



Checklist for implementing the Public Only Consultant Contract 2023 for existing Consultants

Employee Details	
Name	
Location (s)	
Job Title	
Start of New Contract Date	
Personnel Number	

Checklist	Yes	No
Has the consultant contacted his/her Medical Workforce Manager to discuss POCC23 and address any queries they have?		
Has the consultant indicated his/her agreement to transition to the POCC23 to their Medical Workforce Manager?		
Has the consultant agreed a revised Work Plan with his/her Clinical Director?		
Following agreement on a revised Work Plan, has a commencement date been agreed? <i>This will be the date on which the new contract takes effect for the consultant.</i>		
Please enter the agreed commencement date at Clause 5 of the contract document.		
What kind of contract will this be?	What kind of contract will this be? There are three options- please tick the applicable type 1. permanent contract for existing consultants 2. specified purpose contract; 3. fixed-term contract.	
Will the consultant be working a standard (37 hour) core working week? <i>If no please state number of hours Shorter weeks may be agreed in accordance with applicable procedures relating to flexible and family-friendly working.</i>		
Will the consultant be asked if they are willing to have their core weekly		

<p>working hours scheduled across an extended week that includes twilight working hours?</p> <p>If the consultant has been asked to work such a roster, has the consultant agreed to work such a roster? If yes, twilight premium will be available.</p>		
<p>Has the consultant applied for permission to engage in any external work (such as off-site private practice)?</p> <p><i>If so, the application will need to be considered in line with clause 24 and the applicable guidelines.</i></p>		
<p>Is the consultant an academic consultant?</p> <p><i>If not, Appendix 4 should say “deliberately left blank” instead of containing any text.</i></p>		
<p>Is the consultant employed by the HSE?</p> <p><i>If so, Appendix 8 should say “deliberately left blank” instead of containing any text.</i></p>		
<p>Is the consultant availing of the transition period for on-site private practice provided in Appendix 9?</p> <p><i>If “yes”, what is the duration of the transition period? The period will last until 31 December 2025 for consultants who transition during 2023; will be a six-month period for those who transition later than 2023.</i></p>		
<p>Has the consultant retained any historic (pre-1998) rest days?</p> <p><i>If “yes” please record how many.</i></p>		
<p>Has the consultant notified the employer of any claims under their existing contract?</p> <p><i>The consultant does not need to waive any such claims but if they have any claims they must notify the employer of the claims’ existence.</i></p>		