

NHS COVER FOR UNIVERSITY OF EDINBURGH STAFF
NEW NHS HONORARY COVER

Ref No.	Type of Contact	Disclosure Check Required	Occupational Health Check Required	Type of Cover Required	Forms Required if working WITHIN NHS Lothian ONLY	Forms Required if working OUTWITH NHS Lothian
1	Health Care Professional ¹ who is providing health care ² to NHS Patients	PVG	Yes (possible exception if transferring from NHS Lothian)	Honorary Clinical Contract	Form A	<u>Doctors/Dentists</u> : NHS to NHS Proforma; <u>Others</u> : Research Passport
2	Individual provides health care to NHS Patients in relation to their research work (i.e. not clinical care). Includes all forms of health care provided for individuals, whether relating to physical or mental health and also includes palliative care and procedures that are similar to forms of medical or surgical care but are not provided in connection with a medical condition.	PVG	Yes	Honorary Research Contract (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
3	Individual undertakes any other forms of regulated activity ³ with NHS Patients e.g. <ul style="list-style-type: none"> - Teaching, instructing, training or supervising patients. - Being in sole charge of patients. - Providing assistance, advice or guidance to a patient or particular patients which relates to physical or emotional well-being, education or training. 	PVG	Yes	Honorary Research Contract (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
4	Individual has opportunity for any form of unsupervised contact with children in a hospital/facility which is provided exclusively or mainly for children but is not providing health care ² or other types of regulated activity and has no direct bearing on the quality of care ⁴ .	PVG (Children)	Yes	Letter of Access (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
5	Individual has access to persons in receipt of healthcare services in the course of their normal duties but may not be providing health care ² or other types of regulated activity and has no direct bearing on the quality of care ⁴ ('Access' relates to where individuals will have physical, direct contact with patients e.g. observation, qualitative interviews, focus groups).	Standard Disclosure	Yes	Letter of Access ⁶ (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust

¹ "Health care professional" (e.g. Doctor, Dentist, Nurse, Radiographer, Dietician, Physiotherapist or Psychologist) means a person who is a member of a profession regulated by a body mentioned in [section 25\(3\)](#) of the National Health Service Reform and Health Care Professions Act 2002.

² "Health care" includes all forms of health care provided for individuals, whether relating to physical or mental health and also includes palliative care and procedures that are similar to forms of medical or surgical care but are not provided in connection with a medical condition.

³ "Regulated activities" with adults (includes all NHS patients) are detailed in [Schedule 3](#) and regulated work with children in [Schedule 2](#) of the Protection of Vulnerable Groups (Scotland) Act 2007

⁴ A "direct bearing on the quality of care" suggests that the actions of researchers could foreseeably directly affect the type, quality or extent of prevention, diagnosis or treatment of illness or foreseeably cause injury or loss to an individual to whom the organisation has a duty of care.

⁵ An **Honorary Non-Clinical Contract** will be required when the contact with patients/ patient data is not in relation to medical research, or no approved R&D study is involved.

⁶ An Honorary Research Contract will be issued where a researcher is **taking consent** from study participants

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6	Individual has indirect contact with patients or service users but is not providing health care ² or other types of regulated activity and has no direct bearing on the quality of care ⁴ (e.g. some types of telephone interview).	No	No	Letter of Access (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ⁵ (for non-research posts)		To be confirmed with each NHS Board/Trust
7	Individual requires access to identifiable or anonymised patient data derived from health records, tissues or organs with a likely direct bearing on the quality of care ⁴	No	No	Honorary Research Contract (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ⁵ (for non-research posts)		To be confirmed with each NHS Board/Trust
8	Individual requires access to identifiable or anonymised patient data derived from health records, tissues or organs with <u>no</u> direct bearing on the quality of care ⁴	No	No	Letter of Access ⁷ (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ⁵ (for non-research posts)		To be confirmed with each NHS Board/Trust
9	Individual will work with identifiable or anonymised tissue in NHS laboratories or is collecting identifiable or anonymised tissue from NHS premises and taking it back to a University lab.	No	Yes	Letter of Access (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
10	Individual will work with <i>identifiable tissue</i> in University laboratories ⁸	No	No	Letter of Access (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ⁵ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
11	Individual is working on NHS premises (e.g. laboratory) only or interviewing NHS Staff on NHS premises ⁹ only (no access to identifiable data).	No	Yes	Letter of Access (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ⁵ (for non-research posts)		To be confirmed with each NHS Board/Trust
12	Individual may incidentally come into contact with identifiable patient data by virtue of the fact of where they work (e.g. reception staff working in a clinical setting) but access to identifiable patient data and the use of this data is not part of their normal duties ¹⁰	No	No	Signed Confidentiality Statement		To be confirmed with each NHS Board/Trust

- R&D will require a copy of the persons GCP certificate if they are working on a CTIMP study. They will request that when required.

⁷ An Honorary Research Contract will be issued if **access to TRAK** is required

⁸ Working with anonymised tissue in a University lab does not require anything from the NHS but there may be UoE requirements to adhere to.

⁹ NHS premises do not include private GP practices.

¹⁰ This only applies to staff who are not researchers, are not working on research projects, and where no part of the duties of their job description requires access to patient data, and the access is merely incidental.

EXTENSIONS TO NHS HONORARY COVER

Ref No.	Type of Extension	Documents Required
A	<p>Staff holding Honorary Clinical Contracts</p> <p>i.e. Health Care Professionals who are providing health care to NHS Patients</p>	<p>No forms required from individual/department. Extensions are routinely arranged by HR when current honorary contract is approaching expiry.</p>
B	<p>Staff holding Honorary Research Contracts or Letters of Access</p> <p>i.e. Researchers who are not healthcare professionals (or Nurses who also work outside NHS Lothian)</p>	<p>Extensions will be arranged routinely by HR when current letter of access/honorary contract is approaching expiry. Additional studies or other changes arranged upon request.</p> <p>If no Research Passport required:</p> <ul style="list-style-type: none"> • Updated CV required for Form B extensions if previous one more than 3 years old <p>If previous Research Passport is less than 3 years old: For extensions, additional studies or other amendments:</p> <ul style="list-style-type: none"> • Copy of previously completed Research Passport signed off by NHS R&D • Appendix page <p>If previous Research Passport is more than 3 years old, or no previous Research Passport:</p> <ul style="list-style-type: none"> • New Research Passport application. HR will advise on supporting documentation required. • If post requires Standard Disclosure, then a new certificate is required if previous Disclosure is more than 6 months old • If post requires Occupational Health clearance, then a new fit slip is required (unless previous occupational health check is less than 3 years old and duties have not changed the level of occupation health clearance required.)
C	<p>Staff holding Honorary Non-Clinical contracts</p> <p>i.e. Non-Research staff who require NHS cover</p>	<p>No forms required from individual/department. Extensions are routinely arranged by HR when current honorary contract is approaching expiry.</p>