Model contract for one or more Additional Session(s) for a part-time specialty doctor or associate specialist to recognise current workload

Dear [Dr/Mr/Mrs/Miss/Ms]

Contract for Additional Sessions

In accordance with Clause 6.6 of your main contract of employment, the [insert name of NHS organisation] has agreed to offer, and you have agreed to undertake, [insert number] Additional Session(s) over and above the [insert number] Sessions that constitute your standard contractual duties, in recognition of [e.g. the level of your current routine workload and/or the following additional responsibilities (insert here a description of the activity or duty giving rise to the additional session or sessions)].

The additional sessions will be used for [insert purpose – typically a Direct Clinical Care activity] and will be worked at the following times [insert times or state alternative provision e.g. ‘flexibly by mutual agreement when required throughout the year’. Note: where additional sessions are to be worked flexibly and not on fixed dates or times, there should be local agreement as to how much notice will be given before the additional session is required to be worked]. The additional sessions will be incorporated into your Job Plan schedule and will be subject to the job planning process.

The remuneration for this is covered by Clause 20 of your main contract of employment, and Schedule 14 of the [insert Terms and Conditions of Service – Specialty Doctor or Terms and Conditions of Service - Associate Specialist (the TCS)]. You will be paid on a monthly basis. All other terms and conditions applicable to this contract are set out in your main contract of employment and in the TCS (so far as is relevant and applicable).

This contract for [insert number] Additional Session(s) will commence on [insert date] for a fixed period of [insert duration], but may be terminated at any time upon service of three months’ notice by either party. The requirement for you to undertake additional sessions will be reviewed annually as part of your Job Plan review.

In the event of termination of this contract by either party there will be no adverse impact on pay progression and no effect on your main contract of employment.

Additional sessions above an annualised maximum of ten per week are not pensionable. Additional sessions are not subject to pay protection arrangements.

Yours sincerely

[Signature]

On behalf of [insert name of NHS organisation]

[Date]
I hereby accept the offer of Additional Sessions on the terms and subject to the conditions set out in the foregoing letter.

[Signature]

[Date]

This offer and acceptance of it shall together constitute a contract between the parties.