

Appendix 1 – Additional HSC/External Duties Application Form



Southern Health
and Social Care Trust

Request to undertake Additional HSC Duties or External Duties

To be completed by the Clinician requesting approval

Personal details

Name:

Specialty/Directorate:

Base:

Proposed Duty

Request for: (please circle) **EXTERNAL DUTY** **ADDITIONAL HSC DUTY**

Is this post externally funded?

If so, please provide full details:

Details of appointment (e.g. local, regional, national, name of body / organisation):

Please provide a full description of the proposed duty, including anticipated start date, number of days, location, frequency of the commitment, tenure of contract (end date) and any anticipated expenses (expenses should normally be met by the external body):

Please give details of any other duties for which you have received approval this year, prior to this current request:

Impact on Regular Duties

Please give details of current Job Plan (DCC & SPA PA allocation):

Can the proposed commitment be accommodated within your existing Job Plan without increasing PA's? (i.e. aggregation of workload across the year) ☐ **Yes** ☐ **No**

If No, please provide further details e.g. anticipated increase in PA's will a Job Plan Review be undertaken and/or reassessment of Job Plans across the specialty? What will be the impact on clinical commitments?		
Will any fixed commitments in your existing job plan be cancelled to undertake this duty? ☐ Yes ☐ No		
Will professional / study leave be used to undertake this activity? ☐ Yes ☐ No		
I understand I must seek approval from the Trust before accepting any external role that impacts upon my job plan. I am aware that any agreement is reviewed annually by the Trust.		
Signed by Clinician:		Date:
Approval Signatures		
<i>Some questions for the Clinical Manager to consider prior to approval:</i> <i>Has agreement has been sought from colleagues in the specialty? Are they supportive of this commitment? How will it impact their job plans? Will it be possible to maintain direct clinical care commitments? Is this consultant group "overrepresented" for external duties? Does the Trust receive funding for this role? Is the role in the interests of the wider HSC?</i>		
<i>Divisional Medical Director:</i>	<i>Date:</i>	<i>Review Date:</i>
<i>Director of Programme of Care:</i>	<i>Date:</i>	<i>Review Date:</i>

This form should be completed and attached to the supporting resources section in your Job Plan template. The option to upload an associated document is available when editing your job plan under the edit job plan section – see below:

The completed form should be emailed to finance to ensure appropriate recharging is in place.

A copy of the approved form should be emailed following final approval and sent to the Medical Staffing Department.