



UNIVERSITY OF
LINCOLN

Recruitment and Selection Procedures for Clinical Academics when the University of Lincoln is the Main Employer

Version 1 / December 2021

1. Purpose

The purpose of the recruitment and selection procedure is to ensure compliance with the obligations set out in The Follett Report 2001 and the University's standards in relation to the Recruitment and Selection of clinical academics. It is essential to comply with these requirements in order for the General Medical Council (GMC) to accreditate the Lincoln Medical School's courses, and to ensure best practice with regards to maintaining joint partnerships between the University of Lincoln and NHS Trusts / partner organisations.

The Follett Report highlighted that:

Medical Education is no longer restricted to partnerships between a university and one or more teaching hospitals. In recent years there has been considerable development of partnerships and networks with other organisations, including health authorities and community and primary care organisations.

In recognition of this, the generic terms NHS Trust / partners / body are used to include all such bodies throughout the recruitment and selection procedure.

2. Scope

This procedure applies to the recruitment and selection of clinical academics at the University of Lincoln. It also applies to any recruitment which may result in the appointment of a clinical academic.

3. Definition

UCEA have defined a Clinical Academic as someone who would normally:

- Have a substantive academic contract of employment with an HEI
- Be required, as a condition of their employment, to hold GMC or GDC registration
- Where relevant, have a license to practice

Many clinical academics provide services and / or have patient contact with an NHS body. Their contract of employment for this work is called an 'honorary contract'. Sometimes the clinical academic will work with more than one NHS body and have several honorary contracts.

4. Joint Partnership

The first stage in the Recruitment and Selection process of a clinical academic must be a discussion between the University of Lincoln, instigated by the Line Manager of the post, in conjunction with the Associate Dean and its NHS partners about their respective needs and how these fit with the wider business strategies of each organisation. This may include an opportunity to identify the most appropriate way forward; this could include reorganising existing structures, redesigning jobs, and potentially developing new and complementary areas of clinical service and academic research or expertise.

Where there is a need to create new posts, the NHS partner and the Associate Dean of the Medical School will be responsible, in consultation with relevant University of Lincoln and NHS staff, for drafting a business case to support the recruitment. Objectives will need to be jointly agreed for any proposed posts, along with the NHS job plan, a job description which will include both research and education elements, any leadership, management or administrative responsibilities, and a person specification. Any existing posts will be jointly reviewed, agreed, and amended as necessary in line with business needs.

5. Job Description and Person Specification

One of the key purposes of jointly agreeing the job description is to ensure commitment to maintaining a proper balance between all elements of the post. Academic clinicians, however funded, should have less clinical load, compared to that of full time NHS consultants.

Clinical academics are expected to undertake:

- Teaching (to undergraduate, postgraduate medical students and other health and social care professionals, as appropriate)
- Research
- Clinical service
- Administration and management

The person specification should identify the essential and desirable qualifications, skills, knowledge and experience required, such as:

- Education, qualifications, professional registration and revalidation status (where appropriate), membership of relevant bodies
- Experience; academic, research, administrative, technical
- Skills knowledge and abilities
- The level of competence required

The job description and person specification should be completed in the standard University of Lincoln format, and the NHS Trust should include a job plan with each

job description. This should be jointly agreed between the University of Lincoln and the NHS Trust.

6. Job Description Approval

Before any vacant, new or existing clinical post can be advertised, approval must first be obtained for recruitment from the appropriate authority; this includes approval of the job description and person specification.

The relevant Royal College must be contacted, and written approval given for all consultant level posts, including Senior Academic GPs. All other roles typically require approval by the relevant NHS trust.

7. Selection Committee Composition

The hiring manager has overall responsibility for organising an appropriate panel. HR will provide advice and support in this process. The Line Manager of the post may need to provide the HR Business Partner / Advisor with appropriate contacts. In some cases optional additional members may be considered appropriate, for instance, to provide external academic advice or represent external funding bodies or internal interests.

In cases where more than one trust is involved, a main representative from one trust should be agreed.

In some cases it is possible for a person to act as a representative from two categories. For example, only one NHS representative may be needed as this member may be both a Medical Director and a clinical specialist.

If the Medical Director of a post deems any additional panel members necessary, this will be accepted.

For Consultant level posts including Senior Academic GPs; if the relevant Royal College representative is invited but does not wish to sit with the selection committee, this confirmation must come from the relevant Royal College in writing. Once received, the process can begin in the absence of a Royal College representative.

The panel should be gender balanced wherever possible in order to promote the University's continued commitment to comply with Athena Swan requirements.

The chairperson of the interview panel, as a minimum requirement, will have attended recruitment and selection training. The University of Lincoln encourages all those who are likely to be involved in a selection committee to attend the relevant training sessions.

8. Advertising

Once approved by the relevant Royal College all Clinical Academic advertisements must be placed in a minimum of two places, one of which should ideally be a journal. Options for advertising include clinicalacademicjobs.org, the British Medical Journal website or other equivalents. All Lincoln Medical School posts will be advertised on the University of Lincoln Website and jobs.ac.uk

Clinical academic adverts should be in line with the University of Lincoln requirements. Note that though grade level should be specified in adverts, for Consultant level posts, salary level should not be specified.

To appoint a candidate from outside of the EU, there may be factors that need to be considered with regards to ascertaining appropriate right to work. The HR business advisor / partner will be able to assist if there any queries.

9. Shortlisting

The full selection committee, including representatives from Royal College and NHS where appropriate, should be invited to be involved in shortlisting applications.

Applications should be shortlisted against the selection criteria in the person specification of the job description, in line with usual University of Lincoln recruitment processes. All applications submitted by the closing date should be shortlisted in line with the University of Lincoln guidance.

10. Interview

The full selection committee should form the interview panel. Interviews should be held in line with the University of Lincoln guidance.

11. Verbal Offer / Salary Permissions

The Chair of the Panel should usually seek any other internal approvals as appropriate (i.e. from the PVC), then make the verbal offer to the successful candidate and complete the Vacancy management system to confirm the offer details so HR can draw up the necessary contracts and commence pre-employment checks.

The University might need to seek written permission from the clinical academic applicant to obtain their salary details / threshold scale point from the current employer as well as any other additional payment details which may apply including increment date and for example; Clinical Excellence awards, where applicable. Once written permission is obtained a request will be sent by Human Resources to the existing employer requesting those details. For Consultant level clinical academics, the University of Lincoln will honour the appropriate threshold progression. For sub-consultant levels appropriate increment progression will be

honoured. That is, their increment date will remain the same as awarded by the previous employer.

12. Salary / Grade

The salary / grades for clinical academics are available on the University of Lincoln's website and are categorised as follows:

- Clinical Consultant (though in this case the salary of the post will not be specified in the job description / person specification or advert). SAGPs are paid at this level.
- Clinical Senior Lecturer / Associate Professor
- Clinical Lecturer

Access the Pay Scales site [here](#).

Typically the grades used for clinical academics will be the 'Clinical Consultant' grade for those working at Consultant level including SAGPs (for those with CCT and GMC registration / licence to practice) or Clinical Lecturer (for those below consultant level who do not have their CCT).

The Clinical Senior Lecturer / Associate Professor grade is a title specific to the University of Lincoln that is not in line with any NHS grade. Importantly, despite the name of the grade referring to a standard academic title ('Senior Lecturer' / 'Associate Professor') these clinical positions are paid on the Consultant grade.

The Clinical Senior Lecturer / Associate Professor grade will only be used at the discretion of the University of Lincoln in special cases which may include when a Clinical Academic has completed their CCT but has not yet applied for a Consultant position, when the clinical academic joins from another institute and was on a higher pay scale or when a clinical academic is operating in a specialism that makes the post very difficult to recruit to (as an attraction method).

Progression on the Clinical Senior Lecturer / Associate Professor grade will not be automatic and will be at the discretion of the University of Lincoln and specified in the contract. Typically, anyone appointed on this grade would be expected to progress to the Consultant grade at some point where normal progression would then apply.

The salary grade at Consultant level should not be mentioned in adverts. The advert should state 'Consultant grade' only.

If ever an offer is declined on the basis of salary level or it is felt a higher level offer should be made for any reason, a business case for this should be submitted via HR who must first give approval to increase an offer.

13. Formal Offers

Once payment and start date have been agreed, a formal written offer will be made, and a contract issued.

If for any reason there is a delay in obtaining salary details, a contract may be issued stating that appropriate threshold / increment point will be honoured; this will later be confirmed in writing once obtained.

14. Honorary Contracts

All Clinicians employed by the University of Lincoln, regardless of fraction size, must hold an honorary contract with the relevant NHS trust they are working with. This is important not only for a joint approach to be possible, but also for NHS indemnity purposes. HR will contact the NHS Trust to request an Honorary Contract to be raised.

There are separate procedures in place for when a clinical academic is employed on an honorary contract with the University of Lincoln and holds their substantive contract with the NHS Trust.

15. Employment Checks

For all clinical academics offer is subject to the following employment checks (this may not be an exhaustive list and additional checks may be required):

DBS check

Where appropriate, clinical academics may be subject to an Enhanced Disclosure and Barring Check.

Reference checks

Satisfactory reference checks are required for all clinical academic staff. HR will be responsible for obtaining these checks. The University will decide how many references are appropriate, but typically three are required.

Right to work

The usual right to work checks will apply, including obtaining a certificate of sponsorship if the candidate appointed is a migrant worker.

Qualifications and membership checks

Consultant level

- GMC registration with a licence to practice (revalidation status and date). HR will be responsible for checking this on the online GMC specialist register
- A Certificate of Completion of Specialist Training (CCT or to be eligible for this / or equivalent). Line Managers will be responsible for checking this, preferably at interview
- Fellowship / membership of the appropriate Royal College or equivalent. Human Resources will be responsible for checking this

Senior Academic GP

- GMC registration with a licence to practice as a GP (revalidation status and date). HR will be responsible for checking this on the online GMC specialist register
- Fellowship / membership of the relevant Royal College of General Practitioners (or equivalent). Line Managers will be responsible for checking this, preferably at interview

Below Consultant level

- GMC registration with a licence to practice (revalidation status and date). HR will be responsible for checking this on the online GMC specialist register

Fellowship / membership of the appropriate Royal College (or equivalent). Line Managers will be responsible for checking this, preferably at interview