

NHS Liaison Team profile

The NHS Liaison team was established in August 2016 and works closely with the Faculty of Biology, Medicine and Health and the People and Organisational Development Partner, Lisa Roach. The team consists of the following staff who are the key contact points for the University in managing operational relationships with partner NHS Trusts and other agencies.

- Cheryl Holmes – Faculty NHS Liaison Senior Manager (Cheryl.holmes@manchester.ac.uk)
- Clare Cooke – Faculty NHS Liaison Senior Administrator (Clare.Cooke-2@manchester.ac.uk)

The email address for all NHS liaison issues should be directed to: nhsliasion@manchester.ac.uk.

The team works closely with colleagues in all the Schools to ensure NHS (or equivalent) relationships are coordinated and managed consistently. For all Consultant Clinical Academic posts, the team will undertake the following role:

- Provide template/examples of job descriptions and job plans if required
- Provide advice on recruitment including interview Academic Advisory Committee (AAC) panel requirements
- Initiate a PCM or check information of PCM, sign and return to School to obtain further approvals, as required.
- Complete Trust Recharge Agreement (TRA) and gain approval from relevant Trusts/NHS Employers
- Obtain Royal College approval
- Return approved job description to School with advice on Royal College rep requirement and contact details if needed.
- Provide advice on Trust representative, if required
- Receive and check New Appointment Form (NAF) and associated paperwork from School, standardise and send to People-od operations team.
- Collaborate with Clinical Research Network on specialist roles and funding
- Hold all job plans, appraisals dates and revalidation details
- Liaise with MHS Recharge team around values/figures and account codes

The Schools will be required to undertake the following activities for clinical academic posts as the position will ultimately sit within the School:

- Manage Trust/NHS negotiations in regards to the initial approval of the new post
- Produce job description and forward to NHS Liaison team
- Produce initial PCM and forward to NHS Liaison team
- Receive confirmation from NHS Liaison Team that all necessary arrangements are in place prior to proceeding to advert (fully approved TRA and fully approved JD via Royal College).
- Send paperwork to People-od.operations@manchester.ac.uk recruitment team for advert (ensure NHS Liaison team are copied in on the email and onto job train)
- Organise interview panel/date/paperwork/shortlist/interviewing (must liaise with Royal College regarding a representative, if required for interview).
- Collate references
- Once post accepted, draft New Appointment Form and send to NHS Liaison team to approve

The NHS Liaison Team interact with the dedicated People and Operational Development partner, Lisa Roach, for clinical academic appointments. The role of the partner for these appointments is as follows:

- Check job description
- Provide starting salary
- Liaise with previous employer (for new appointments)
- Manage transfer of Clinical Excellence Awards (for new appointments)
- Collaborate with NHS Liaison team around job plans
- New Consultant contract must be checked by Lisa Roach
- Shares UoM Consultant contracts with Trust HR
- Completes HR check list for Trust NHS Honorary contract information
- As requested by the NHS Liaison team and/or Trust will set up APA's, On Call, CEA's (Local and National), Ad Hoc payments, responsibility allowances, Market supplements.

The NHS Liaison Team also undertake other duties detailed below:

- Work closely with ICAT Administrator re: Academic Clinical Lecturers (ACL) & Academic Clinical Fellows (ACF)
- Monitoring of all ACL posts under the ICAT program. Extensions, Out of Hours on call, Rotations to Trusts, monitor CCT dates, ends of contracts – return to Clinical training roles, Academic Pay Premia, changes in funding.
- Work closely with Trusts on other staff recharges and invoicing issues
- Complete the annual review of clinical staffing levels for the Medical and the Dental Schools Council, in liaison with Trusts and Schools
- Co-ordinate the Clinical Excellence awards (CEA) process - renewals and new applications
- Organise, attend and minute NHS/UoM Liaison Joint Committee meetings: MFT, NCA (SRFT), Christie, GMMH
- Organise and attend NHS/UoM Liaison Joint Strategy Meetings: MFT, NCA (SRFT), Christie, GMMH
- Attend Joint Trust/Faculty Sub Estates Committee meetings for the various Trusts.
- Attend Joint Trust/Faculty Sub HR Committee meetings for the various Trusts.
- Maintain MoU's in relation to joint contract/working and Follit Policy: MFT, NCA (SRFT), Christie, GMMH.

The NHS Liaison is responsible for the creation and maintenance of Master Logs relating to:

- CEA awards >5 years
- GMC Registration for all Clinical staff
- TRA Report >5 years
- ACL's information >5 years
- Clinical Academic Consultant Report updated monthly
- ACL Staff List report updated monthly
- Faculty Staff List from resource link (run monthly and have access daily if required)