

(1) Only complete these UDFs if the contract is held in a department which maps to one of the following HEFCE cost centres*: 101 Clinical Medicine; 106 Anatomy & Physiology; 107 Pharmacy & Pharmacology; 112 Biosciences; 127 Anthropology & Development Studies; 131 Social Work & Social Policy AND the appointment is in Staff Category 1 (teaching), 2 (research) or 3 (teaching and research) AND appointment is not variable hours

Begin by completing the UDF items 'Medically Qualified', 'Health Prof Qual'd', 'Social Care Qual'd' and 'Licence practice in UK' as per the information supplied by the new recruit in the 'New Starter Data Collection Form'. However, other information provided by the new recruit on page 4-5 of the New Starter Data Collection Form should be treated cautiously and you should use the matrix below to decide how to fill in the other UDFs based on the contract details of the appointment.

(2) Identify the Clinical Status for the appointment record using the notes on pages 2-4 of this document.

(3) Move along the row to determine how to fill each field. See guidance on pages 2-4.

Appt UDFs									
Appt: NHS Contract Detail				Appt: HESA Clinical Sub Speciality					
Clinical status ¹	Regulatory Body ²	NHS Contract Details ³	NHS Contract Grade ⁴	Speciality1 ⁵	Speciality2	Speciality3	Sub Specialty1 ⁶	Sub Specialty2	Sub Specialty3
Non-eligible department* Leave blank	Leave blank			Leave blank					
0 Not a clinical contract (appt has no NHS contract)	Leave blank			Leave blank					
1 Clinical academic doctor	01, 02 or 03	01, 02 or 03 (in practice 03 is rarely used)	One of: 01 to 10	Select one from the list	Optional - Select one from the list (must be different from Speciality 1 and 3)	Optional - Select one from the list (must be different from Speciality 1 and 2)	Choose from the list	Optional - Select one from the list	Optional - Select one from the list
2 Clinical academic nurse or midwife	06		11 Non-medical grade				Leave blank		
3 Clinical academic health professional	07 or 08						Leave blank		
4 Other clinical academics	One of: 05, 09-15						Leave blank		

Mandatory field	Leave field blank
Optional field	

* You can confirm the HEFCE cost centre relevant to your department by viewing the PRAS organisation structure at: www.admin.ox.ac.uk/pras/uniorg

Appointment UDF: NHS Contract Details**1. Clinical Status**

This field records whether or not a contract has a Clinical Status, and if so, describes the contract type. A contract with a Clinical Status indicates that role includes the undertaking of clinical duties in addition to academic duties. This field must be returned for staff holding an academic teaching and/or research contract with open ended/permanent or fixed-terms of employment, and where the contract is held in a department which maps to one of the following HEFCE cost centres (see PRAS organisation structure): 101 Clinical medicine; 106 Anatomy & physiology; 107 Pharmacy & Pharmacology; 112 Biosciences; 127 Anthropology & development studies; 131 Social work & social policy.

For contracts with Clinical Status of either '1 Clinical academic doctors and dentists', '2 Clinical academic nurses and midwives' or '3 Clinical academic health professions', it is a requirement that all other fields in the NHS Contract Details UDF are completed as per the matrix on page 1. **Clinical Status 1-4 can only be returned if the member of staff holds an NHS contract (or NHS honorary contract)** with an NHS Trust (or equivalent Public Health England for Public Health Academics, Local Authorities for Academic GPs or primary/community healthcare contract). Otherwise, the Clinical Status must be set to '0 Not a clinical contract'.

This information also forms part of the annual Medical Schools Council return submitted in the autumn.

Clinical Status	Includes
0 Not a clinical contract	Staff who do not undertake clinical duties in addition to their academic duties or staff that do not hold an NHS contract. This category applies to academics undertaking clinical duties outside of the UK (therefore holding no NHS contract).
1 Clinical academic doctor	Staff registered with the GMC (General Medical Council) who hold an NHS contract and undertake clinical duties in addition to their academic duties
2 Clinical academic nurse or midwife	Staff registered with the NMC (The Nursing and Midwifery Council) who hold an NHS contract and undertake clinical duties in addition to their academic duties
3 Clinical academic health professions	Biomedical Scientists, Dieticians, Physiotherapists, Language Therapists, Radiographers, Occupational Therapists, Operating Department Practitioners
4 Other clinical academics	Other clinical staff not catered for the above categories who undertake clinical duties in addition to their academic duties and hold an NHS contract
X Not applicable/Not required	NO LONGER IN USE - DO NOT USE

2. Regulatory Body

This field records the regulatory body for staff working in health and social care professions regulated by a statutory health or social care body. Certain regulatory bodies go together with certain other UDF fields. See matrix on page 1.

Regulatory Body	Includes	Clinical Status
00 Not currently registered	NO LONGER IN USE - DO NOT USE	
01 General Medical Council	Current registration to the relevant regulatory body is mandatory where an NHS clinical contract exists	1 Clinical academic doctors
02 General Dental Council		4 Other clinical academics
03 General Optical Council		2 Clinical academic nurse or midwife
05 Pharmaceutical Soc of N Ireland		3 Clinical academic health professional
06 The Nursing & Midwifery Council (NMC)		4 Other clinical academics
07 Health Professions Council (HPC)		
09 Scottish Social Services Council		

Regulatory Body	Includes	Clinical Status
10 Care Council for Wales	Current registration to the relevant regulatory body is mandatory where an NHS clinical contract exists	4 Other clinical academics
11 Northern Ireland Social Care Council		
12 General Osteopathic Council		
13 General Chiropractic Council		
14 Royal College of Veterinary Surgeons		
15 General Pharmaceutical Council (GPhC)		
XX Not applicable/Not required	NO LONGER IN USE - DO NOT USE	
08 HCPS-Social Worker England	Current registration to the relevant regulatory body is mandatory where an NHS clinical contract exists	3 Clinical academic health professional

3. NHS Contract Details

This field records the contractual arrangement for clinical staff with the higher education institution (HEI) and the NHS employing body. It is a requirement that NHS contracts are returned for contracts with clinical academic status either 1 'Clinical academic doctors and dentists', 2 'Clinical academic nurses and midwives' or 3 'Clinical academic health professions'.

The majority of clinical academics have substantive paid higher education contracts and honorary unpaid contracts. These contracts should be coded '1 HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)'. Some have separate paid contracts with both a HEI and an NHS employer (often called A+B contracts). These contracts should be coded '2 Separate HEI and NHS contracts'. A few individuals have genuinely joint HEI/NHS contracts. These contracts should be coded '3 Joint HEI/NHS or primary/community healthcare contracts'. This final contract type is rarely used at Oxford.

NHS Contract Details	Includes
0 No NHS Contract	NO LONGER IN USE - DO NOT USE
1 HEI contract and NHS Honorary Contract	Substantive paid Higher Education contracts and honorary unpaid NHS contracts (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)
2 Separate HEI and NHS contracts	Separate paid contracts with both a HEI and an NHS employer (often called A+B contracts)
3 Joint HEI/NHS or primary/community healthcare contracts	For the few individuals having genuinely joint HEI/NHS contracts
XX Not applicable/Not required	NO LONGER IN USE - DO NOT USE

4. NHS Contract Grade

This field records the NHS grade for clinical staff. Those with Clinical Status of '2 Clinical academic nurse or midwife', '3 Clinical academic health professional' or '4 Other clinical academics' should be coded 11 'Non-medical grade'.

NHS Contract Grade	Includes appointment with Clinical Status
1 Consultant	1 Clinical academic doctors
4 Associate specialist	
5 General practitioner	
8 Foundation programme doctor	
9 Speciality registrar	
10 Speciality doctor	
11 Non-medical grade	2 Clinical academic nurse or midwife, 3 Clinical academic health professional or 4 Other clinical academics
XX Not applicable/not required	NO LONGER IN USE - DO NOT USE

Appointment UDF: Clinical Sub Speciality**5. Healthcare specialty**

This field identifies the specialty of a clinical contract. This field applies to staff with Clinical Status 1, 2, 3 or 4 and indicates the healthcare professional specialty associated with their contract of employment as issued by the HEI. A contract must have one specialty and can have up to three specialties - these are captured in the three Healthcare speciality fields UDF in Core. The three must be different from one another.

Any from the list in Core can be selected.

6. Clinical sub-specialty

This field identifies the sub-specialty of a clinical contract with a Clinical Status of '1 Clinical academic doctor'. This field **must** be completed for medical staff with Clinical Status of '1 Clinical academic doctors', but **must not** be completed for any other staff group with any of the other clinical status options. Any from the list in Core can be selected.