

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	Individual is practising as a registered doctor or dentist	PVG	Yes ¹	Honorary Clinical Contract	Form A	NHS to NHS Proforma
2	Individual is practising as another registered healthcare professional i.e. nurse, health visitor, midwife, chiropractor, dental care professional, optometrist or dispensing technician, osteopath, pharmacist, pharmacy technician, anaesthesia associate, physician associate or in a profession under the Health and Care Professions Council.	PVG	Yes ¹	Honorary Clinical Contract	Form A	Form B & Research Passport
3	Individual undertakes any other forms of regulated role ² with NHS Patients or other protected adults or children e.g. <ul style="list-style-type: none"> - Providing counselling, therapy or advice, guidance or advocacy support in relation to health or wellbeing - Having responsibility for their safety and welfare - Teaching, instructing, training protected adults or children - Being in charge of or supervising protected adults - Being in charge of or caring for children - Providing assistance, advice or guidance in relation to education, training or employability - Providing cultural, leisure, social or recreational activities 	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 is working in a hospital/facility which is provided exclusively or mainly for children and has the opportunity for unsupervised contact with children , OR Individual is carrying out an activity in a hospital, hospice, care home, day care centre or adult placement setting where there is the opportunity for unsupervised contact with protected adults , which includes patients.	PVG	Yes	Letter of Access ⁵ (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ³ (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 is not undertaking regulated activity ² 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).	Level 2 Disclosure	Yes	Letter of Access ⁵ (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ³ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust

¹ Possible exception if transferring from NHS Lothian

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

³ An **Honorary Non-Clinical Contract** will be required when the contact with patents/ patient data is not in relation to medical research i.e. no approved R&D study is involved.

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 Research Contract will be issued where a researcher is **taking consent** from study participants or if **access to TRAK** is required

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6	Individual has indirect contact with patients or service users but is not providing health care or other types of regulated activity ² and has no direct bearing on the quality of care (e.g. some types of telephone interview).	No	No	Letter of Access ⁵ (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ³ (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 ³ (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 ⁵ (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ³ (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 ³ (for non-research posts)	Form B	To be confirmed with each NHS Board/Trust
10	Individual will work with <i>identifiable</i> tissue in University laboratories ⁶	No	No	Letter of Access (for research posts)	Form B & Research Passport	
				Honorary Non-Clinical Contract ³ (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 ⁷ only (no access to identifiable data).	No	Yes	Letter of Access (for research posts)	Form B	Form B & Research Passport
				Honorary Non-Clinical Contract ³ (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 ⁸	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.

⁶ Working with anonymised tissue in a University lab does not require anything from the NHS but there may be UoE requirements to adhere to.

⁷ NHS premises do not include private GP practices.

⁸ 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	Staff holding Honorary Clinical Contracts i.e. Health Care Professionals who are providing health care to NHS Patients	No forms required from individual/department. Extensions are routinely arranged by HR when current honorary contract is approaching expiry.
B	Staff holding Honorary Research Contracts or Letters of Access i.e. Researchers who are not healthcare professionals (but may include e.g. Nurses who also work outside NHS Lothian)	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. If no Research Passport required: <ul style="list-style-type: none"> Updated CV required for Form B extensions if previous one more than 3 years old If previous Research Passport is less than 3 years old: For extensions, additional studies or other amendments: <ul style="list-style-type: none"> Copy of previously completed Research Passport signed off by NHS R&D Appendix page If previous Research Passport is more than 3 years old, or no previous Research Passport: <ul style="list-style-type: none"> New Research Passport application. HR will advise on supporting documentation required. If post requires Level 2 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	Staff holding Honorary Non-Clinical contracts i.e. Non-Research staff who require NHS cover	No forms required from individual/department. Extensions are routinely arranged by HR when current honorary contract is approaching expiry.