty of Medicine & Health staff. Requests for Trust honorary contracts for these staff should be directed to Wendy Parker, Faculty Honorary Contract Co-ordinator on tel. 0113 – 343 4366, who will advise and co-ordinate all requests for honorary contracts for Faculty of Medicine & Health staff.

## **Request Form**

The “Application for Honorary Contract” form should be completed and is available at appendix 2 and also on the Recruitment page of the LTHT HR web pages.

## **Advice**

Advice regarding obtaining honorary contracts is available from the following sources:

- R&D Department (0113 39 22878 and email [r&d@leedsth.nhs.uk](mailto:r&d@leedsth.nhs.uk))
- R&D Pages of Trust Internet
- Human Resources (0113 20 6468 or 66803)
- HR pages (Recruitment) of Trust Intranet
- Central Recruitment (0113 39 28229 or [central\\_recruitment\\_team@leedsth.nhs.uk](mailto:central_recruitment_team@leedsth.nhs.uk))

## **Responsibilities and Monitoring**

It is the responsibility of the LTHT employee (usually the principal investigator) to ensure that the necessary contracts are requested and issued in a timely manner. In collaboration with Human Resources, the R&D Department will monitor the issue of honorary contracts.

## The Process

A request for an Honorary Contract is received by an internal contact (e.g. Consultant, Sister, Admin Manager, Professional Development, etc.) within the LTHT from an external contact (e.g. PCT, University, etc.). The internal contact agrees or declines the request. If it is agreed, the internal contact completes the pro-forma.

Please note that the honorary employee themselves cannot request the honorary contract, the request must be made to Central Recruitment by another employee of Leeds Teaching Hospitals.

If the request is declined, the internal contact notifies the external contact.



**The internal contact gets authorisation for the Honorary Contract from their Department Head (e.g. Clinical Director, Matron, Business Manager, etc.).**

**If the request is declined, the internal contact notifies the external contact.**



The internal or external contact obtains the relevant documentation required as specified in the form (ie completes pre-employment checks). Once all of these have been received by the internal/external contact, the internal contact must complete the pro-forma as confirmation of completion of pre-employment checks and forward the pro-forma to Central Recruitment.

This must be forwarded a minimum of three weeks prior to the start date.



If any documentation is missing or the pro-forma is incomplete, all paperwork will be returned to the internal contact. If all documentation is attached Central Recruitment will book the individual onto Trust induction and issue an honorary contract.

Appendix 1

**HONORARY CONTRACT APPLICATIONS –  
PERSONNEL CONTACTS**

| <b>Central Recruitment Team</b><br>Ground Floor<br>Old Nurses Home<br>Leeds General Infirmary                      |                       |                |  |
|--|-----------------------|----------------|--|
| <b>Samantha Perkin: Recruitment Manager (0113 39 26190)</b><br><b>Les Wright: Clerical Officer (0113 39 28229)</b> |                       |                |  |
| Department   | Recruitment Assistant | Extension No   |  |
| Acute Medicine   | Jenny Layland         | 0113 392 22668 | Iain Alexander<br>(Recruitment Officer)  |
| Elderly Medicine   | Samantha Hamilton     |                |  |
| Respiratory Medicine   | Jennifer Tate         |                |  |
| Trauma, Orthopaedics & Rheumatology  |                       |                |  |
| Plastic Surgery  |                       |                |  |
| Neurosciences/Neurology  |                       |                |  |
| Ophthalmology  | Rime Hadri            | 0113 392 26550 |  |
| ENT, Oral, Max-Fax   | Iain Alexander        |                |  |
| Allied Health Professional   |                       |                |  |
| Paediatrics  | Toby Tritschler       | 0113 39 22448  | Toby Tritschler<br>(Recruitment Officer) |
| Obs & Gyn  | Alexander Garland     |                |  |
| Cardiology   |                       | 0113 39 26584  |  |
| Cardiothoracic Surgery   | Catherine Jacob       |                |  |
| Pathology  | Rachel Ratliffe       |                |  |
| Pharmacy   | Gemma Green           | 0113 39 28534  | Lynn Lindley<br>(Recruitment Officer)    |
| Medical Physics  | Rajinder Soor         |                |  |
| Radiology  |                       |                |  |
| GI Surgery   |                       |                |  |
| Renal  |                       | 0113 39 25518  |  |
| Theatres   | Emma Kitching         |                |  |
| A&E  | Lynn Lindley          |                |  |
| ICU  |                       |                |  |
| Dental Institute   |                       |                |  |
| Non Surgical Oncology  |                       |                |  |



Job Title: .....

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**PART 3: Central Recruitment (at Leeds Teaching Hospitals) to complete**

Alert Letter database checked: \_\_\_\_\_

Trust Induction Booking: \_\_\_\_\_

Honorary Contract Issued: \_\_\_\_\_

Name of RA issuing Contract \_\_\_\_\_ Date \_\_\_\_\_