

## 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 the Royal Brompton & Harefield NHS Foundation Trust. 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' Hospital NHS Foundation Trust
- King's College London
- King's College Hospital NHS Foundation Trust
- South London & The Maudsley NHS Foundation Trust
- and
- Royal Brompton & Harefield 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 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 South London and Maudsley and will be working clinically as part of an integrated service at St Thomas'. Therefore, Jane will need an honorary passport with Guy's and St Thomas' (host organisation) although she remains an employee of South London and Maudsley (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 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 King's College Hospital. He has been asked to undertake an R&D project at Guy's Hospital on behalf of King's Health Partners and he will need to have access to patient records. Therefore, Barry will need an honorary passport with Guy's and St Thomas' (host organisation) although he remains an employee of King's College Hospital (primary employer).*

### **11. Who does it not apply to?**

There are currently separate arrangements being made 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 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 CRB check, as she will now be working with children. The host organisation (Guy's and St Thomas') will arrange the appropriate CRB 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
- Royal Brompton & Harefield 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 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 King's College Hospital. He is a Service Manager for Radiology and regularly attends meetings at Guy's Hospital, St Thomas' Hospital and King's College London Guy's campus. His current contract with King's College Hospital covers him for attending these meetings as they do not place Alberto or his host organisations of Guy's and St Thomas' and King's College London at risk of liability. However, if Alberto would like to work from St Thomas' 1 day a week from January 2018 on reconfiguration planning with colleagues from Guy's and St Thomas' which will bring him into contact with patient and staff records, which 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 King's College London as a Business Analyst on the 25<sup>th</sup> November 2016. She had been working at South London and Maudsley with an honorary passport on a service reconfiguration project based at Denmark Hill. Her honorary passport with South London and Maudsley was terminated as of 25<sup>th</sup> November 2016 i.e. her last day of service with King's College London.*

## **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?**

Created November 2010, 1<sup>st</sup> review April 2011 2<sup>nd</sup> Review October 2017 Final January 2018 Modified for partnership working December 2018

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'.