



**Manchester University**  
NHS Foundation Trust

## **VISITING PROFESSIONALS PROGRAMME GUIDANCE DOCUMENT**

## **1.0 Introduction**

- 1.1 The Visiting Professional Programme is defined as a period of time when a doctor is attached to a particular department with a named supervising Consultant.
- 1.2 The aim of the Visiting Professional Programme is to gain an appreciation of the nature of clinical practice in the UK, and observe the role of doctors and other health care professionals within the NHS. The Visiting Professional Programme is also an excellent way to obtain a reference from a UK Consultant.
- 1.3 The Visiting Professionals are unpaid; doctors will be issued with an honorary contract by the Trust. The honorary contract enables the Visiting Professional to work in a supervised capacity, but does not infer any employment right. The Trust will undertake appropriate pre-employment clearances for those individuals who have obtained agreement from a supervising Consultant. There is an administration fee payable to the Trust for the arrangement of the Visiting Professional Programme, to be paid by the individual. An administration fee is £400. The individual will also have to agree to reimburse the Trust for the costs associated with the obtaining of the Health & Wellbeing Clearance.

## **2.0 Length of Attachment**

- 2.1 A Visiting Professional Programme may run for a maximum 12 weeks and can be taken in any chosen specialty, provided there is a Consultant within the speciality who has agreed to supervise the individual. Consultants are not obliged to take a Visiting Professionals and do so out of goodwill.

## **3.0 Visiting Professional Process**

- 3.1 A doctor requesting to join the Visiting Professional Programme will do so directly to the Consultant whom they wish to be their supervising Consultant. Consultants may only facilitate one Visiting Professional at a time. The Consultant who agrees to facilitate the placement will then confirm this to the Visiting Professional Admin Team in writing (via letter or e-mail), providing the following details:
  - (i) The name of the individual
  - (ii) The contact details of the individual
  - (iii) The length of the placement
- 3.2 The Visiting Professional Admin Team will log the details of the Visiting Professional on the Visiting Professional Database
- 3.3 The Visiting Professional Admin Team will send the Visiting Professional a copy of the scheme guidelines, an Application Form (appendix 1), and a letter (appendix 2) requesting the following:

- (i) A copy of their Curriculum Vitae
  - (ii) Two references from their last employer in their home county or University (NB – the Visiting Professional Admin Team must be provided with actual testimonials, and not contact details of a referee)
  - (iii) Their Medical Degree
  - (iv) A copy of their original passport
  - (v) Evidence of their right to remain in the UK (but not necessarily their right to work in the UK)
  - (vi) Evidence of their GMC registration (if applicable; see point 5.3 for details)
  - (vii) Occupational Health Clearance
  - (viii) Proof of address, dated within three months
- 3.4 The Visiting Professional will either bring, or send their documentation into the Visiting Professional Admin Team. A payment of £400.00 will be made to Manchester University NHS Foundation Trust. This payment can be made over the telephone. The Visiting Professional Admin Team will provide the Visiting Professional with a receipt. The charge will cover administration fees, including the cost of a DBS disclosure. Should the Visiting Professional decide not to proceed with the placement, this fee will be non-refundable.
- 3.5 If the Visiting Professional is not in the UK, then scanned copies of the documents may be permitted as an interim measure, but the Visiting Professional must present themselves to the Visiting Professional Admin Team with their original documentation, before they are cleared to commence their placement.
- 3.6 Once the funds are received Visiting Professional Admin Team, the Visiting Professional Admin Team will seek to obtain pre-employment clearances.
- 3.7 The Visiting Professional Admin Team will then complete a Visiting Professional Checklist (appendix 3) and file it along with copies of the received documentation, in the individual's file.
- 3.8 Once pre-employment clearances have been received (including DBS clearance), the Visiting Professional Admin Team will contact the supervising Consultant to agree a start date.
- 3.9 The Visiting Professional Admin Team will then issue an honorary contract to the Visiting Professional, on behalf of the Trust (appendix 4). The Visiting Professional will sign the contract and return it to the Visiting Professional Admin Team. The Visiting Professional may now commence in post.

#### **4.0 Responsibility of the Supervising Consultant**

- 4.1 The supervising Consultant is liable for the actions of the Visiting Professional, **as they are not covered by the hospital indemnity**. The supervising Consultant will ensure that the Visiting Professional does not undertake any activity which is not permitted (as detailed in point 6.0).
- 4.2 The supervising Consultant will inform the Visiting Professional of the requirement of a patient prior informed consent and the right to decline to be observed.
- 4.3 The supervising Consultant will ensure that the Visiting Professional does not attend the department past the end date of the agreed placement.

#### **5.0 Responsibilities of the Visiting Professional**

- 5.1 The Visiting Professional must comply with the Trust's policies and procedures, particularly regarding patient confidentiality and privacy and dignity.
- 5.2 The Visiting Professional should have the right to remain in the UK for the duration of the attachment. (NB – Visiting Professionals do not need to hold the right to work in the UK as they are in an observatory role only and not undertaking paid work).
- 5.3 Registration with the GMC is preferable, but not essential for a Visiting Professional.

#### **6.0 Permitted Activity for a Visiting Professional**

- 6.1 Visiting Professionals have observer status only, similar to that of a medical student.
- 6.2 Visiting Professionals must work under the supervision of their supervising Consultant.
- 6.3 Visiting Professionals are permitted to:
- (i) Take a medical history
  - (ii) Perform a clinical examination within the presence of their supervising Consultant
- 6.4 Visiting Professionals are not permitted to:
- (i) Perform intimate examinations on patients
  - (ii) Perform catheterisation of male and female patients
  - (iii) Request investigations
  - (iv) Prescribe any treatment or administer any medication

## **7.0 Accommodation**

- 7.1 The Trust has very limited supply of accommodation, which currently operates on a waiting list system. Therefore it cannot be guaranteed that accommodation will be available. Where accommodation is available, a charge will be payable. Visiting Professionals who need accommodation should contact 0161 2912783 for availability. The Trust holds some single accommodation only, and is unable to accommodate the family members of Visiting Professionals.

Appendix 1 - Application form

**Application form – Visiting Professional Programme**

<b>PERSONAL INFORMATION</b>			
Surname		Home address	
First name			
Title			
DoB		N.I. number	
Telephone		GMC reg no	
Email		Type	Provisional / Full / Limited
IELTS level		Renewal date	
Are you a United Kingdom, European Community or European Economic Area national?			Y / N
If no, what is your current immigration status? <i>Visa nationals will need a standard visitor visa to undertake a clinical attachment in the UK</i>			
This attachment is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 and you are required to declare any previous convictions even if they are spent under the Act. Have you ever been convicted of any criminal offences?			Y / N <i>If yes, details of the conviction must be discussed with Medical HR and will be treated with the strictest confidence.</i>
Have you been or are currently subject to any fitness to practice proceedings by an appropriate licensing or regulatory body in the UK or any other country?			Y / N <i>If yes, please provide full details including dates, country, and licensing/regulatory body.</i>
Do you have any physical or mental impairment which affects your ability to carry out normal day to day activities and which may require UHS to make reasonable adjustments.			Y / N <i>If yes, give brief details and arrangements required.</i>
<b>DATA Protection</b>			
The Data Protection Act 1998 came into force on 1 March 2000. This Act sets out rules for processing personal information of living individuals. Processing includes holding, obtaining, recording, using and disclosing information. Everyone working for the NHS has a legal duty to keep information about patients and staff members confidential and to protect the privacy of individuals.			

<b>ABOUT YOUR CLINICAL ATTACHMENT</b>	
Do you intend to seek employment in the United Kingdom?	Y / N
Do you intend to apply for a job at Manchester Foundation Trust?	Y / N
Do you have sufficient funding to pay the fee for this attachment & your stay whilst here in Manchester?	Y / N
Why have you chosen MFT for your clinical attachment?	

What are your career aims ?		
Have you already identified and been accepted by a supervisor? If so, who?		
Which specialty area would you like to be considered for and why?		
<p>If accepted, what dates would you like to be in MFT? <i>Note: this process can take up to 12 weeks.</i></p> <p><i>These places are limited to a maximum of 6 weeks.</i></p>	From:	
	To:	
	Total number of weeks:	
<b>Learning objectives for the placement</b>		
<b>EMPLOYMENT HISTORY AND PROFESSIONAL QUALIFICATIONS</b>		
<b>Present Employer's name and address</b>	Your position Specialty Grade Date appointed Length of contract	
<b>Previous Employer's name and address</b>	Your position Specialty Grade Date appointed Length of contract	
Name of University where degree/diplomas taken		
Qualification names	Grade	Date taken
References will be taken up before attachment begins. Please give details below of two referees who have consented to be approached on your behalf.		
1- Name and address of referee	2-Name and address of referee	
Telephone no:-	Telephone no:-	
Email:-	Email:-	

- **This programme is observational only and there will be no hands on patient contact.**
- **You understand that whilst on placement you will be subject to the policies, procedures and protocols of the Trust.**
- **Misconduct or poor performance will result in the termination of the placement.**

Signature

Date

**MFT USE ONLY**

Dept:

Contact:

If your application is successful then you will have to pay the fee and email the following documents asap:-

- Occupational Health form
- Copy of IELTS
- Vaccinations
- Current passport – *photo page & front/back cover*
- Visa – *if applicable*
- Two proofs of address – *utility bill / bank statement dated within 3 months*
- Certificate of good conduct – *from your local police station. This will then need to be translated by an official certified interpreter.*

**Please return this completed form and a copy of your CV to:  
Visiting.Professionals@mft.nhs.uk**



**EQUAL OPPORTUNITIES MONITORING FORM**

In order to monitor our Equal Opportunities Policy all applicants are requested to answer the following questions. The information given will be treated as confidential and will not be passed on to Managers involved.

Name:

Marital status: Single / Married / Civil Partnership / Separated / Divorced / Widowed

Male / Female

I would describe my ethnic origin as:		Please tick
A	White British	<input type="checkbox"/>
B	White Irish	<input type="checkbox"/>
C	White other	<input type="checkbox"/>
D	Mixed White / Black Caribbean	<input type="checkbox"/>
E	Mixed White / Black African	<input type="checkbox"/>
F	Mixed White / Asian	<input type="checkbox"/>
G	Mixed other	<input type="checkbox"/>
H	Asian Indian / British Asian	<input type="checkbox"/>
J	Asian Pakistani / British Pakistani	<input type="checkbox"/>
K	Asian Bangladeshi / Asian Bangladeshi	<input type="checkbox"/>
L	Asian other	<input type="checkbox"/>
M	Black Caribbean	<input type="checkbox"/>
N	Black African	<input type="checkbox"/>
P	Black other	<input type="checkbox"/>
R	Chinese	<input type="checkbox"/>
S	Other stated origin.....	<input type="checkbox"/>

What is your nationality (given on your birth certificate of passport?)

Country of birth:

If you are not a UK, EU or EEA National, please indicate your immigration status from the following:

UK permanent residence granted Yes / No

Tier 1 – no restrictions on employment Yes / No

Tier 2 – sponsored skilled worker or Tier 4 – student / post study Yes / No

State current sponsor and any restrictions to work:

Date current visa granted:

Expiry date:

Visitor / Observer / Plab visa

Yes / No

## Appendix 2

Date:

Dear .....

### **Re: Application for Visiting Professional Programme at Manchester University NHS Foundation Trust**

Thank you for expressing an interest to take part in one of our Visiting Professional Programmes.

To help us to progress this application, we require you to provide the following documentation:

- Completed application form
- Occupational Health form
- Copy of IELTS
- Vaccinations
- Current passport – *photo page & front/back cover*
- A copy of your Curriculum Vitae
- Visa – *if applicable*
- Two proofs of address – *utility bill / bank statement dated within 3 months*
- Certificate of good conduct – *from your local police station. This will then need to be translated by an official certified interpreter.*

If you are not in the UK, then scanned copies of the above documents may be permitted as an interim measure, but you must present yourself to the Visiting Professional Team with your original documentation, before you will be cleared to commence your placement.

**There is an administration fee payable to the Trust for the arrangement of the programme. The administration fee is £400. Applicants will also have to agree to reimburse the Trust for the costs associated with the obtaining of the Occupational Health Clearance, before their application can proceed. The cost of this clearance could range from £30.00 to £400.00, dependent upon the candidates health status. Further details can be obtained by contacting the Employee Health & Wellbeing department at [ehw@mft.nhs.uk](mailto:ehw@mft.nhs.uk)**

The payment of £400.00 will be made to Manchester University NHS Foundation Trust. This payment can be made over the telephone. The Visiting Professional Admin Team will provide the Visiting Professional with a receipt.

Payments required for any Employee Health & Wellbeing assessments or vaccinations necessary to obtain the clearance, should be made directly to them.

The £400 charge will cover administration fees, including the cost of a DBS disclosure. Should you decide not to proceed with the attachment; the administration fee will be non-refundable.

If you have any queries regarding any information regarded in this letter please contact the Visiting Professional Team.

Yours sincerely

**VISITING PROFESSIONAL TEAM**  
Manchester University NHS Foundation Trust

Please complete the slip below and return this with supporting documentation.

---

Dear Visiting Professional Admin Team,

I ..... understand that the £400.00 administration fee is non-refundable, should I decide to not proceed with this application, and I agree to reimburse the Trust for the costs associated with the obtaining of the Occupational Health Clearance.

Signed:.....

Date:.....

## Appendix 3

### **HONORARY VISITING PROFESSIONAL - STATEMENT OF TERMS**

I wish to offer you an Honorary Visiting Professional placement in \_\_\_\_\_ with Manchester University NHS Foundation Trust from \_\_\_\_\_

1. As a Visiting Professional, you must not in any circumstances:

a) initiate, alter or stop the treatment of a patient on your own diagnosis: both diagnosis and treatment must be confirmed by your Supervising Consultant

b) prescribe or request radiological examinations or other diagnostic investigations, or order blood to be cross matched. If you complete an order form for any of these purposes it must be signed by your supervising Consultant.

c) take part in obtaining or witnessing the signature, by, or on behalf of a patient on a form of consent to treatment

d) take a history from, examine or undertake a procedure on a patient unless his/her prior consent has been obtained.

2. Your supervising Consultant is: \_\_\_\_\_

3. This contract allows you access to Postgraduate, Library and other research facilities operated by the Trust. The provision of literature searches, photocopying, postage and telephone costs, together with the use of research and development staff's time, will be subject to a payable fee, which will be determined by the Trust and notified to you upon request.

4. This contract includes a legal obligation NOT to disclose information of a confidential nature concerning patients or employees, outside the accepted area of care. You are therefore required to comply with this responsibility. If you have any queries or concerns about the application of the Trust's rules on confidentiality, please discuss this with your supervising Consultant.

5. The Trust accepts no responsibility for personal property lost or damaged on its premises by fire, theft or otherwise. You are advised to insure yourself as far as you think appropriate against risks.

6. You are required to observe all Health and Safety Rules and Instructions on the Trust's premises, including complying with the Trust policy on Manual Handling and Infection Protection. Your supervising Consultant will advise of any particular safety rules, pertaining to your specific area of work. Furthermore, it is your responsibility to

bring to the immediate attention of your supervising Consultant, any aspect of your work or the conditions in which you work, which you consider may constitute a health or fire hazard.

7. You must refuse to accept any gift, favour or hospitality which might be interpreted as seeking to exert influence or to obtain preferential treatment. You are also required to ensure that the interests of patients remain paramount at all times, and to be impartial and honest at all times.

Signed on behalf of the Trust

Signature:

Name:

Position:

Date:

Acceptance of the above Honorary Visiting Professional Contract

Signature

Name:

Date: