



PRIVATE CLINICAL PRACTICE POLICY

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1. About this policy

- 1.1. The purpose of this policy is to outline the requirements of clinical academics if they undertake private clinical practice.
- 1.2. This policy applies to all clinical academics employed by St George's, University of London.
- 1.3. Private clinical practice is not the same as "Private Consultancy". Further information on consultancy can be found in the [Consultancy Policy](#) available on the website.

2. Work obligations

- 2.1. St George's, University of London and NHS commitments must take precedence over private practice. Clinical academics are permitted to undertake a maximum of 30 days for consultancy work and private clinical practice combined.
- 2.2. When undertaking a private clinical practice clinical academics are acting entirely in a private capacity with no legal link or liability to St George's, University of London. Clinical academics should not do anything that might lead the patient to believe that they are acting in their capacity as a St George's, University of London employee (eg by using St George's, University of London headed paper). In general, private clinical practice should not be carried out on St George's, University of London premises.
- 2.3. In consideration of St George's, University of London's obligations under the Working Time Regulations clinical academics are advised that they should only engage in private practice where to do so they do not exceed a 48-hour week

(averaged over a 17-week period). Compliance with Working Time Regulations requires, on grounds of health and safety, for a break during the working day, rest after each working day and a period of continuous rest weekly.

3. Disclosure

3.1. Clinical academics should gain approval for their private clinical practice commitments in advance from their Head of Centre/Institute Director. Information about private clinical practice should be disclosed at least annually as part of the job planning and/or appraisal process. This information will include the planned location, timing and broad type of work involved. Clinical academics should inform their Head of Centre/Institute Director in advance of any significant changes to their private clinical practice arrangements.

3.2. It is also a requirement of St George's, University of London that private clinical practice is disclosed as part of the annual conflicts of interest declaration. Further details are can be found in the [Conflicts of Interest and Financial Dealings Policy](#), available on the website.

4. Arrangements for private clinical practice

4.1. Members of staff using St George's, University of London facilities in connection with private clinical practice shall make payment to St George's, University of London for such use, including but not limited to secretarial assistance, equipment, IT services, and telephone and fax facilities at rates agreed by St George's, University of London. St George's, University of London's requirement for the use of facilities shall take precedence over private clinical practice.

4.2. Members of staff undertaking private clinical practice must:

- Maintain full cover for their speciality with a medical defence organisation for private clinical practice.
- Ensure that all consultations take place on appropriately licensed and equipped premises and that the facilities and the equipment are in good working order.
- Take responsibility for the invoicing of private patients and collection of fees. Fees must not be paid directly into any St George's, University of London accounts. However, a clinical academic can make a charitable donation to St George's, University of London under gift aid arrangements if they wish.
- Take responsibility to account for any income tax, national insurance, VAT or any other taxes due to the appropriate tax authorities on amounts earned from private practice.

- Ensure that all patients seen by clinical academics within St George's, University of London for consultation, investigation or treatment are registered with a NHS Trust (where appropriate) and are properly documented in the relevant hospital notes. Only private prescriptions may be given to private patients.
- Seek agreement from St George's University Hospitals NHS Foundation Trust where a private clinical practice undertaken on St George's, University of London premises is in the same specialism as a St George's University Hospital NHS Foundation Trust clinic.