

Annex B: Mutual recognition agreement

King's Health Partners



MUTUAL RECOGNITION AGREEMENT

HONORARY PASSPORTS ALL STAFF

INTRODUCTION

This protocol covers the mutual recognition of properly appointed staff from all disciplines, both clinical and non-clinical, who provide care to patients or services to departments. Such practitioners/staff will hold primary contracts of employment with one of the following organisations, known as 'the parties':-

- King's Health Partners: namely:
- Guy's & St Thomas' NHS Foundation Trust
- King's College London
- King's College Hospital NHS Foundation Trust
- South London & The Maudsley NHS Foundation Trust

Honorary passports should be requested by the substantive/primary employer line manager and the passport then issued by the substantive/primary employer HR Department. This passport will only be validated if it is endorsed in section 2 of the passport document by a senior designated officer in the host organisation. Staff may not automatically work at any other organisation stated above without the express permission of that organisation.

These staff, in pursuing their duties under substantive/primary contracts with these employers, will move between the respective sites of the other employer(s) (known as the 'host'), as agreed by the employer and in accordance with the underlying and agreed principles and processes.

This agreement is entered into by the Parties in order to recognise the *de facto* movement of staff and to encourage and legitimise such movement in the interests of the parties and their patients.

The honorary passport does not constitute a contract of employment with any of the organisations and members of staff who are issued with one will not be entitled to any payment as a result of the terms of the honorary passport. This will not affect the terms and conditions of the contract of employment they already hold with their primary/substantive employer. They will remain an employee of their substantive/primary employer.



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The Parties wish to ensure the proper observance of clinical governance requirements on all sites, whilst obviating any unnecessary bureaucracy which might impede the work of the parties. This agreement will therefore negate the need for duplication of recruitment checks, with the exception of those honorary arrangements where the role differs substantially from the primary role that an individual has been cleared to undertake.

All appointments to the parties, where a primary contract of employment is issued, will also support honorary passport arrangements allowing staff to work across any of the parties sites.

All clinical academic staff appointments will support honorary passport arrangements allowing them to work on any of the parties sites, but solely with the express authorisation by the joint employers e.g. university and Trust, to ensure that the requirements for revalidation are signed off and in place. This applies to all licensed doctors and requires them to have a Designated Body and Responsible Officer identified prior to issue of an honorary passport.

The Parties agree as follows:

KEY REQUIREMENTS

1.0 Clinical Governance

- 1.1 That all staff will have primary contracts of employment and current job plans or equivalent, that set out the scope of their responsibilities at whichever site they are working. There should be appropriate application of the Follett Review Principles in the agreement of clinical academic integrated job plans. All doctors requiring a licence to practice for their post, or clinical academic staff, must have a designated body and Responsible officer and comply with annual medical appraisal and revalidation.
- 1.2 That all staff have been properly appointed and their credentials verified by the primary employer along with the required employment checks including those relevant to any clinical work under the honorary contract, e.g. occupational health checks, criminal record checks, Independent Authority Safeguard registration, employment history and reference checks, registration and qualification checks, right to work checks, revalidation history checks, license to practice (where applicable) and identity checks. There is no requirement for duplication of checks unless these are at the incorrect level for the honorary appointment, e.g. where an honorary role differs substantially from the substantive role that the honorary was cleared to undertake, or where the recruitment checks have expired and require renewal.

1.3 That honorary passport staff are required to work to the clinical, academic and teaching standards and guidelines of the site on which they are working.

1.4 That each party has appropriate processes in place to underpin the governance arrangements that support the issue of honorary passports.

1.5 That there are sufficient checks within each organisation to obviate the risk of non-authorised personnel undertaking clinical practice due to poor quality assurance or control systems.

2.0 Honorary Passports

2.1 That acceptance of 'honorary passport' status by each party is evidence that a member of staff is authorised to carry out duties on behalf of the host employer; is bound by the rules of that employer and is indemnified by the host employer whilst working on its behalf. Any liability in respect of any legal claims arising from the proper execution of the staff members' responsibilities with the organisation with whom they hold the honorary passport, provided that they are not attributable to any negligence or misconduct on their part will be indemnified by the most appropriate designated senior officer within the host organisation i.e. Chief Medical Officer, Medical Director, Chief Operating Officer, Director of Nursing.

2.2 To avoid unnecessary bureaucracy and to facilitate the effective operation of the various parties, that:

a) Where the staff of one party are required to provide clinical sessions/other services at another party, the primary employer will apply to the host organisation with which they will be principally associated, for honorary passport status. This may include more than one host employer.

b) The Parties will, following due notification and without further process, automatically recognise properly designated staff as holding an honorary passport with them

c) Modified arrangements apply to medical staff employed by King's College London where the request is for an honorary passport to carry out work requiring a licence to practice with a host Trust. In this case the application for an honorary passport must be made to the HR department of the host organisation.

d) It is the responsibility of the primary employer to ensure that the other Parties/hosts have been properly notified and to issue the honorary

passport.

- e) Each host organisation will maintain a list of staff with honorary passport status, who are recognised for practice on its site(s).
- f) Each primary employer will be responsible for ensuring the appraisal of its staff, and additionally for consultant medical staff, revalidation, approval of job plans, for their clinical development and for their assessment for Clinical Excellence Awards, where applicable. The primary employer will consult with the other parties on these matters where significant service is provided to those parties. In the case of King's College London medical/dental consultants the Trust with which they are principally associated shall be the lead Trust for the purposes of Clinical Excellence Awards, where applicable and annual review etc. Clinical academic appointments will be required to meet the requirements for revalidation in relation to identification of a Designated Body and Responsible Officer prior to issue of an honorary passport.
- g) Where applicable: King's College London will be responsible for recognising clinical staff (employed by the King's Health Partners' Trusts) for research or teaching purposes and in turn the agreement of the honorary passports for those staff.
- h) It is a condition of the honorary passport that all **academic** publications including those related to clinical innovation will cite King's College London if it is the research centre where this work was primarily focused. The citation should be consistent with King's College London's current citation policy

3.0 Administration of the Scheme of Reciprocal Recognition of Passports

- 3.1 Each employer will retain responsibility for the award of primary contracts of employment, as at present, and for the requirement for dual or multi-site working to be reflected in the job descriptions and additionally in job plans for Consultant and other medical staff.
- 3.2 It will be the responsibility of the employer to notify the relevant lead in the host organisation, when an honorary passport is required. This may include notification to more than one host employer.
- 3.3 The host organisation will be responsible for communicating the rights and responsibilities associated with honorary passport status on its site to the relevant member of honorary staff. This may include access to IT systems, patient records and information, security systems and ID badges, staff facilities, etc. Honorary staff will be bound by the policies and procedures of



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the host organisation where access to systems and facilities have been granted.

- 3.4 Each host organisation will keep a record of all recognised honorary passport holders on their site, in accordance with the host organisation's policies. The Human Resources Department will maintain records for both medical and non-medical honorary staff. For all clinical academic appointments, the Responsible Officer should be notified and maintain records to ensure revalidation requirements are adhered to.
- 3.5 For Trust employed staff only: In the event of a need for a short-term, or short notice, honorary passport, these may be obtained by special request to the relevant HR department by the host Trust's Medical/Clinical Director or Executive Director.

4.0 Confidentiality and General Data Protection Regulations/Privacy Notice

- 4.1 During the period to which the honorary passport applies, staff may come into possession of information concerning the private affairs of patients, the general public or of employees and students of other organisations. Such information must always be treated as confidential. Breach of confidentiality will be regarded as a reason for terminating the placement and may also be treated as a disciplinary offence under the honorary member of staff's primary contract of employment. Honorary staff will also be required to adhere to the General Data Protection Regulation and the Data Protection Act 2018.
- 4.2 Employing and host organisations have a duty to protect an individual's personal information and take confidentiality seriously. They will take all reasonable measures to ensure the confidentiality and security of personal data for which they are responsible, whether computerised or on paper.
- 4.3 Each organisation will hold a trust privacy notice that can be found on the organisation's intranet. A privacy notice is a statement that describes how that organisation collects, uses, retains and discloses personal information about an employee.
- 4.4 The notice will include details of the types of data collected and hold about an employee, the reasons why this data is collected, how that data will be used and with whom it will be shared.

5.0 Discipline

- 5.1 Breaches of the host's policies, procedures or rules by an honorary passport



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holder will be dealt with under the disciplinary procedures of the primary employer, with involvement from the host employer as required

5.2 There will be a full exchange of information between the Parties where a primary or honorary employee of one Party, is dealt with under the internal disciplinary rules of another.

5.3 There will be consultation between the Parties whenever there is a possibility that an employee's primary contract or honorary passport might be terminated.

6.0 Grievance

6.1 Informal grievances should be raised informally in the first instance, with the person to whom the honorary member of staff reports to at the party with whom they hold the honorary passport. Where informal redress has not succeeded, formal grievances should be raised with the primary employer under it's grievance policy.

6.2 There will be a full exchange of information between the Parties where a primary or honorary employee of one Party, is dealt with under the internal grievance rules of another.

7.0 Harmonisation

The Parties commit to working together to minimise differences in policies, procedures, terms and conditions of employment, wherever practical, in order to facilitate integrated services across organisational boundaries.

Signed for and on behalf of:

Name of Organisation

.....
HR Director

Name of Organisation

.....
HR Director



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SECTION 1
Honorary Passport
For

Name		
Primary Employer *		
Responsible Officer (Medical staff only)		
Date issued		
Issued By (HR)		
Valid From		
End date		
Signed by (HR)		Date
Signed by Host Responsible Officer (Clinical Academic staff only)		Date
Signed by Employee		Date

*Primary employer is the employing body that pays the individual

1. Scope of Honorary passport:

The terms of the honorary passport apply to work at any of the designated sites within

the following organisations: Once issued by your employing HR Department, the passport will only be validated if it is endorsed at section 2 by a senior designated officer in the host organisation. You may not automatically work at any other organisation stated below without the express permission of that organisation.

- King's Health Partners: namely:
- Guy's & St. Thomas' Hospital NHS Foundation Trust
- King's College London
- King's College Hospital NHS Foundation Trust
- South London & The Maudsley NHS Foundation Trust

The terms of the honorary passport will apply to you if you are an employee of one of the organisations mentioned above and have accepted a post that requires you to perform duties, whether permanently, regularly or occasionally, on the premises of any of these organisations other than your primary employer.



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In such cases your primary employer will confirm to you, together with the terms and conditions of your post, the fact that the honorary passport applies to you and in respect of which organisation or organisations it applies. You will be informed by your primary employer that by accepting such a post you will also be accepting the terms of the honorary passport.

2. Status of Honorary Passport Holder:

2.1 The honorary passport does not constitute a contract of employment with any of the organisations and you will not be entitled to any payment as a result of the terms of the honorary passport applying to you. This will not affect the terms and conditions of the contract of employment you already hold with your primary employer. You will remain an employee of your substantive/primary employer.

2.2 The honorary passport will terminate immediately if you cease to be employed by the organisation, who is your primary employer, for whatever reason (including dismissal with or without notice or your own voluntary resignation).

3. Terms of Honorary Passport:

3.1. Honorary passports are not time limited, with the exception of section 2.2 above. Where the passport is time limited, the period during which the honorary passport applies will be detailed within the passport itself. This confirmation will also set out to whom you are to report at the organisation in respect of whom the honorary passport applies (i.e. host manager).

3.2. During the period to which the honorary passport applies you must abide by all policies and procedures of the host organisation on whose premises you perform duties. [These policies are available on the relevant organisation's intranet and on request from the relevant organisation's HR Department.]

3.3. Staff undertaking clinical duties should have regular reviews with their academic and clinical line managers through agreed joint appraisal mechanisms.

In line with the arrangements for the 2003 consultant contract for clinical academics, a job plan for clinical and academic activity will be agreed with the appointee. The appointment will be made subject to the agreement of this plan which will follow the appropriate national and local guidance in ensuring suitable acknowledgement for activities required of the post holder by both clinical and academic organisations.

Where applicable, for the purposes of revalidation, it is a condition of the passport that revalidation requirements are met. For clinical academic staff, a Responsible Officer must be identified and notified within the host organisation.

3.4. You must acknowledge your own limitations and decline any duties or responsibilities for which you do not have the necessary skills, experience or training.

3.5. You must take every reasonable care for the health and safety of yourself and of others. You must not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

3.6. During the period to which the honorary passport applies, you may come into possession of information concerning the private affairs of patients, the general public or of employees and students of other organisations. Such information must always be treated as confidential. Breach of confidentiality will be regarded as a reason for terminating your placement and may also be treated as a disciplinary offence under your primary contract of employment. You will also be required to adhere to the General Data Protection Regulation and the Data Protection Act 2018.

3.7 Your employer and host organisation have a duty to protect your personal information and takes confidentiality seriously. They are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which they are responsible, whether computerised or on paper.

For further details, please refer to the relevant organisation's trust privacy notice. A privacy notice is a statement that describes how that organisation collects, uses, retains and discloses personal information about you.

The notice will include details of the types of data we collect and hold about you, the reasons why we collect this data, how your data will be used and with whom it will be shared.

3.8. You are required to wear any security badge, name badge and uniform provided in accordance with the requirements of the organisation where you are working.

3.9. If, due to sickness, or for any other reason, you are unable to attend your work, you must inform your host supervisor or placement organiser as soon as possible, in addition to your primary employer,

3.10. If you are already employed by a one of the organisations at 1. above, all of your pre-employment checks; occupational health, identity, CRB/ISA registration, employment history & references, right to work, professional registration and qualifications; are valid in the host organisation providing that duties of a similar nature are being performed. In the event that you are required to undertake different duties or are not employed by an organisation as your primary employer, with existing checks in place, you may need to undergo relevant employment checks in

accordance with the requirements of the organisation policies and procedures at whose site you are performing duties under the honorary passport.

3.11. You are indemnified by your designated senior officer in the host organisation (e.g. Chief Medical Officer, Medical Director, Chief Operating Officer or Director of Nursing) from any legal claims arising from the proper execution of your responsibilities with the organisation with whom you hold the honorary passport, provided that they are not attributable to any negligence or misconduct on your part.

3.12. The organisation with whom you hold the honorary passport will grant you access to its facilities such as access to IT systems, patient records and information, security systems and ID badges, staff facilities, e.g. library, social club, meals, etc on the same basis as its employees. Facilities may vary from site to site. You will remain subject to the host organisations' policies and procedures in relation to these facilities.

3.13. In the course of your duties with any of the organisations mentioned at 1 above, and while using these organisations' facilities, should you make any invention or other original work, no arrangements may be made with outside bodies to exploit this invention without the express permission of that organisation. This covers all activities associated with this honorary role unless a separate agreement on Intellectual Property Rights is in force between the Founder for whom you are performing your honorary duties and your primary employer.

3.14. *It is a condition of the honorary passport that all **academic** publications including those related to clinical innovation will cite King's College London if it is the research centre where this work was primarily focused. The citation should be consistent with King's College London's current citation policy.*

3.15. If you have a grievance against the organisation with whom you hold the honorary passport or any of its employees, you should raise this informally in the first instance with the person to whom you report at the organisation. Should the matter not be resolved and you wish to raise a formal grievance you should do so with your substantive employer under its grievance policy.

3.16. The organisation with whom you hold the honorary passport reserves the right to suspend the honorary passport and require you to leave the work area, or to terminate your honorary passport if, in the opinion of management, you are unfit to continue the honorary passport or have seriously breached organisation rules. Your primary employer retains responsibility for your conduct in connection with your work, including in particular your compliance with the terms of the honorary passport, as if your work or activities were performed for the primary employer. Accordingly, the primary employer agrees to take all appropriate disciplinary action promptly under its disciplinary policy if any condition within this agreement is breached by you.

3.17. The honorary passport can be varied or amended to reflect the needs of the service, subject to agreed procedures and you will be advised of any changes by way of general notice to all members of staff and the date that such changes will take effect.

3.18. For research purposes:

All staff conducting research using data supplied by NHS Digital, including Hospital Episode Statistics (HES) and/ or Office for National Statistics (ONS) Mortality data linked to the Clinical Records Interactive Search (CRIS) system will be governed by the terms of this honorary passport.

SECTION 2
Honorary Passport Validation
Name:

You must identify the Host Line Manager to whom you are responsible and Responsible Officer at **every** designated site at which you work within the organisations set out at section 1. in the honorary passport. It is your responsibility to obtain their sign-off prior to the commencement of your honorary work.

Host Institution: * GSTT / KCH / SLaM / KCL / D&G * <i>circle one</i>	
Valid from:	End date:
Name of Host Manager:	
Name and designation of Responsible Officer: (Clinical Academics only)	
<ul style="list-style-type: none"> Signed by Host Manager: Date:	
<ul style="list-style-type: none"> Signed by Responsible Officer Date:	

Host Institution: * GSTT / KCH / SLaM / KCL / D&G * <i>circle one</i>	
Valid from:	End date:
Name of Host Manager:	
Name and designation of Responsible Officer: (Clinical Academics only)	
<ul style="list-style-type: none"> Signed by Host Manager: Date:	
<ul style="list-style-type: none"> Signed by Responsible Officer Date:	



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Date:	
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Host Institution: * GSTT / KCH / SLaM / KCL / D&G * <i>circle one</i>	
Valid from:	End date:
Name of Host Manager:	
Name of and designation of Responsible Officer: (Clinical Academics only)	
<ul style="list-style-type: none"> Signed by Host Manager: Date:	
<ul style="list-style-type: none"> Signed by Responsible Officer Date:	

Host Institution: * GSTT / KCH / SLaM / KCL / D&G * <i>circle one</i>	
Valid from:	End date:
Name of Host Manager:	
Name and designation of Responsible Officer: (Clinical Academics only)	
<ul style="list-style-type: none"> Signed by Host Manager: Date:	
<ul style="list-style-type: none"> Signed by Responsible Officer Date:	

- By signing this Honorary Passport I accept responsibility and activities of the above named whilst undertaking work within the host organisation***

Please note that additional copies of this signatory page may be added if required for additional honorary placements.



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Honorary Passports – Briefing and Frequently Asked Questions

Introduction

The honorary passport was developed by King's Health Partners in 2010. In 2018, a number of opportunities have arisen to work in partnership with other organisations and the honorary passport has been revised to include other partnership working arrangements. These partnerships create opportunities for the development of clinical services, research and education and training across the sites of these organisations.

The honorary passport is a generic document for use by these organisations to allow staff to work in other organisations, however there is no automatic right to do this and may only be permitted with the joint express permission of both the primary/substantive employer and host organisation. Honorary passports must be requested and issued by the primary/substantive employer and endorsed by an appropriate senior officer in section 2 of the passport in order to validate it for use. The passport should be carried by members of staff at all times and will be a mandatory requirement to obtain security and all IT systems access on host sites.

Whilst not all staff will require cross-site working arrangements, in order to reduce duplication and unnecessary bureaucracy for staff as they move between the sites, a simple solution has been developed.

The organisations covered by the honorary passport are:

- King's Health Partners: namely:
- Guy's & St Thomas' NHS Foundation Trust
- King's College London
- King's College Hospital NHS Foundation Trust
- South London & The Maudsley NHS Foundation Trust

The organisations have entered into an agreement that recognises the *de facto* movement of staff across the organisation sites, detailed above, to encourage and legitimise such movement in the interests of these organisations and their patients. This is known as the "Mutual Recognition Agreement for Honorary Passports – All Staff".

The 'honorary passport' has been developed to ensure proper observance of clinical governance on all sites, whilst preventing any unnecessary bureaucracy which might impact the work of the organisations.

The following set of Frequently Asked Questions has been developed to support the issue of honorary passports. This list is not exhaustive but aims to provide guidance



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on the use of these passports and the obligations of staff and managers in relation to their use.

1. Is there 100% mobility for all staff contracts?

No. We are unlikely to require all staff to have mobility across organisations. All staff groups however may apply for an honorary passport or if in possession of one already, may gain authorisation for this passport from the host manager in the area they will be working using the validation section on page 5 of the passport

2. Can I automatically work on any of the other organisation sites within this agreement?

No. You may only obtain an honorary passport and work within a host organisation where you have permission to do so from both your substantive/primary employer and the senior designated officer in the host organisation. The organisations mentioned do not necessarily have a partnership relationship, but may require staff from time to time to do work in another organisation.

3. Why does this agreement not apply to junior medical staff on a recognised Deanery training programme?

This group of staff do not currently require an honorary passport as they are covered for work on different sites by their education contract. Please note however, that Trust Doctors do require an honorary passport.

4. Will this allow consultant medical staff to get an honorary passport?

Yes. HR within the primary employer will have already undertaken pre-employment checks for these staff which meet the requirements of the honorary passport system. This needs to include recruitment checks to the level required to give Registration Authority access.

5. If I am a clinical academic and need to undertake clinical work under the terms of my honorary passport within any of the NHS Trusts, do I need to ensure that I have a Responsible Officer for revalidation?

Yes, you are not permitted to work clinically unless you have a designated Responsible Officer. You should contact the Responsible Officer team on the host site to ensure that they know about your honorary assignment and to organise revalidation requirements.

6. How do I get an honorary passport if I am not a member of the Consultant Medical & Dental staff group?



For all other staff groups, honorary passports may be issued on an ad hoc basis by request from a line or senior manager. There is an honorary passport request form for this which may include individual or group requests (available from your organisation intranet site). Some staff may receive their passport with their primary contract of employment. All staff in receipt of an honorary passport should ensure that appropriate sign off is in place from the host employer by completing section 2/page 5 – validation of the honorary passport.

7. What is an honorary passport?

An 'honorary passport' enables all current members of staff to work at another organisation within the agreement (see introduction above), without having to go through pre-employment checks with the host employer, provided the duties being performed are similar. It is an honorary arrangement between the staff member's primary employer and the host organisation.

An honorary passport is not a contract of employment with any of the organisations within the agreement and you will not be entitled to any payment as a result of it.

Example: Jane Smith is a nurse employed by Guy's & St Thomas' and will be working clinically as part of an integrated service at King's College Hospital. Therefore, Jane will need an honorary passport with King's College Hospital (host organisation) although she remains an employee of Guy's & St Thomas' (primary employer).

8. Why do I need an honorary passport?

All staff currently employed by one of the organisations within the agreement will need an honorary passport to provide clinical sessions/other services/have access to patient data at another organisation within the agreement. The primary employer will apply to the host organisation for honorary passport status. For medical staff, this should also include identification of a Responsible Officer for revalidation purposes. This can be done by contacting the Responsible Officer's office at the host Trust.

During the tenure of the honorary passport, you must abide by all policies and procedures of the host organisation on whose premises you perform duties. These policies are available on the relevant organisation's intranet and on request from the relevant host organisation's HR Department.

9. What are the risks of not issuing honorary passports?

Staff require an honorary passport to ensure that they have the correct authorisation in place to access systems, patient data, deliver clinical activity, etc. The Registration Authority require staff to have undertaken key recruitment checks before they can access patient related data.

The passport also notifies the honorary member of staff of their obligations when



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working on a host site. This includes adherence to the host policies and procedures, and revalidation requirements for medical staff.

NB This does not change the employment relationship with the individual's primary employer.

10. Who does it apply to?

An honorary passport will apply to employees of all organisations within the agreement (see introduction above) that have accepted a post, requiring duties to be performed, whether permanently, regularly or occasionally, on the premises of any of these organisations other than the primary employer.

An honorary passport may apply to clinical and non-clinical duties, including staff who provide care to patients or services to departments.

Example: Barry Robertson is an R&D Governance Manager employed by Guy's & St Thomas'. He has been asked to undertake an R&D project at South London & Maudsley and he will need to have access to patient records. Therefore, Barry will need an honorary passport with South London & Maudsley (host organisation) although he remains an employee of Guy's & St Thomas' (primary employer).

11. Who does it not apply to?

There are separate arrangements for the following group of honoraries who are **not** substantively employed by one of the organisations within the agreement:

- Staff from outside the organisations within the agreement
- Post-graduates
- Retired consultants
- One-day honorary contracts
- Visitors undertaking clinical work
- Clinical academics from organisations outside those organisations within the agreement

Please contact the HR team within your organisation if you need honorary arrangements for any of the above categories.

You will not normally require an honorary passport to attend meetings with staff from another employer within this agreement on their site.

12. Who will issue my honorary passport?

As you may be required to work on more than one partner site in an honorary capacity, the honorary passport will be issued by your primary employer. This is to



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ensure that processes are not duplicated. The host(s) will be required to give approval for your honorary work. This is usually done by the host manager(s) by signing page 5 of the honorary passport document – i.e. validation of the honorary passport.

13. Can I apply for an honorary passport if I am undertaking research work?

Yes, but only if you want to conduct your research in one of the organisations within the agreement. If you want to conduct research studies in organisations outside of the agreement, you may be better to apply for a 3 year national research passport. Please contact your organisation's R&D Department for further information or visit <https://www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.htm>

14. If I am doing research and hold an honorary passport, am I governed by all of the requirements detailed in the passport?

Yes. This also applies to those conducting research using data supplied by NHS Digital, including Hospital Episode Statistics (HES) and/ or Office for National Statistics (ONS) Mortality data linked to the Clinical Records Interactive Search (CRIS) system. Any breach of confidentiality or unauthorised disclosure and issues pertaining to your conduct may result in disciplinary action against you by your substantive/primary employer.

15. Can I use my honorary passport in another organisation outside this agreement?

No – the honorary passport is for use within organisations in this agreement only.

16. Are all my pre-employment checks recognised?

All the pre-employment checks undertaken by your primary employer, namely;

- occupational health
- identity
- DBS/ISA registration
- employment history & references
- right to work, and
- professional registration and qualifications.

will be recognised by your host organisation provided the duties being performed are similar.

In the event that you are required to undertake different duties, you may need to undergo relevant employment checks in accordance with the policies and procedures of the site where you are performing duties under the honorary passport.

Example: Safia Hamouche is PA to Professor Barbara Thomas, Professor of Clinical Respiratory Physiology at King's College London and Honorary Paediatrician at Guy's and St Thomas'. Professor Thomas will be increasing her clinical case load in 2017 and will require Safia to work from Guy's and St Thomas' 2 days a week. This will affect Safia's level of DBS

check, as she will now be working with children. The host organisation (Guy's and St Thomas') will arrange the appropriate DBS check for Safia.

17. What does 'primary employer' mean?

Primary employer refers to the organisation you are employed by and that administers your pay. The primary employers within this agreement are:

- King's College London
- Guy's and St Thomas' NHS Foundation Trust
- King's College Hospital NHS Foundation Trust
- South London and the Maudsley NHS Foundation Trust

Although you have an honorary passport, you are still legally bound by the policies and procedures of your primary employer, including discipline, grievance and sickness.

Example: Ester Langford is a Pathologist employed by King's College Hospital and will be working several days a week at Guy's and St Thomas'. Therefore, Ester's primary employer is King's College Hospital.

18. What does 'host organisation' mean?

The host organisation refers to the organisation that the honorary passport applies to, that is not the primary employer.

Example: Aaron Donaldson is a physiotherapist employed by Guy's and St Thomas' and will be working as part of a joint service at King's College Hospital. Therefore, Aaron's host organisation would be King's College Hospital.

19. Who is my manager when I am working on an honorary passport?

Unless otherwise negotiated, line management arrangements will remain the responsibility of your primary employer. However, you will also have local management arrangements within the host organisation to support your work during the period of your honorary passport. You will be required to get your honorary passport validated by your host manager at the start of your honorary placement in their department or area of work. There is a validation section on page 5 of the passport document for this purpose. You may hold honorary status in more than one area during the course of your employment with your primary employer and each placement should be validated by the host manager. You can have multiple validation pages to reflect the different honorary placements you hold throughout your primary employment.

Each primary employer will be responsible for ensuring that staff undertake the appropriate appraisals, as well as the validation and approval of job plans for consultant medical staff as part of their clinical development and assessment for



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Clinical Excellence Awards etc. In the case of King's College London medical/dental consultants, the Trust with which they are principally associated shall be the lead Trust for the purposes of CEA, annual review etc. In these cases, appropriate arrangements should be set up with the host Medical Director's office to ensure that the requirements for revalidation are met and that a Responsible Officer is identified.

20. How does this fit any plans for reconfiguration?

Honorary arrangements may be appropriate when a service is considering reconfiguration and/or rationalisation.

21. Does an honorary passport apply to new employees?

New employees within any of the organisations within the agreement may have a 'mobility clause' in their contract of employment together with an honorary passport attached to this, which automatically entitles them to work across the organisations within the agreement. It is still a requirement to notify the host organisation that this clause has been invoked so that the honorary member of staff is recorded as undertaking work on the host site.

22. I have a mobility clause in my current contract of employment, how is this different to an honorary passport?

The mobility clause in your current contract covers you for duties within other organisations that do not place yourself or your host organisation at risk of liability. It does not cover you undertaking duties for another organisation within the agreement that requires indemnity or protection from personal or organisational risk and liability.

Example: Alberto Rodriguez is employed by South London & Maudsley. He is a Service Manager for Radiology and regularly attends meetings at both Guy's Hospital and St Thomas' Hospital. His current contract with South London & Maudsley covers him for attending these meetings as they do not place Alberto or his host organisations of Guy's and St Thomas' at risk of liability. However, if Alberto would like to work from St Thomas' 1 day a week from January 2020 on reconfiguration planning with colleagues from Guy's and St Thomas' which will bring him into contact with patient and staff records, and therefore require indemnity, he will need to obtain an honorary passport with Guy's and St Thomas'.

23. When does an honorary passport end?

The honorary passport will terminate immediately if you cease to be employed by your primary employer, for whatever reason (including dismissal with or without notice or your own voluntary resignation).

Example: Katrina Murphy retired from her role in Guy's & St Thomas' as a Business Analyst on the 25th November 2016. She had been working at King's College Hospital with an honorary passport on a service reconfiguration project. Her honorary passport with King's College Hospital

was terminated as of 25th November 2016 i.e. her last day of service with Guy's & St Thomas'.

24. How do we ensure that Consultants/other staff are removed from systems, e.g. IT systems/security badges etc when they leave the organisation?

This is a joint responsibility. The primary and host line manager should ensure that security badges, etc are recovered from the member of staff before they leave the host and primary organisation. HR will notify IT through the provision of a monthly leavers' report in accordance with agreed standard operating procedures.

25. Is my personal information kept confidential by all parties?

Yes, your employer and host organisation have a duty to protect your personal information and takes confidentiality seriously. They are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which they are responsible, whether computerised or on paper.

For further details, please refer to the relevant organisation's trust privacy notice. A privacy notice is a statement that describes how that organisation collects, uses, retains and discloses personal information about you.

The notice will include details of the types of data we collect and hold about you, the reasons why we collect this data, how your data will be used and with whom it will be shared.

26. What is the Mutual Recognition Agreement for Honorary Passports (All staff)?

The Mutual Recognition Agreement for Honorary Passports (All staff) is the current agreement which has been made between the organisations within this agreement and is for use with the Honorary Passport for these organisations. This document supersedes all previous agreements.

27. For more information:

Visit the HR sections of your substantive employer's intranet or contact your local HR team.

28. What is the honorary contract process?

The flowchart shows an overview of the process and is applicable for staff who have not been issued with an honorary passport with their contract of employment. Standard operating procedures exist for the issue of honorary passports.

Primary contract of employment with one of the parties named in the introduction above

Step 1

Appointment made in accordance with Trust/University recruitment procedures. Employers' checks verified and satisfactory – e.g. DBS, OH Screening, References, right to work, Professional registration, and identity checks.

Honorary passport required with another Trust(s) or the University

Step 2

Primary employer: Manager completes honorary passport request form for individual or group of individuals who require honorary status with another Trust(s)/University. For clinical academics, HR to notify relevant Medical Director's office for revalidation.

Step 3

Leads in annual performance appraisal and where applicable, job plan review. Seeks input from host organisation.

Step 4

Host organisation:

1. Host Manager agrees member of staff may practice on site (i.e. confirms honorary passport status) and notifies primary Manager. Primary HR writes to honorary member of staff and issues letter of access and honorary passport.
2. Host HR records details of honorary employee.
3. Host Manager participates in annual performance review and CEA Process for KCL staff if lead "host".
4. Participates in CEA application process for KCL staff if lead 'host'.

HONORARY PASSPORT REQUEST FORM

To be completed by primary employer – i.e. line manager

Please do not use this form to apply for a Research Passport. Research Passport application forms should be obtained from your Research & Development Department

Please complete this form and forward it to the primary/substantive employer* HR Department for approval and issue of an honorary passport.

Post Type [tick one box]: CONSULTANT

OTHER STAFF GROUP

Please note that Senior Lecturers should not use this form. Please contact KCL HR Department.

CURRENT CONTRACT HELD WITH [tick one]:	HONORARY PASSPORT REQUIRED FOR (HOST*) may include more than one host :
King's College London (KCL) <input type="checkbox"/>	King's College London (KCL) <input type="checkbox"/>
King's College Hospital (KCH) <input type="checkbox"/>	King's College Hospital (KCH) <input type="checkbox"/>
South London and the Maudsley (SLaM) <input type="checkbox"/>	South London and the Maudsley (SLaM) <input type="checkbox"/>
Guy's & St Thomas' Hospital (GST) <input type="checkbox"/>	Guy's & St Thomas' Hospital (GST) <input type="checkbox"/>

Please complete for individual(s) who require an honorary passport:
(The same form may be used for multiple requests where the same honorary arrangements are required e.g. cross cover within an Institute, department, directorate or Clinical Academic Group CAG)

Name	Current Job Title	Department	CAG (where applicable)	Work email	Telephone	Assignment/ Payroll Number

PART 2: DETAILS AND PURPOSE OF HONORARY PASSPORT – (completed by individual)

TRUST/UNIVERSITY:	DEPARTMENT:
<p><i>Note: For all staff, it is assumed that the clinical activity/activity to be performed in the honorary role will be the same as that undertaken in the primary contract of employment. If this is NOT the case then please complete the relevant section highlighted below.</i></p>	
WHAT IS EMPLOYEE COMING TO DO?: Will they have patient contact (please tick):	<input type="checkbox"/>
Will they have access to patient information:	<input type="checkbox"/>



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APPROVAL GRANTED BY (Host Manager): Name: Job Title: Signature:	DATE:
APPROVAL GRANTED BY (Responsible Officer): Name: Job Title: Signature:	DATE:
AUTHORISED BY (Primary Line Manager): Name: Job Title: Signature:	DATE:

When approved, a copy of this form should be sent to the Medical HR Department (for all Medical Staff) or HR Department (for all other staff) of the primary employer. (May be emailed).

The signed copy to be retained by the Manager requesting the Honorary Passport. This may vary according to the internal policies of the host organisation.

PART 5: FOR USE BY PRIMARY EMPLOYING HR/MEDICAL HR DEPARTMENT ONLY			Verified by (Signature)	Please print name and job title
All recruitment checks verified	YES/NO	DATE:		

REQUIRED ACTIONS: Please not any comments here; e.g. where an additional check is required or a check needs to be updated

HR from the primary employer to retain a copy of this form on the individual's personal file. The form should not be filed until all actions in box "REQUIRED ACTIONS" above have been completed.

PART 6: FOR USE BY THE RESPONSIBLE OFFICER'S OFFICE ONLY			Verified by (Signature)	Please print name and job title
Revalidation requirements met	YES/NO	DATE:		



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