

## Passport Updates for King's Health Partners

Updated guidance has been issued today, to remind all NHS and University staff working across our organisations, both on substantive and fixed term contracts, to obtain a King's Health Partners' Honorary Passport in order to ensure they follow proper clinical governance across all sites.

The principal changes have been introduced to support medical revalidation. Doctors will be required to gain a signature from their Responsible Officer (RO) to support their request for an honorary passport. This will both ensure that there is visibility of doctors carrying out work on the KHP sites and that doctors employed by the university have an identified RO. This will also enable ROs to carry out their roles more effectively.

For further information, please access the [Q&A guidance](#).

The King's Health Partners' Honorary Passport was created to allow staff working across our partner organisations the opportunity to develop clinical services, research, education and training without unnecessary bureaucracy and duplication of checks.

Having an Honorary Passport means that if you are currently employed by one of King's Health Partners' organisations, you will have the correct authorisation to access systems, patient data and deliver clinical activity at another partner organisation. It will also allow you to undertake research within King's Health Partners.

The Honorary Passport is mandatory for staff working across our partner organisations and it is issued by your substantive employer. If you are providing clinical services, undertaking research or providing education and training across King's Health Partners' trusts, you will need to request a passport using the [honorary passport request form](#) and submit it to the HR department where you are employed for issue of the document.

It is your responsibility to ensure that you hold the passport prior to commencing your honorary assignment on another partner (host) site. The passport will require you to contact your host manager to sign and approve the document before you start the work.

Staff undertaking research across the College and our trusts may also be covered by the King's Health Partners' Honorary Passport. If you are looking to undertake multi-centre research *outside* of our organisations, you will need to apply for a research passport – please contact your local R&D department for details.

All documents can be located on the HR pages of your employer's intranet site. Those staff who already hold a passport do not need a new version, however doctors do have a mandatory requirement to adhere to revalidation requirements to work on partner sites.

**For more information about the Honorary Passport, please contact Sarah Garrity, Head of HR for King's Health Partners: [sarah.garrity@kcl.ac.uk](mailto:sarah.garrity@kcl.ac.uk) or your local HR team.**