

## JOINT WORKING CHECKLIST

**FAO: Managers of clinical academic staff working for both a higher education institution (HEI) and an NHS body.**

The Follett recommendations, often referred to as the 'Follett Principles', are key to the joint working between the NHS and HEIs. Although the Follett recommendations strictly apply only to clinical academics at consultant level, it is advised that both HEIs and NHS bodies conform with the recommendations as far as they can for other clinical academic staff as well. Failure to do so could result in the HEI being required to charge VAT on the supply of clinical services to the NHS Trusts. For more information, please see the [VAT Memorandum of Understanding](#).

The Follett recommendations encourage a safe, accountable working environment and reinforce the principle that a clinical academic role is a shared role, with multiple employers, and not simply an arrangement where services are supplied by one employer to another. It is on this basis that honorary employers are not charged VAT by the substantive employer.

The recommendations originally applied only to England but now apply across the UK, as do provisions regarding VAT.

This checklist provides an overview of actions which should be taken to help ensure effective Follett-compliant joint working. It is not intended to act as a complete guide to compliance.

In order to implement the Follett Principles successfully it is recommended that you consult the legal [guidance](#) published by the Universities and Colleges Employers Association (UCEA) which comments on how the recommendations in the [original report](#) regarding joint working and interdependency of contracts might be implemented.

### 1. Strategic Liaison:

- ✓ Is there a framework or mechanism for strategic liaison at a senior level between the NHS body and the HEI?
- ✓ Is there a memorandum of understanding or similar outlining the arrangement between the NHS body and the HEI?

### 2. Recruitment

- ✓ Are all job descriptions for new and replacement NHS and HEI positions with both academic and clinical duties jointly prepared and agreed by the partner employers prior to advertisement?
- ✓ Is there a jointly agreed induction and interview process in place and is their documentary evidence of this?

### **3. Contractual issues**

- ✓ Do contracts or supporting documents make clear to which body the clinician is accountable for the different aspects of their role?
- ✓ Can joint working and contractual arrangements be evidenced?
- ✓ Is there an agreed, integrated job plan, and are managers aware of relevant actions to be taken?

### **4. Appraisal and performance management**

- ✓ Can a joint appraisal process be demonstrated? How will you take into account the clinician's work for the HEI during the appraisal process? Are there named appraisers from the HEI and NHS body respectively? Have you jointly agreed a personal development plan (PDP)?
- ✓ Is there an agreement in place on procedures for disciplinary, performance and conduct issues, clarifying how the NHS body and HEI will work together?

This checklist is published by the Universities and Colleges Employers Association (UCEA). This edition was first published in February 2017. UCEA members can [contact](#) the organisation for further information on Follett compliance. For more resources relating to the employment of clinical academics, please see the [UCEA website](#).