**Guidance for completing the GP Honorary Contract**

**The Honorary Contract is not a contract of employment. The Honorary Contract acts as an educational agreement between Health Education East of England (HEEoE), Southend University Hospital Foundation Trust (SUHFT) and the Host Placement Provider (The Practice).**

**The Honorary Contract will only be completed if your trainee is employed via the Lead Employer, SUHFT.**

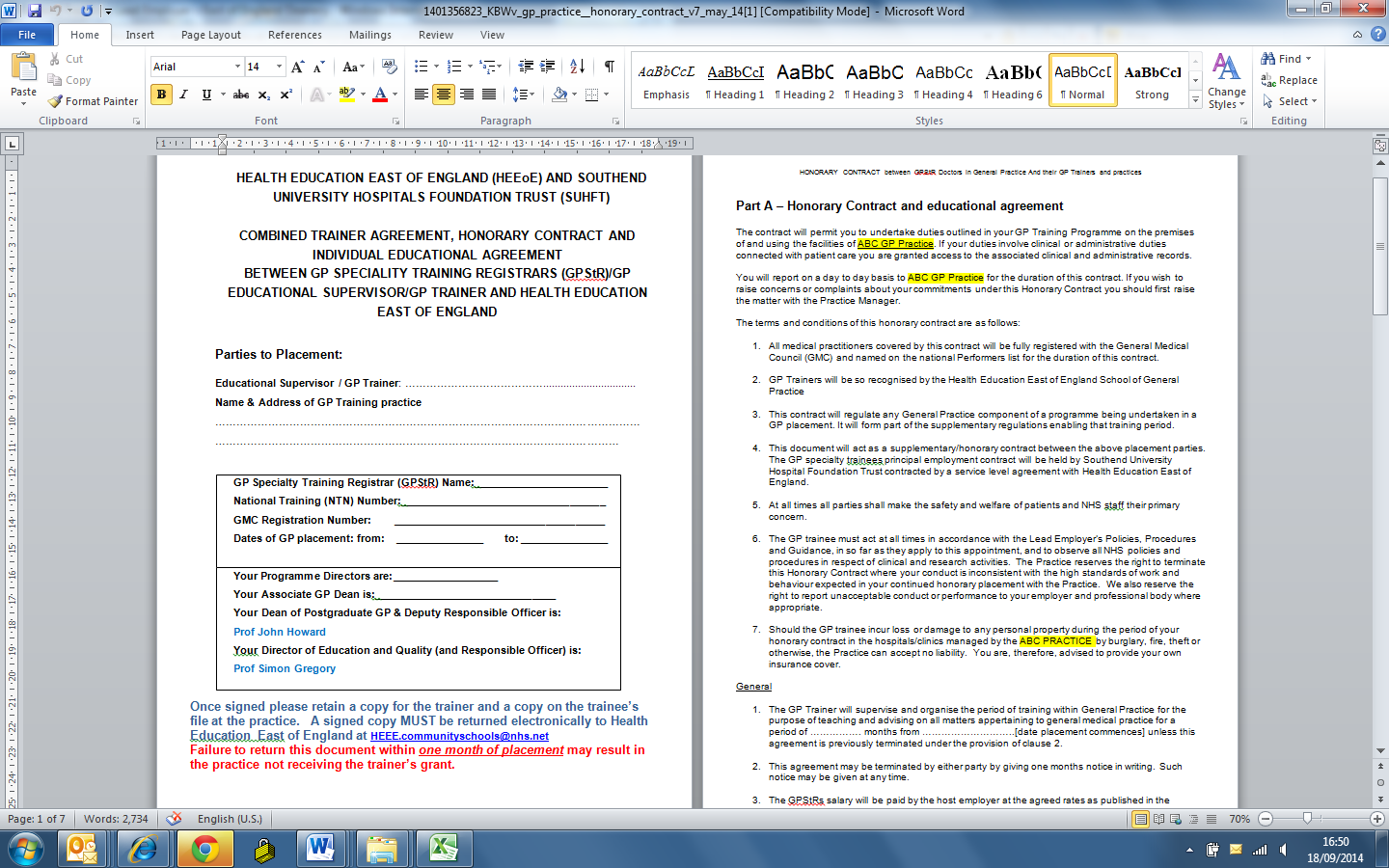
**Please use one Honorary Contract per trainee.**

**As a practice, you will not be sent this Honorary Contract, this needs to be downloaded from HEEoE’s website -** [**https://www.eoedeanery.nhs.uk/medical/page.php?page\_id=2998**](https://www.eoedeanery.nhs.uk/medical/page.php?page_id=2998)

**The Honorary Contract must be completed and returned to HEEoE via** [**HEEE.communityschools@nhs.net**](mailto:HEEE.communityschools@nhs.net) **within one month of the placement start date. Failure to do so, will result in the trainers grant (£7751.00) per year not being paid.**

**There are seven pages to this Honorary Contract. Before you submit your Honorary Contract, please ensure all sections are completed. Please use the guidance below and the guidance on the Honorary Contract template.**

**We will not accept any Honorary Contracts which have not been completed fully.**



**Front Page 1** – please complete the following sections

* GP Trainer name – this must be the authorised GP Trainer. Please do not insert another GP from your practice in this section. Please also ensure that the GP Trainer has received approval from HEEoE.
* GP Practice address – please complete with your full practice name, address and include the postcode.
* GP Trainee Name – please insert the full name of the GP Trainee. We have several trainees with the same surname, please use all given names.
* NTN – this is the trainee’s national training number. The trainee is provided with this unique training number when they commence their training. Please ask your trainee to provide this to you.
* GMC number – please ensure you insert the trainee’s GMC number. Again, the trainee can provide this to you if you do not have this to hand.
* Dates of placement – please insert the full dates of the placement. This will most likely be a 4, 6, 8 or 12 month period. Do not leave it blank.
* Training Programme Director (TPD) names – please insert the names of your TPD. If you do not know who your TPDs are, please refer to our website - <https://www.eoedeanery.nhs.uk/medical/page.php?page_id=1784> The TPD’s are split into Programmes so it will be easy for you to locate the correct names.
* Associate Dean – please insert the name of your AD. If you are unsure of who your AD is, please refer to our website - <https://www.eoedeanery.nhs.uk/medical/page.php?page_id=1758> Again, this is split into the patches so you can easily see which patch AD relates to your area.

**We cannot process the Honorary Contract without this information.**

**Page 2** – please complete the following sections

* There are three sections on this page where you need to insert your practice name. On the guidance Honorary Contract template, we have highlighted these sections in yellow and have red arrows pointing towards the correct sections.
* Under the ‘general’ title – please insert the number of months your trainee will be at your practice.
* Please also insert the date of when this post commences. In the Honorary Contract guidance template, we have inserted a red arrow to highlight these sections.

**Page 3** – please complete the following sections

* Under point number 7, please ensure you complete the trainees annual leave allowance. What if you don’t know your trainees annual leave? You can either –
* Ask your trainee to confirm this to you. It will be in their contract of employment as supplied by SUHFT.
* Refer to the Honorary Contract Information Form which SUHFT will supply you with.
* E-mail SUHFT at [gp.trainees@southend.nhs.uk](mailto:gp.trainees@southend.nhs.uk) and request this information
* Please note, HEEoE are not provided with this information.

This annual leave table may also assist you –

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salary | £30,002 | £31,838 | £34,402 | £35,952 |
| Point | 0 | 1 | 2 | 3 |
| Annual leave | 25 days + 2 stat days | 27 days | 27 days | 30 days + 2 stat days |

**Page 6** – please complete the following sections

* Section C must be completed in full. The Honorary Contract guidance template highlights the sections you must complete. We have included some examples below;

Professor John Howard; the Dean of Postgraduate General Practice Education of Health Education East of England (“The Dean”) and Dr Andrew Smith of Victoria House Practice an approved Trainer (“The Trainer”).

Whereas the Trainer has, with the approval of the Dean and following agreed procedures, accepted Dr Mary Smith (Trainee) at the agreed proportion of full time of 100% per cent, both agree to the establishment of this agreement on the following terms and conditions:

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Professor John Howard; the Dean of Postgraduate General Practice Education of Health Education East of England (“The Dean”) and Dr Nigel Black of Capital Park Practice an approved Trainer (“The Trainer”).

Whereas the Trainer has, with the approval of the Dean and following agreed procedures, accepted Dr Sarah Stone (Trainee) at the agreed proportion of full time of 80% per cent, both agree to the establishment of this agreement on the following terms and conditions:

If your trainee is working less than full time (LTFT) they must have received approval from HEEoE. If approval hasn’t been provided, this will delay the processing of your Honorary Contract. We require trainees to submit their request at least three months before the placement start date to avoid delays. Further information on LTFT can be found on our website - <https://www.eoedeanery.nhs.uk/medical/page.php?area_id=77>

Innovative posts are classed as full time posts, please ensure you insert 100% and not the percentage that the trainee is with you.

**Signatories**

* The GP Trainer **must** sign the Honorary Contract. This cannot be another GP at the practice.
* The GP Trainee **must** sign the Honorary Contract.
* The witness to the signatories **must** either be the Practice Manager or a member of the administrative team at the practice. Please do not allow other trainees to witness signatures.

**HEEoE will be unable to process your Honorary Contract if the above information hasn’t been included**