
Regulations governing private practice for personal gain

- 1.1. Clinical academic staff holding honorary consultant contracts with the National Health Service are permitted to engage in private practice for personal gain subject to the extent of such practice being consistent with the overriding obligation of teaching, research and clinical service attaching to the holding of a full-time post, to the strict observance of A+B posts, to the approval of the relevant Health Authority:
 - 1.1.1. Any member of staff wishing to undertake private practice for personal gain must obtain the permission in writing of his/her Head of School/Service or, in the event of the Head of School/Service withholding that permission, from the Vice-Chancellor to whom an appeal in this respect may be made.
 - 1.1.2. The amount of the proceeds from private practice which may be retained for personal gain will be a sum amounting, before tax, (and after deduction by the University of an overhead levy of 40%), to not more than 10% of gross salary including any merit award (in this context, private practice is taken to include medico-legal work).
 - 1.1.3. The time devoted to private practice for personal gain shall not exceed one half day per week.
 - 1.1.4. All consultation and treatment is to be undertaken in Leeds and may be undertaken on existing University premises using existing University facilities and equipment. Any private consultation or treatment undertaken other than in Leeds will require prior permission in writing from Head of School/Service and the Dean of the Faculty of Medicine.
 - 1.1.5. The member of staff will maintain Medical Defence Union or similar approved cover and patients will be informed that consultations and/or treatment are given by the doctor in a private capacity and on the understanding that the University will not, in any circumstances, accept any liability or responsibility for opinions or treatment given in the course of this private practice.
 - 1.1.6. The collection of fees in respect of private patients will be made in accordance with the University's credit control procedure. The member of staff will issue standard University invoices, a copy of each of which will then be forwarded to the University Finance Office. In each case, irrespective of whether private practice has taken place on University premises or involved the use of existing University facilities and equipment, the University will make a charge for overheads of 40%.
 - 1.1.7. The member of staff will receive private payments through the monthly payroll in respect of consultations for which remittances have been received by the University Finance Office.

- 1.1.8. The member of staff will be able to apply to the Inland Revenue for such payments not to be taxed at source but to be made gross and be reported annually by the University for Schedule D purposes. (If such an application is made and it results in the University being approached by the Inland Revenue, the University will confirm that it is in favour of such an arrangement).
- 1.1.9. The Financial Accounting Office will assume responsibility for collection of outstanding payments in respect of private patients' fees and will provide the member of staff with a monthly report of unpaid invoices.
- 1.1.10. The member of staff has the option, as an alternative to receiving personally the proceeds from a particular consultation, to direct that such proceeds should, after deduction of the overhead charge, be placed in an appropriate departmental account. To minimise income tax complications if this option is taken up, such proceeds will be made payable to the University of Leeds (not to the member of staff) and the account will not be under the control of the member of staff.
- 1.1.11. In the event of the member of staff reaching the ceiling of allowed annual remuneration referred to at 1.1.2. above, all subsequent payments for consultations received in the financial year will, after deductions of the overhead charge, be placed in an appropriate account.