

Honorary Contracts Policy and Procedure

To be read with:

- Pre-Employment Checks Policy
- Personal Development Review Policy

“The NHS Brent incorporates and supports the human rights of an individual as set out in the European Convention on Human Rights and the Human Rights Act 1998”

- **Document Reference Information**

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1 Introduction

- 1.1. This document outlines the policy of the NHS Brent (PCT) on honorary contracts for Clinical & Non-Clinical Staff, and the procedures that should be followed prior to any department arranging placements for any person not directly employed by the PCT.

2 Purpose

- 2.1. The document has been written with the aim of safeguarding the PCT, its patients and its staff, by ensuring that the appropriate checks are carried out on individuals prior to them being given access to the clinical environment, patients, and/or patient information.
- 2.2. It is important to note that without an honorary contract, an individual working or attached to a department, will not be covered under the PCT's insurance policies, and hence will not be indemnified. No individual should be allowed to participate or observe in a department without the appropriate honorary contract.

3 Scope

- 3.1. This policy applies to all individuals undertaking unpaid work or observing in a department of NHS Brent, including Specialist Trainees, Specialist Registrars, Trainee GP's and Academic Trainees.

4 Definition of 'honorary contract'

- 4.1. The definition of an honorary contract under the terms and conditions of service for Medical and Dental staff is as follows:

'Holders of clinical posts in medical or dental schools or with the Medical Research Council, and teachers, (including part-time clinical professors or heads of university clinical departments) who devote part of their time to NHS work, shall hold honorary (unpaid) appointments with the appropriate authority...' (Honorary appointments, section 81).

- 4.2. In addition, advice from the Department of Health clearly states that "holders of honorary contracts cannot fill paid NHS posts..."
- 4.3. The PCT has agreed these conditions will apply to all staff. Honorary contracts can therefore only be issued where an individual is undertaking 'unpaid' work. Any Clinical or Non-Clinical person cannot be issued with an honorary contract to cover them undertaking paid work for the NHS or NHS Brent.

5 General Principles

- 5.1. Honorary contracts can only be offered to staff that are affiliated to a school, college, university, employing body or through sponsorship.
- 5.2. Staff who have substantive posts with other organisations and whose duties include working at NHS Brent, although they are not paid by NHS

Brent, require an honorary contract and pre-employment checks to be completed prior to commencing. These posts require an honorary contract application form to be completed and forwarded to Human Resources.

- 5.3. An honorary contract cannot be issued for more than two years.
- 5.4. All Placements must undergo the mandatory pre-employment checks prior to commencing. Honorary contract holders must abide by NHS Brent policies and procedures whilst working for the PCT.

6 Duties and Responsibilities

6.1. Applicants Responsibilities

- Individuals need to write to the appropriate Manager/Consultant for the area/speciality they are expressing an interest in. If the Manager/Consultant of the department, upon discussion with the appropriate team members, considers the request appropriate, they will forward the letter to their Human Resources team along with the application form, CV and references.
- When seeking to offer an Honorary Contract on behalf of the PCT, the Manager offering the placement must complete and attach the 'Honorary Contract Application Form'. Without this form and the additional paperwork, including a copy of the applicant's CV, and two recent references, no Honorary Contract can be issued.
- The completed application with related documents must be sent to the Human Resources Department, at least four weeks prior to the proposed commencement date.

6.2. Supervising Consultant / Manager's Responsibilities

- It is the responsibility of the manager to obtain an up to date curriculum vitae, National insurance number (where applicable), and two satisfactory recent references and forward this information to the Human Resources Department together with a copy of the completed Honorary Contract Application.
- Occupational Health Clearance must be obtained prior to the commencement of the placement. The relevant OH form can be obtained from the Human Resources Department. The manager is responsible for ensuring the individual completes this form and forwards it to Human Resources.
- It is also the manager's responsibility to inform the individual on honorary placement of PCT Policies and Procedures including Health and Safety Procedures, Confidentiality of patient records and any specific policies relevant to the placement.
- It is important to note that the supervising consultant/manager will have the responsibility of ensuring that individuals do not have access to NHS Brent patients or patient information prior to the allocation of an appropriate contract as they will not be indemnified and will not have signed up to the PCT's confidentiality procedures.

- The consultant/manager is also responsible for ensuring that the individual has undergone all mandatory pre-employment checks prior to commencing – see the PCT’s Pre-Employment Checks Policy.
- It is the Supervising Consultant’s / Manager’s responsibility to review the individuals who are on honorary placements in their areas annually, in line with the PCT’s Personal Development Review Policy.
- If an individual’s honorary contract is to be extended, it is the supervising consultant’s/manager’s responsibility to notify the Human Resources team, providing sufficient notice of this prior to the termination of the contract.

6.3. Human Resources Responsibilities

- Once Human Resources receive the completed Application form together with two satisfactory references, an up to date CV and a completed Equal Opportunities Form, a CRB form will be completed by the applicant if appropriate. The applicant or department may be asked to pay for the CRB if necessary depending on the terms of the honorary contract.
- On receipt of Occupational Health clearance and a satisfactory CRB clearance, (if required) Human Resources will issue an Honorary Contract.
- A copy of the Honorary Contract will be sent to the Manager and Human Resources will keep a copy on file, together with the other documentation. Honorary contracts can only be issued to those who are affiliated to a school, college, university, substantive employer or sponsorship.

7 Undertaking other duties at other NHS Organisations

- 7.1. It is important to note that NHS Brent employees undertaking duties at other NHS hospitals sanctioned by NHS Brent (e.g. a duty that forms part of an agreed job plan or job description, regardless of frequency), will be covered by their contract of employment with NHS Brent.
- 7.2. If an employee undertakes duties outside of the agreed job plan or job description, regardless of frequency, then they will not be covered by their contract of employment with NHS Brent.

8 Types of Honorary Contracts

8.1. Observers/Work Placements – Medical Staff

This type of contract covers those aged eighteen or above who are interested in undertaking ‘work experience’ placements (minimum of one day up to a maximum of 4 weeks if fully justified in writing). It might also include overseas visitors who wish to briefly observe and who have no medical registration. Under this contract, no clinical contact with patients is allowed. CRB clearance is not required.

Please note that placements of over 4 weeks will not be allowed.

8.2. Consultant/Medical Staff

This type of contract is issued for staff at a consultant/career grade level. It is appropriate for those that need to maintain contact with a clinical centre for research purposes and to maintain/update their skills.

This type of contract is not appropriate for staff at consultant/career grade level who wish to undertake paid sessions at NHS Brent. This includes those medical staff that may be paid directly by NHS Brent or are paid via a recharge arrangement with their main hospital. Under the NHS Regulations for the Appointment of Consultants 1996, those wishing to undertake paid NHS work must be appointed following the regulations via advertising and an AAC. This is to ensure equal opportunities and fair, open competition.

8.3. Work Placement – Non Medical

This type of contract covers those aged eighteen or above who are interested in undertaking 'work experience' placements (minimum of one day up to a maximum of one year if fully justified in writing). Under this contract, no clinical contact with patients is allowed. A CRB is not required.

Individuals are asked to write to the appropriate Manager for the department they are expressing an interest to work in. If the Manager, upon discussion with the appropriate staff, considers the request appropriate, they will forward the letter to their Human Resources team.

It is important to note that Placement letters cannot be backdated. The Human Resources team should be notified at least four weeks in advance of the placement to ensure that the appropriate checks are made and that the person is appropriately covered prior to them commencing their period of work experience.

8.4. Honorary Researchers

Please refer to the Research in the NHS HR Good Practice Document and the Research Passport System.

http://www.nihr.ac.uk/systems_research_passports.aspx

These research passports are issued by the employee's substantive employer. The responsibility for obtaining an NHS Research passport rests with the individual who then forward it to NHS Brent's Human Resources department for completion. Where a CRB check is required this will be carried out through the normal channels. Occupational Health checks are required where the researcher has direct contact with patients.

8.5. Honorary Contract – Non-Medical Staff

This type of contract covers those aged eighteen or above who are interested in undertaking unpaid placements (minimum of one day up to a maximum of one year if fully justified in writing), those who are seeking a placement as part of postgraduate studies or those seeking to expand/gain

experience in a particular specialty for career development. Under this contract, clinical contact with patients is allowed. A CRB may be required.

It is important to note that honorary contracts cannot be backdated. The Human Resources team should be notified at least four weeks in advance of the appointment to ensure that the appropriate checks are made and that the person is appropriately covered prior to them commencing their appointment.

A Non-Medical Honorary contract cannot be issued for more than two years.

9 Dissemination and Implementation

- 9.1. The author of this policy is responsible for contacting the communications team who will upload the master copy onto the PCT intranet website, publicise it on the team brief, communication bulletin and intranet front page.
- 9.2. Managers are responsible for making paper copies available to all areas that do not have access to the PCT website.

10 Monitoring of compliance and effectiveness

- 10.1. This policy will be reviewed annually to ensure that it remains in line with current employment law and NHS guidance. In addition to this, its effectiveness will be monitored against the assessment tool in appendix 4.

Appendix 1: HONORARY CONTRACT APPLICATION FORM

<p>Any individual wishing to undertake a placement within NHS Brent who is NOT a PCT employee MUST obtain an honorary contract. The PCT must receive two satisfactory references from their present or most recent employer/college/university, in addition to Occupational Health Clearance and a CRB clearance, if appropriate. This application form must be accompanied by a Curriculum Vita.</p>			
Name of Honorary Appointee:			
Home Address:			
Placement Address/Base:			
Position/Title during Placement:			
Start Date: (If date extended, please let HR know for a new Contract to be sent)		End Date:	
Reason for Placement:			
Please insert details of what the candidate will be permitted to do.			
Please attach two references from present or most recent Employer/Colleague/University			
CRB Required YES/ NO (HR can advise)			
Name of Honorary Appointee Supervisor:		Signature:	
Job Title:		Contact Number:	
Email Address:			

Please complete and return this form to: Human Resources, Wembley Centre for Health & Care 116 Chaplin Road, Wembley, Middlesex, HAO 4UZ (Tel No: 020 8795 6758). **Attached must be two references, a current CV and a completed Equal Opportunities Form. Please note that the honorary contract process will not commence without all of the above documents attached.**

Appendix 2: EQUAL OPPORTUNITIES & DATA MONITORING FORM

The PCT acknowledges the right of all people to equality of opportunity. It is the policy of the PCT to ensure that no one is discriminated against on the grounds of their race, religion, sex, creed, colour, ethnic origin, marital status, disability, age or sexual orientation, nor disadvantaged by any conditions or requirements that cannot be shown to be justified.

Information taken from this form will be used to help ensure that effective monitoring of this policy takes place. All information will remain confidential and will not be taken into account for the purpose of the application.

FULL NAME:
(Please use block capitals)

Ethnic Origin

Ethnic Origin does not mean nationality but is normally defined in relation to a people or culture with which a person's forebears are most strongly identified.

Please tick **one** of the following that you most strongly identify with:-

White

British Irish Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian Any other mixed background

Asian or Asian British

Indian Pakistani Bangladeshi Any other mixed background

Black or Black British

Caribbean African Any other black background

Other Ethnic groups

Chinese Any other ethnic group

Gender

Male

Female

Date of Birth:

I consider myself to be disabled:

Yes

No

To help keep our records up to date please completes the following:

Home Address:

.....

Post Code: **Telephone No. :**

National Insurance Number:

Even if you have chosen not to complete, or to only partly complete this form, please still print your name on the front of the form and sign it to indicate that you have been given the opportunity to register your details).

Signature:

Date:.....

Appendix 3: HONORARY CONTRACT

Date

PRIVATE & CONFIDENTIAL

NAME

ADDRESS

Dear XXXXXX,

Re: Honorary Contract

I have pleasure in offering you an Honorary Contract appointment on behalf of NHS Brent. This Honorary appointment is for the period (XXXXXX) to (XXXXXX).

Either party, without prior notice, may terminate this Honorary Contract at any time where reasonable grounds exist.

This Honorary Contract is issued to you on the understanding that you will not be entitled to receive any financial benefits or any other benefits in kind. Nor will you be entitled to any form of paid leave, paid holidays, public holidays, sick pay etc.

For the duration of your Honorary Contract you will work under the direction of (Name of manager), with whom you will agree your working pattern. You will be expected to comply with the Working Time Regulations.

You will be expected to carry out your work in a manner that is safe and avoids risk to your own health and that of others. It is also expected that throughout the period of your contract you will co-operate with the PCT in complying with any relevant statutory regulation imposed by the PCT from time to time.

During the period of your Honorary Contract, you are permitted to (input as applicable; HR can advise if necessary):

- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- etc

During the Period of your Honorary Contract you are NOT permitted to:

- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- etc

Whilst you are not regarded as an employee of NHS Brent, during the term of your Honorary Contract, the PCT recognises certain legal obligations to you whilst you are legitimately carrying out your work and, while you are legitimately engaged in Honorary Contracts Policy and Procedure NHS Brent, version 1.0, issued September 2009Page 12 of

those activities within the PCT, the PCT will owe you the same duty of care as if you were an employee.

Acceptance of Gifts:

Gifts from contractors or others must be declined and you must not accept hospitality from individuals concerned with the supply of goods or services. People who offer such gifts should be encouraged to make a donation to one of the PCT's related charities. Such gifts or hospitality should be appropriately recorded in accordance with PCT Policy.

However, Receipt of articles of low value, such as diaries and calendars, is permissible.

Further information, including details of the PCT's Policy on Standards of Business Conduct, which gives further details on this subject, is available from your Manager, via the PCT Intranet or from Human Resources.

CODE OF CONFIDENTIALITY

You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will in many cases include access to personal information relating to service users. You must conform to standards of confidentiality outlined in the Department of Health's "Confidentiality: NHS Code of Practice". You must treat all information in a discreet and confidential manner and particular attention is drawn to the following:

- The Data Protection act governs personal information recorded on computer and unauthorised disclosure of such information is unlawful.
- Data protected information regarding service users must not be disclosed either verbally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries.
- The same confidentiality must also be observed in dealing with work related matters appertaining to work colleagues.
- Any breach of confidentiality or disregard of information governance standards may be regarded as misconduct and may be subject to disciplinary action.
- Conversations relating to confidential matters affecting clients should not take place in situations where they may be overheard by passers-by e.g. in corridors, reception areas, lifts, cloakrooms and other public areas.
- You have an obligation to ensure that computer systems which you use are protected from inappropriate access within your direct area of practice e.g. by ensuring that personal access codes are kept secure, and work stations are locked when not in use.
- Written records, computer records and correspondence pertaining to any aspect of the organisations activities must be kept securely at all times.

- Information must be accessed, handled and communicated securely. This applies in all instances when working for the PCT, including when staff are working remotely or from home. Information held must be accurate. Staff should be aware of the PCT's Information Security and Records Management Policies.
- All data held, its management and procedures, must conform to the requirements of the Data Protection Act (1998). Under the Act service users and staff have a right of access to their records on application to the appropriate manager.
- If it is necessary to share information in order to effectively carry out your work, you must make sure that as far as is reasonable this information will be exchanged on a strictly 'need to know' basis, using the minimum that is required and be used only for the purpose for which the information was given.
- If you are in any doubt regarding the use of information in the pursuit of your duties or in connection with the Data Protection Act you should seek advice from the PCT's Caldicott Guardian.

Freedom of Information

Under the terms of the Freedom of Information Act 2000, members of the public have a general right of access to information held by the PCT. A request for information does not have to state that they are requesting the information under the Act. All requests for information should be in writing and directed to the PCT's Communications Department. communications@brentpct.nhs.uk

Health & Safety at Work Act:

You are reminded that in accordance with the Health and Safety at Work Act 1974 (including Regulations and Codes of Practice issued hereunder), you have a duty to take reasonable care to avoid injury to yourself and to others by your work/activities, and that you co-operate with the PCT and others in meeting statutory requirements.

Loss/Damage of Personal Effects:

You will appreciate and understand that should you incur loss or damage to any personal property during the period of your Honorary Contract with the PCT, either by burglary, fire, theft or otherwise, the PCT cannot accept liability. You are, therefore, advised to arrange your own insurance cover.

Intellectual Property

The PCT manages all research in accordance with the requirements of the Research Governance Framework. As a contract holder, you must comply with all reporting requirements, systems and duties of action put in place by the PCT to deliver research governance.

Policies & Procedures

During the term of your Honorary Contract you must abide by the PCT's Policies and

Procedures including Disciplinary, Grievance and any relevant Codes of Conduct. These policies are available on the PCT's Intranet and hard copies are available in your department or from Human Resources. It is your responsibility to familiarise yourself with these and any other relevant PCT Policies and Procedures.

If you agree to accept this Honorary Contract on the terms specified, please sign the form of acceptance below (please do not detach from this letter) and return it to Human Resources as soon as possible.

Yours sincerely

Signature.....
(On behalf of NHS Brent)

Name:.....

Position held:.....

ACCEPTANCE:

I hereby accept this Honorary Contract for the post of (name of post) on the terms and conditions stated above.

Full name:.....

Signature:.....

Date:.....

Please return one signed copy of this letter to NHS Brent Human Resources Department and retain one copy for your own personal reference.

Appendix 4: Equality Impact Assessment Tool

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	n/a	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	n/a	
6.	What alternatives are there to achieving the policy/guidance without the impact?	n/a	
7.	Can we reduce the impact by taking different action?	n/a	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Equality & Diversity Manager together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact the Equality & Diversity Manager.

Appendix 5: Document Review Checklist

	Title of document being reviewed: Honorary Contract Policy and Procedure	Yes/No/ Unsure	Comments
1.	Title		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
	Are style, font type and size etc correct?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	
6.	Approval		
	Does the document identify which committee/group will approve it?	Yes	

	Title of document being reviewed: Honorary Contract Policy and Procedure	Yes/No/ Unsure	Comments
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	Yes	
8.	Document Control		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
9.	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
10	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
11	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	

Acknowledgement: Cambridgeshire and Peterborough Mental Health Partnership NHS Trust

Appendix 6:

Equality Impact Assessment Tool

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	n/a	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	n/a	
6.	What alternatives are there to achieving the policy/guidance without the impact?	n/a	
7.	Can we reduce the impact by taking different action?	n/a	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Equality & Diversity Manager together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact the Equality & Diversity Manager.

Appendix 7: Intranet Policies Archiving Procedure

When a document is superseded by a more recent version, or otherwise needs to be removed from the intranet:

- The web manager is responsible for removing the document
- The document is not deleted: it remains on the main intranet server with the same file name
- The web manager can do a manual search on the database if there is a need to find and retrieve archived files

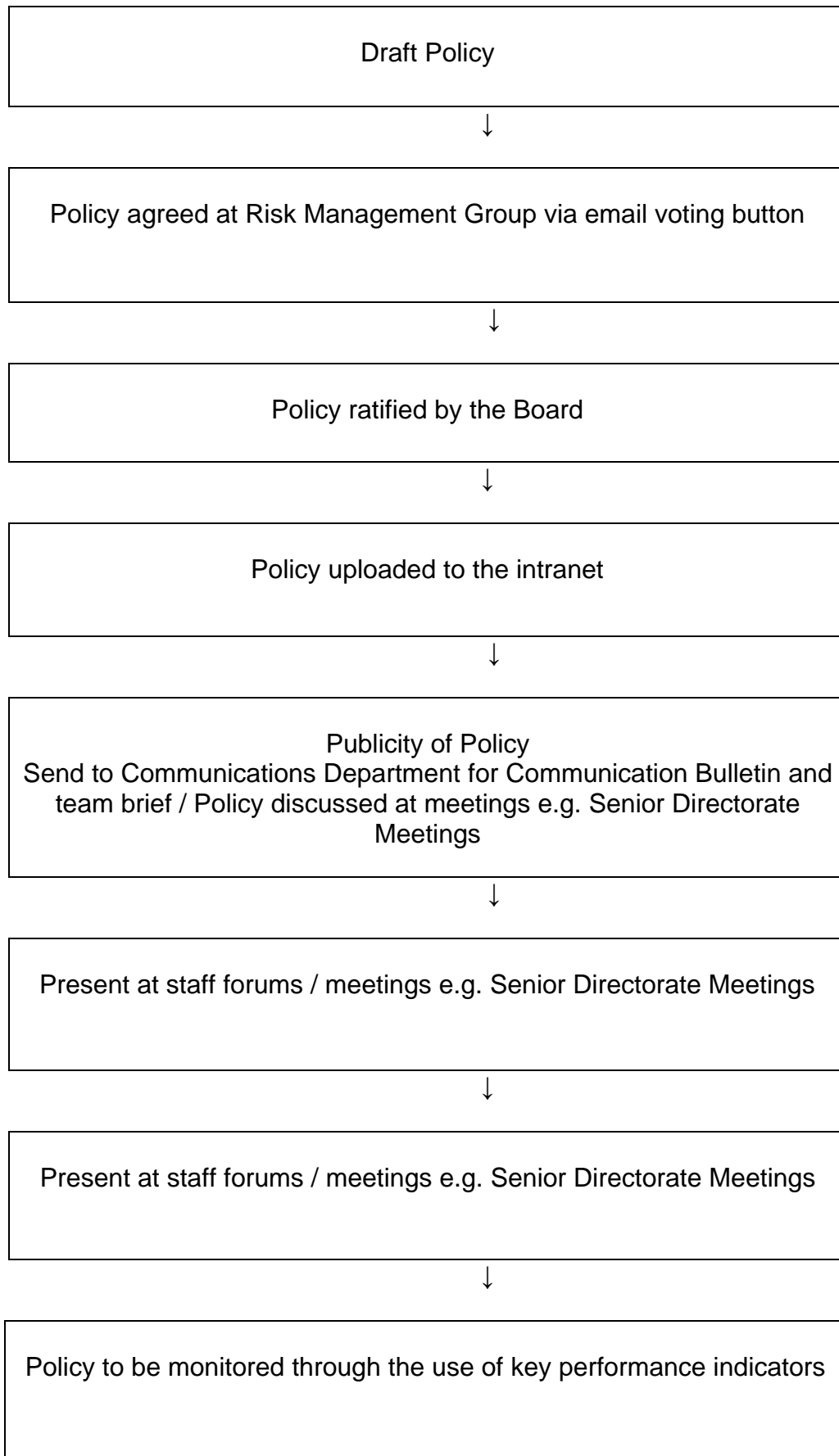
Appendix 8: Document Review Checklist

	Title of document being reviewed:	Yes/No/ Unsure	Comments
1.	Title		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
	Are style, font type and size etc correct?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	
6.	Approval		
	Does the document identify which committee/group will approve it?	Yes	

	Title of document being reviewed:	Yes/No/Unsure	Comments
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	Yes	
8.	Document Control		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
9.	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	n/a	
	Is there a plan to review or audit compliance with the document?	Yes	
10	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
11	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	

Acknowledgement: Cambridgeshire and Peterborough Mental Health Partnership NHS Trust

Appendix 9: Policy Ratification and Publication Flowchart



Appendix 10: Audit Tool for the Policy Development Policy

The following are five questions to assess your understanding and implementation of this policy

(Score yourself - Yes or No)

Do you understand the different definition of documents within the policy? Yes / No

Do you understand the requirement for the main body of a document? Yes / No

Do you understand the Ratification Process for documents? Yes / No

Do you understand the Guidance on the Checklist required for writing documents? Yes / No

Do you understand the process for reviewing / Archiving / consultation and version control? Yes / No

If you score No for any of the questions, please re read the relevant section of the policy. If you are still unclear please contact the author / service for clarification

A copy of this **should** be kept in your personal file and may be used as part of a continuous profession development folder

Signed..... **Role**.....

Date.....