

## LATEST VERSION

### Model contract for one or more Additional PA(s) for a full-time specialty doctor or associate specialist to recognise spare professional capacity

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

#### Contract for Additional Programmed Activities

In accordance with Clause 6.7 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 Programmed Activities (APAs) over and above the ten Programmed Activities per week that constitute your standard contractual duties in accordance with Schedule 7 of the *[insert Terms and Conditions of Service – Specialty Doctor (England) or Terms and Conditions of Service – Associate Specialist (England)]* (the TCS).

The APA(s) 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 APAs 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 APA is required to be worked]. The APA(s) will be incorporated into your Job Plan schedule and be subject to the job planning process.

The remuneration for this is covered by Clause 21 of your main contract of employment and Schedule 14 of 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]* APA(s) will commence on *[insert date]* for a fixed period of 1 year but may be terminated at any time upon service of three months’ notice by either party. The requirement for you to undertake APA(s) will be reviewed annually as part of your Job Plan review.

It is confirmed that by performing (this) these APA(s) for the full duration of this contract you will comply with the requirements of Schedule 7 of the TCS. In the event of termination of this contract for APAs by *[insert name of NHS organisation]*, there will be no adverse impact on pay progression and no effect on your main contract of employment.

APAs are not pensionable nor are they subject to pay protection arrangements.

Yours sincerely

*[Signature]*

*[Date]*

On behalf of *[insert name of NHS organisation]*

**I hereby accept the offer of Additional Programmed Activities on the terms and subject to the conditions set out in the foregoing letter.**

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[Signature]

[Date]

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