

# Standards of Business Conduct Annual Report 2015/16

Author	
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## 1. Introduction

- 1.1 A full revision of the Standards of Business Conduct (the Standards) was undertaken in July 2015 and approved by the Board of Directors in August 2015. The changes made during this revision were:
- Inclusion of the Fit and Proper Person requirement for Directors and Governors;
  - Inclusion of the false or misleading information offence under the 2014 Care Act;
  - A reduction in the financial values at which declarations must be made; and
  - A more comprehensive declaration document.
- 1.2 During 2015/16 the focus has been on raising awareness of the Standards across all professional groups within the organisation and ensuring all colleagues understand their obligation to adhere to them.

## 2. Background

- 2.1 The Standards outline the principles by which the Trust, its management and staff make decisions and can be held accountable. They also include best practice guidance for business activities in addition to a description of the mechanism through which concerns may be dealt with in the event that an individual believes these practices are not being followed.
- 2.2 Specific guidance is provided for the declaration of gifts, benefits, hospitality or sponsorship, all of which should be declared and registered if they amount to more than £25 (was previously £50). Gifts must also be declared if several small gifts from the same, or closely related source, total more than £50 in a 12-month period (was previously £200).
- 2.3 The adherence to the Standards engenders a strong corporate responsibility programme throughout the organisation, keeping our business well within legal requirements. It also provides a working environment in which all employees are able to feel confident about our standards of business practice. The Standards enable the Trust to continue to achieve financial and operating results while simultaneously adhering to high ethical standards that guide relationships with service users, employees, external partners and local communities.
- 2.4 Adherence to, and compliance with, ethical business conduct practices (and thereby the relevant legislation and regulation) is reliant upon effective communication throughout the organisation to ensure all colleagues understand their responsibilities in relation to the Standards of Business Conduct and related policies and procedures. During 2015/16 the Head of Governance has led a wide-ranging awareness raising campaign designed to ensure all colleagues are aware of the standards and their obligation to comply with them. Table 1 highlights the awareness campaign during 2015/16.

Table 1:

## Standards of Business Conduct communication to colleagues

Aspect of Standards	Communication media	Dates of communications sent to colleagues
1. Alcohol & Substance Misuse	Emails, for example: <ul style="list-style-type: none"> <li>• Wellbeing programme advertising;</li> <li>• Early help service promotion;</li> <li>• Promotion of alcohol liaison team;</li> <li>• Self-care week promotion which included awareness stands in main entrance;</li> <li>• Dry January promotion – including colleague case study weekly update;</li> <li>• Social media retweets on alcohol services and advice.</li> </ul>	16/11/2015 03/12/2015 23/12/2015 22/01/2016 03/02/2016 10/02/2016 07/01/2016
2. Anti-Fraud:	Emails, inSite (intranet): <ul style="list-style-type: none"> <li>• Promotion of counter fraud survey;</li> <li>• Fraudulent Times;</li> <li>• Awareness/reports on scam emails and cold callers.</li> </ul>	05/02/2016, 17/02/2016, 29/01/2016, 06/01/2016, 11/11/2015, 17/08/16, 28/08/2015 and ongoing
3. Bribery Act	<ul style="list-style-type: none"> <li>• SoBC documents on inSite and Emails</li> <li>• Standards of business conduct workshops</li> </ul>	04/12/2015, 25/11/2015, 20/11/2015, 12/10/2015, 02/10/2015, 9/10/16
4. Conflicts of Interest		
5. Environment – Corporate Social Responsibility	Emails for example: <ul style="list-style-type: none"> <li>• Promotion of NHS sustainability day;</li> <li>• Waste management in Trust;</li> <li>• Waste management policy;</li> <li>• New waste separation campaigns; and</li> <li>• inSite</li> </ul>	24/03/2016, 04/02/2016, 05/10/2015, 26/08/2015, 16/07/2015 Ongoing campaigns in Trust
6. Ethics	<ul style="list-style-type: none"> <li>• SoBC documents on inSite and Emails</li> <li>• Standards of business conduct workshops</li> <li>• The Care Act 2014</li> </ul>	29/06/16, 04/12/2015, 25/11/2015, 20/11/2015, 12/10/2015, 02/10/2015
7. Equality & Diversity	Email regarding training for colleagues	29/06/2015, 07/12/2015, 27/01/2016
8. Gifts / Sponsorship / Entertainment	Emails, for example: <ul style="list-style-type: none"> <li>• Standards of Business Conduct workshops;</li> </ul>	04/12/2015, 25/11/2015, 20/11/2015, 12/10/2015, 02/10/2015 ongoing

Aspect of Standards	Communication media	Dates of communications sent to colleagues
	<ul style="list-style-type: none"> <li>• Details of accepting gifts and declaring;</li> <li>• Word of mouth with wards.</li> </ul>	
9. Charitable Donations	<ul style="list-style-type: none"> <li>• Email;</li> <li>• Newsletters;</li> <li>• inSite;</li> <li>• Charity website;</li> <li>• 'Your Choice' Members newsletter February 2016;</li> <li>• Volunteers newsletter June 2015;</li> <li>• Trust recruitment welcome pack;</li> <li>• Word of mouth with wards and face to face; and</li> <li>• Email or telephone advice.</li> </ul>	17/03/2016, 02/07/2015, 16/07/2015 dates of SoBC workshops as above, ongoing
10. Health of Employees	<ul style="list-style-type: none"> <li>• Email;</li> <li>• inSite;</li> <li>• Screensaver;</li> <li>• E-newsletter – promotion of MOTs for colleagues;</li> <li>• Workplace health and wellbeing campaigns, referral process, flu jab;</li> <li>• Mental health;</li> <li>• National health promotion such as stop smoking and dry January; and</li> <li>• Wellbeing challenge.</li> </ul>	01/06/2015, 10/07/2015, 21/08/2015, 25/09/2015, 08/10/2015, 09/11/2015, 08/01/2016, 01/02/2016, 04/02/2016, 09/03/2016 ongoing
11. Procedures & Open Door Communication	<ul style="list-style-type: none"> <li>• Emails;</li> <li>• inSite;</li> <li>• Team Brief colleagues forum; and</li> <li>• Screensavers.</li> </ul>	<p>Team Brief last Wednesday of each month;  Dear Louise always open to colleagues to submit questions to CEO;  LiA on the front of inSite and regular newsletters;  plus reminders via Chief Executive's weekly message to colleagues and bulletins 3 times a week;  7/12/16: Become a Freedom to Speak up Guardian; and  24/7/16: Freedom to Speak Up Guardian email</p>

Aspect of Standards	Communication media	Dates of communications sent to colleagues
		address
12. Health & Safety	<ul style="list-style-type: none"> <li>• Email;</li> <li>• inSite;</li> <li>• Screensaver; and</li> <li>• Promotion of policies and guidance.</li> </ul>	01/06/2015, 26/08/2015, 26/10/2015, 02/11/2015, 13/11/2015, 15/01/2016,
13. Information Technology Security and Acceptable Use	Emails and inSite	31/07/2015, 03/10/2015, 26/02/2016
14. Confidentiality	<ul style="list-style-type: none"> <li>• Email;</li> <li>• Posters;</li> <li>• Screensavers;</li> <li>• inSite;</li> <li>• Team Brief;</li> <li>• Information governance newsletter October 2015;</li> <li>• IG training promotion weekly countdown; and</li> <li>• Information governance face to face training dates.</li> </ul>	17/07/2015, 18/09/2015, 30/10/2015, 13/11/2015, 24/02/2016, 29/02/2016, 11/03/2016, Ongoing
15. Outside Interests	<p>This aspect of the standards formed part of the awareness raising sessions done across the Trust as well as targeted sessions undertaken for Consultants, SAS doctors and other teams.</p> <p>Targeted communications were also undertaken via the Medical Director's office to all Consultants.</p>	
16. Intellectual Property	This aspect of the standards formed part of the awareness raising sessions done across the Trust.	

2.5 In addition to the communications described in Table 1, eleven one hour awareness raising sessions were provided for all colleagues across a range of community locations as well as at the hospital site during November and December 2015. 68 colleagues attended these sessions. In addition, bespoke sessions were also provided for Consultants; SAS doctors; members of the Medical Devices Management Group; Community Dental services and the Nutrition & Dietetics service.

In November 2015 the content of the awareness raising sessions was also circulated to all members of the Trust Management Committee for dissemination to their teams and through each of the five clinical Divisions.

### 3. Overview of Achievements during the period 2015/16

3.1 The Company Secretary and the Head of Governance were contacted during the year on numerous occasions for advice by colleagues from a variety of professional groups. Many more contacts were made than in previous years due to the awareness raising campaign.

- 127 declarations were made during 2015/16 for gifts, benefits, hospitality or sponsorship using the revised Standards declaration form (*an increase in declarations made of 96 from 2014/15*). 86 declarations were approved, 17 declarations were declined and 23 were made retrospectively as awareness of the Standards increased amongst colleagues. 1 declaration did not require approval (since it was notifying that a speaker fee was not going to be accepted by the individual). For further details please see appendix 1
- Post Graduate Medical Education (PGME) recorded 10 sponsored consultant study leave episodes (*a reduction of 6 from 2014/15*), see appendix 2.
- PGME recorded 6 occasions (*a reduction of 4 from 2014/15*) for which companies provided sponsorship for the PGME Tuesday lunchtime lecture programmes, see appendix 3.
- PGME recorded sponsorship of lunches on 5 occasions (*a reduction of 2 events from sponsorship received in 2014/15*) from companies for the weekly Acute Medicine Teaching Programme, see appendix 4.
- PGME recorded sponsorship of lunches on 37 occasions (*an increase of 9 events from sponsorship received in 2014/15*) from companies for the weekly Grand Rounds Teaching Programme, see appendix 5.
- At the beginning of June 2016 the Trust was notified by The Association of the British Pharmaceutical Industry (ABPI) that the pre-publication version of the Association's database of all 'transfers of value' (i.e. payments or gifts in kind) made to individual healthcare professionals and organisations during 2015 was available for validation by the Trust. The calendar year 2015 is the first year for which the ABPI is required to publically disclose this information, such disclosures will be made on an annual basis. The Head of Governance checked the information held in the ABPI's database against the information held by the Trust. 3 entries were not found on the Trust's register and as a result the Head of Governance requested further information from the ABPI. This request led to one entry being removed from the ABPI database since it had been added in error. The information provided via the ABPI enabled the Head of Governance to track back the 2 other entries to the departments which had received the payments. On both occasions (and despite several messages communicated across the Trust) the departments concerned stated that they had not realised that following the awareness raising sessions in November and December 2015 they were required to retrospectively declare any benefits received back to 1 January 2015. Bespoke awareness raising sessions with both departments are therefore planned for 2016.

3.2 All new employee contracts include a reference to the Standards i.e.:

### ***Standards of business conduct***

*You have a responsibility to declare any private interest which conflicts, or appears to conflict, with your NHS duties. Where appropriate to your job you are required to comply with the Standards of Business Conduct for NHS Staff (HSG(93)5), a copy of which is available from the Department of Health Website [www.dh.gov.uk](http://www.dh.gov.uk) / or the Human Resources Department.*

*The Trust operates a zero-tolerance approach to bribery and corruption. It is a condition of your continued employment with the Trust that you comply with all applicable legal requirements relating to anti-bribery and anti-corruption including the Bribery Act 2010. Your employment will be summarily terminated in the event that you are found to have failed to comply with the requirements of the Bribery Act 2010.*

- 3.3 Those colleagues involved in procurement at the Trust are provided with advice to ensure they act in accordance with the Supplies Code of Conduct regarding their receipt of incentives e.g. loyalty points, colleagues' contact with company representatives etc. This advice is formalised through the inclusion of guidance within the Trust's *'Policy and Guidance for the Procurement and Payment of Goods and Services (Procurement Policy)'*.
- 3.4 As evidenced in table 1 above, the Head of Governance and the Communications Team have continued to work jointly during the year to maintain a Trust-wide communications plan to publicise the Standards. The plan included (but was not limited to):
- A dedicated intranet page for the promotion of the high standards of conduct expected of colleagues who work for, and individuals who do business with, the Trust. This page has been available since July 2012 and hosts The Rotherham NHS Foundation Trust Standards of Business Conduct, Frequently Asked Questions, Standards of Business Conduct decision tool and the declaration form.
  - All e-mail user communications relating to Standards of Business Conduct declarations and addressing the appropriate way to donate money to the Rotherham Health Foundation Charity were circulated.
  - Screensavers relating to the Standards of Business Conduct continued to be used.

#### **4. The Way Forward for 2016/17**

- 4.1 The Head of Governance and the Communications Team will continue to work jointly to further enhance the Trust-wide communications plan to publicise the Standards of Business Conduct. The 2016/17 plan will include:
- Further work to embed the Standards with all colleagues;
  - Posters and display screens in reception areas aimed at both patients and individuals who do business with the Trust advising them of the gifts and hospitality Trust colleagues are able to accept and items which Trust colleagues will have to decline;
  - Articles developed by relevant Trust experts for publication in the regular Bulletins relating to the policies that are referenced in the Standards to raise colleagues' awareness;
  - All email user communications relating to Standards of Business Conduct declarations and emphasising colleagues' responsibilities within the Standards of Business Conduct.
- 4.2 All Trust policies are required to identify how adherence to the policy will be monitored and this includes those policies referenced within the Standards. The work of the Local Counter Fraud Specialist and Internal Audit are complementary to the Trust's own work programme to promote adherence by all colleagues to these Standards.

#### **5. Conclusion**

- 5.1 Overall the impact of the Standards on the declaration of gifts, benefits, hospitality or sponsorship has been positive as evidenced by the increased number of declarations made, and enquires received, relating to the Standards in year. As mentioned above, the Standards are underpinned by several Trust policies therefore publication of articles explaining the relevance of the policies to the Standards serve to enhance colleague awareness and increase understanding.

#### **6. Action required by the Audit Committee**

- 6.1 The Audit Committee is invited to:
- Approve this annual report and support the further work to be undertaken to safeguard ethical business practice in the future.
  - Note that this annual report will be published on the Trust's internet site following its approval.



## Declaration of gifts, benefits, hospitality or sponsorship received 2015/16

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Dental Nurse Manager	Doncaster Community Dental Service	1 hour CPD learning in dentistry consumables and equipment plus refreshments for 20 members of staff	DENTSPLY	RDaSH, Doncaster	£5 per head plus certificates of learning	1 hours	Y
Head of Assurance and Governance	Chief Executive	Roy Wilson Memorial Prize	Institute of Chartered secretaries and Administrators (ICSA)	N/A	£125 Amazon Vouchers	N/A	Y
Senior BMS	Immunology	Organtec Conference	Launch Diagnostics	Germany	travel, delegate fees and hospitality (£275 - £300)	20-22 May 2015	Y
Moving and Handling Specialist	Moving and Handling	National Back Exchange Conference	Sidhil Limited	Leicestershire	£607 x2	28-30 September 2015	N
Departmental Deputy Manager	Fracture Clinic	Orthopaedic and Trauma Alliance UK Annual Conference	BSN Medical	Blackpool	delegate fees, hospitality (£235)	26-27 September 2015	N
Orthopaedic Casting Technician	Fracture Clinic	Orthopaedic and Trauma Alliance UK Annual Conference	BSN Medical	Blackpool	delegate fees, hospitality (£235)	26-27 September 2015	N
Healthcare Assistant	Fracture Clinic	Orthopaedic and Trauma Alliance UK Annual Conference	BSN Medical	Blackpool	delegate fees, hospitality (£235)	26-27 September 2015	N
Orthopaedic Casting Technician	Fracture Clinic	Orthopaedic and Trauma Alliance UK Annual Conference	BSN Medical	Blackpool	delegate fees, hospitality (£235)	26-27 September 2015	N

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Clinical lead	Adult Speech and Language Therapy	IPad mini device with Bluetooth key board and predictable communication	MND Association & Sheffield Freemasons	N/A	IPad	Given in Feb 2015	N - informed to contact Charity Officer to retrospectively adhere to correct process
Podiatrist	Podiatry RCHC	Podiatry staff meeting - provision of lunch	Bbraun	RCHC	£50 - lunch	22 September 2015	Y
Director Medical Education	Medical Education	Sponsor postgrad meeting	Company contracted as Master vendor for locums	N/A	N/A	Not specified	N
Senior Cardiac Physiologist	Cardiology Suite	Sponsorship for Heart Rhythm Congress 2015	Boston Scientific	Birmingham	2 nights' accommodation with breakfast and evening meal approx. £215	5th - 7th October 2015	N
Lead Pacing Physiologist	Cardiology Suite	Sponsorship for Heart Rhythm Congress 2015	Biotronik	Birmingham	2 nights' accommodation with breakfast and evening meal approx. £215	5th - 7th October 2015	N
Head of Governance	Chief Executive's Office	Allocate UK Healthcare User Group Conference 2015	Allocate Software	Birmingham	Free attendance as speaker (delegate fee of £283.00)	8th and 9th October 2015	Y
Chief Executive		Sponsorship of table at HSJ Awards Ceremony - Working Together Informatics Work Stream	Sunquest	London	Event ticket (£30)	22 September 2015	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Ward Manager	B5	Meadowhall Vouchers	Patient	N/A	value of £50	N/A	Y - noting that ward staff declined and returned to patient - discussed options of donating to hospital charity
Specialty Doctor	Ophthalmology	Chairing a clinical meeting "SAS Ophthalmology Symposium"	Allergan	Doncaster	£300 - Chairman fees	11 November 2015	Y
Associate Specialist	Neurorehabilitation	Training for use of ultrasound	Allergan	Stoke on Trent	Course fees/hotel/refreshments £75.60	12th -13th October 2015	Y
Clinical Nurse Specialist	Inpatient Pain Team	Two thirds of first year fees for MSc in Pain Management - obtained prior to working for Trust.	NAPP Pharmaceuticals	N/A	Fees £2,520	September 2015 for 2 years	Y (approval given as new member of staff and course commenced)
Lead Specialist Nurse	Inpatient Pain Team	Two thirds of second year fees for MSc in Pain Management	NAPP Pharmaceuticals	N/A	Fees £2,520	September 2016	N - discussed with Director of HR

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Specialty Doctor	Palliative Medicine	Fee to provide communication skills training as an accredited trainer to the trust over three days. Being provided by a communications skills company called 'stay connected'	TRFT	Rotherham	fee £400 per day	08 December 2015, 21 January 2016, 08 March 2016	Y
Continence Nurse	Continence Service	Study day for professional development	Clinimed	Derby	Free	15/10/2015	Y
Specialty Doctor	Ophthalmology	Chairing a clinical meeting "SAS Ophthalmology Symposium"	Allergan	Doncaster	£300 - Chairman fees **NOTIFICATION THAT NO LONGER RECEIVING CHAIRMAN FEES RECEIVED ON 19/10/15**	11/11/2015	N/A
Matron	Ophthalmology	Biometry Study day	Zeiss	Cambridge	£125 per person for 3 members of staff	10/11/2015	Y
Consultant in Paediatric Dentistry	Doncaster Community Dental Service	Payment of delegate registration fees for course as also employed by them as a postgraduate tutor	Health Education Yorkshire and the Humber	Dental Excellence - Harwood House, Leeds	fee - £90	12/11/2015	Y
Consultant Haematologist	Haematology	The International on controls skills laboratory	Teleflex medical	Coventry	Travel (£50), overnight accommodation (£100) and speaker fee (£450)	16/11/2015	N - as policy does not allow for receipt of a speaker fee when taking study leave
Lead Nurse	Infection Prevention and Control	2017 diaries x7	Shulke	N/A	total of £56 (7x£8)	N/A	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Infection Control Team	Infection Prevention and Control	Members of Infection Prevention Society	Infection Prevention Society	variable around the UK	Members able to attend study days free of charge with beverages/lunch included	variable	Y
Adult Audiology Lead	Audiology	Undertakes private practice in Sheffield. No sponsored training undertaken in NHS time or gifts received.	N/A	N/A	N/A	N/A	Y
Advanced Dietetic Practitioner	Nutrition and Dietetics	Attendance at 2.5 day course with meals provided	B Braun	Barnsley and Sheffield	Total £80 ( £30 travel and £50 lunch and evening meals)	10th and 11th Nov 2015	Y
Consultant	Ophthalmology	Payment for evening lecture undertaken in personal time	Thea Pharmaceuticals	Sheffield	£500	18/11/2015	Y
Consultant	Cardiology	Payment for lecture to Kiveton Park Medical Centre in personal time	MSD for GPs	Sheffield	£500	29/10/2015	Y
Consultant	Haematology	Travel, accommodation and speaker fee for International on control skills laboratory	Teleflex medical	Coventry	£600 total	16/11/2015	Y
Senior Audiologist	Audiology	Use of buy one get one free places offered on Specialised Adult Testing Course	GN Otometrics	Leeds	£178	12/11/2015	Y
Consultant	Ophthalmology	Attendance at Euretina 2015 - delegate fees, travel and accommodation	Novatis	France	approx. £450 travel and accommodation and 450 euros for delegate fee	19-20 Sept 2015	Retrospective
Consultant	Ophthalmology	Attendance at AMSLER meeting Medical Retina	Novartis	London	£320 travel and overnight accommodation	25 September 2015	Retrospective
Consultant	Ophthalmology	Attendance at ESASO Conference	Novartis	Spain	1288 Euros - travel and accommodation	23-24 October 2015	Retrospective

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Consultant	Ophthalmology	Attendance at meeting	Allergan	London	£80 travel £100 overnight stay	16-17 October 2015	Retrospective
Consultant	Community Physician	Evening meal	Bristol -Myers Squibb	Rotherham	£25	25th November 2015	Y
Consultant	Cardiology	Payment for lecture to Dr Goni and Partners Surgery in private practice time as part of job plan	MSD for GPs	Rotherham	£500	07 December 2015	Y
Anti-Coagulation Nurse Specialist	Pathology	Inaugural regional anticoagulation workshop	Leopharma	Sheffield	Lunch and educational material (£5-10)	27 November 2015	Y
Pathology Clinical Services Governance Manager	Pathology	Inaugural regional anticoagulation workshop	Leopharma	Sheffield	Lunch and educational material (£5-10)	27 November 2015	Y
IBD Specialist Nurse Practitioner	Gastroenterology	Annual UK Specialist Nurse meeting in Inflammatory Bowel Disease	ACTAVIS & ALLERGEN	London	Commercial Sponsorship for delegate fees, accommodation and transport - total £251.25	04-05 December 2015	Y
IBD Specialist Nurse	Gastroenterology	Annual UK Specialist Nurse meeting in Inflammatory Bowel Disease	ACTAVIS & ALLERGEN	London	Commercial Sponsorship for delegate fees, accommodation and transport - total £251.25	04-05 December 2015	Y
Consultant	Community Physician	Breakfast provided for Community matron mentoring session	GSK	TRFT	Breakfast - £25	01 December 2015	Y
Named Nurse Adult Safeguarding	Chief Nurse Team	Gift of 500 mental capacity business cards	Mencap	N/A	£121.57	N/A	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Advanced OT Paediatrics	Children and Young Peoples Services - Community	Director of All About Therapy (trading name of All About OT Ltd	N/A	N/A	Referrals from Solicitors, case managers. Referrals can be made through COT register of independent OTs	N/A	Y
Acting Immunology Lead BMS	Immunology, Pathology	Hospitality for lunchtime presentation	Werfen	TRFT	Refreshments approx. £25	11 January 2016	Y
Consultant Anaesthetist	Anaesthetics	Restaurant meal for self and partner	individual patient		Meal £50-100	No date arranged	N (suggested patient considers donation to Hospital Charity)
Staff Nurse	Neurorehabilitation	Managing Spinal Cord Injury, Bladder and Bowel Study Day	Spinal Injuries Association	Liverpool	Delegate fees £100 plus VAT	24 February 2016	Y
Director	Estates and Facilities	Food Hamper	Catering Consultancy Bureau	N/A	approx. cost £25	N/A	Y (to be donated to Hospital Charity as raffle prize)
Admin/Secretary	Estates and Facilities	Food Hamper	Catering Consultancy Bureau	N/A	approx. cost £25	N/A	Y
Head of Facilities Services	Estates and Facilities	Food Hamper	Catering Consultancy Bureau	N/A	approx. cost £25	N/A	Y
Estates Officer	Estates and Facilities	2 bottle of Cockburn's Port	Allsigns	N/A	approx. cost £16	N/A	Y
Clinical Lead	Nutrition and Dietetics	Sponsored lunch for team	Fresenius Kabi	N/A	approx. cost £100	05 January 2016	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Locality Lead	Central 2	Gift of £50 from patient offered to District Nursing Team which was declined with suggestion for donation to hospital charity as an alternative	Patient	N/A	£50	N/A	Y
Specialist Respiratory Sister	Breathing Space	Delivery of 1 hour inhaler workshop to Pharmacists in Sheffield	TEVA	Sheffield	Total £125	23 December 2015	Y
IBD Specialist Nurse	Gastroenterology	Commercial sponsorship , delegate fees, accommodation and transport	Takeda	Birmingham	total 119.40	29 & 30 January 2016	Y
IBD Specialist Nurse Practitioner	Gastroenterology	Commercial sponsorship , delegate fees, accommodation and transport	Takeda	Birmingham	total 119.40	29 & 30 January 2016	Y
Community Matron	Community Adult Services	Pair of Kirkland signature sheepskin slipper from patient - declined and returned	Patient	N/A	total approx. cost £26	N/A	Y
Senior Audiologist	Primary Ear Care and Audiology Services	Bursary to support payment for an M Level module on Tinnitus and Hyperacusis distance learning run by Queen Margaret University in Edinburgh.	British Tinnitus Association	N/A	£440	January to May 2016	Y
Consultant	Community Unit	Hospitality - breakfast for community matron meeting	MSD	RCHC	approx. £25	01 March 2016	N
Consultant	Community Unit	Hospitality - breakfast for community matron meeting	Boehringer	RCHC	approx. £25	02 February 2016	N



Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
-	Microbiology	Lunch for 50 people (infection Control Joint Annual Event	Nordic Pharma Ltd	TRFT	£370.68	18 January 2016	N
Macmillan Lung Nurse Specialist	Medical Directorate	Delegate fees and accommodation for British Thoracic Oncology Group	Macmillan	Dublin	£230	27-29 January 2016	Y
Macmillan Lung Nurse Specialist	Medical Directorate	Funding towards conference fees for British Thoracic Oncology Group as bursary due to 2 poster presentations.	Lilly Oncology	Dublin	£307.50	27-29 January 2016	Y
Cardiac Rehab Specialist Nurse	Cardiac Team	Use of hotel meeting room	Carlton Park Hotel	Rotherham	£350	08 March 2016	Y
Consultant	Ophthalmology	Evening lecture to GPs with fee	Allergan	Rotherham	£350	10 February 2016	Y
Consultant	Paediatrics	Part funding for the Tell it right Star it right education day	Internis Pharmaceuticals Ltd	Rotherham	£500	08 January 2016	Y
Consultant	Surgery	Travel and accommodation for teaching on a course	Newcastle Surgical Training Centre	Newcastle	£300	25-26 January 2016	Y
Consultant	Surgery	Travel and accommodation for teaching on course	Iceni Centre	Cambridge	£250	10-11 March 2016	Y
Consultant	General Surgery	Attendance at training course	Baxter	Vienna	approx. £400	27 - 28 April 2016	Y
Consultant	General Surgery	Travel and accommodation interviewing for SPRs as par of national selection process	Yorkshire Deanery	London	approx. £300	21 April 2016	Y
OT	Community OT	Provision of lunch to demonstrate new ceiling track	Prisim Medical	Rotherham	approx. £50	03 February 2016	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
		hoists					
Speciality Doctor	Dermatology	Euro PDT Congress 2016	Galderma	Spain	approx. £1,000	12 - 13 February 2016	Y
Consultant	Dermatology	Dermatology meeting on Psoriasis	Novartis	Spain	travel, delegate fees, hospitality and accommodation £915	17-18 March 2016	Y
Consultant	Medicine	Training Programme Director for Core Medical Training (HEYH)	N/A	N/A	2 PA's paid by HEYH	N/A	Y
Consultant	Ophthalmology	Preparation and presentation for evening lecture	MSD	Rotherham	£500	27 January 2016	Y
Consultant	Ophthalmology	Attendance at conference	Bayer	Poland	travel, accommodation and hospitality approx. £800	01 April 2016	Y
Consultant	Integrated Medicine	Director of Alel Health Care Ltd	N/A	N/A	N/A	N/A	Y
Consultant	Physician	Lunch	Astella	Sheffield	not likely to exceed £25	27 February 2016	Y
Consultant	Ophthalmology	Preparation and presentation for lecture	Alcon	Leeds	£600	11 May 2016	Y
Consultant	Ophthalmology	Attendance at annual Congress of the International Glaucoma Society meeting	Santaen UK Ltd	Czech Republic	travel , accommodation and other totalling approx. £1155	20-22 June 2016	Y
Nurse Consultant	Vascular Access	Director of IVTEAM Ltd	N/A	N/A	N/A	N/A	Y
Lead Immunology BMS	Immunology	National Clinical Immunology Laboratory Managers meeting 2016	Sebia UK/A Menarini Diagnostics/The Binding Site Ltd/Thermofisher/Launch Diagnostics Ltd/Pathway	Sutton Coldfield	Hospitality and delegate fees approx. £160	9-10 March 2016	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
			Diagnostics/Bio-Rad/Werfen/Bio-Diagnostics				
Director of Corporate Affairs/Co Sec	Corporate Affairs	Invitation as guest to Wet Wet Wet concert in KPMG box (declined by recipient)	KPMG	Leeds	in excess of £140	04 March 2016	Y (noting that offer declined)
Heart Failure Specialist Nurse	Cardiac Dept	Ad hoc lecturing only on heart failure master module	Sheffield University	Sheffield	£50 per session	26 January 2016 plus others	Y
Consultant	Community Unit	Hospitality - Evening Meal	MSD	Rotherham	£25 pp	09 March 2016	Y
Heart Failure Specialist Nurse	Cardiac Dept	Lecturing work for M& K	M& K Update Ltd, Keswick, Cumbria	various	£350 per session	Various	Y
Consultant	Ophthalmology	travel, accommodation, hospitality, fees for attendance at conference at Moorfields Eye Hospital	Bayer	London	£250	10-11 October 2016	Y
Consultant	Ophthalmology	Speaker fee	Alcon	Leeds	£600	11 May 2016	N (cannot accept speaker fee while on study leave)
Consultant	Ophthalmology	Speaker fee (only preparation time fee undertaken in own time - no fee for giving lecture)	Alcon	Leeds	£300	11 May 2016	Y
Consultant	Ophthalmology	Speaker Fee given to Barnsley GPs	GP teaching	Barnsley	£250	20 April 2016	N (cannot accept speaker fee while on study leave)

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Clinical Lead REWS	REWS	Training and updates on technical developments. Maintenance and repair schedules on equipment used by dept	Invacare	Micleover & Wetherby	Free training	12 & 19 May 2016	Y
Consultant	Anaesthetics	Train fare for Fluid Leads Day	Baxter	Manchester	train fare (£27)	17 May 2016	Y
Matron	Ophthalmology	Study day at Moorfields Hospital	MERZ drug company	London	Delegate fees, hotel and travel (£452.80).	30 April 2016	Y
Consultant	Ophthalmology	Aurora Glaucoma Conference	Allergan	Barcelona, Spain	travel/accommodation (£970)	22-24 April 2016	Y
Consultant	Paediatric Dentistry	Refreshments for staff meeting	Kerr UK	Doncaster	Lunch approx. £40-50	21 April 2016	Y
Specialist Doctor	Ophthalmology	Travel to Ophthalmology Meeting	ALCON	Leeds	£40	11 May 2016	Y
-	Cardiac Team	Sponsorship of South Yorkshire Cardiology update afternoon	Servier	Sheffield	refreshments/venue		Y
IBD Specialist Nurse	Gastroenterology	National meeting on inflammatory bowel disease and entyvio	Takeda	London	travel and accommodation total £251.25	21-22 April 2016	Y (attendance later cancelled)
IBD Specialist Nurse	Gastroenterology	National meeting on inflammatory bowel disease and entyvio	Takeda	London	travel and accommodation total £251.25	21-22 April 2016	Y (attendance later cancelled)
Heart Failure Specialist Nurse	Cardiac Team	Speak to Parliament to raise awareness of heart failure	British Heart Foundation	London	Train Ticket and accommodation	15 March 2016	Y

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Consultant	Ophthalmology	Lecture fees for complicated cataract surgery lecture to regional ophthalmic SAS doctors	Allergan	Doncaster	£350	09 November 2016	Y (lecture later cancelled)
IBS Specialist Nurse	Gastroenterology	5th Annual Scientific Meeting in Digestive Disorders	Allergan	London	Delegate Fee, accommodation and transport approx. £251.25	15th and 16th April 2016	Y
IBS Specialist Nurse	Gastroenterology	5th Annual Scientific Meeting in Digestive Disorders	Allergan	London	Delegate Fee, accommodation and transport approx. £251.25	15th and 16th April 2016	Y
Consultant	Ophthalmology	Scientific Meeting	Alcon	TRFT	zero	11th May 2016	Y
Community Matron	Community Adult Services	Education regarding inhalers	GSK	RCHC	zero	various dates	Y
IV Nurse Consultant	Vascular Access Team	Related expenses agreed in the fees for services or consultancy contract total	Baxter Healthcare Ltd	N/A	Fee travel and accommodation		Retrospective
Liver CNS	General Medicine	One night hotel accommodation	Lundbeck	Manchester	Travel and accommodation total £130	20-24 April 2015	Retrospective
Macmillan Lung Nurse Specialist	General Medicine	Lung Cancer Annual General Meeting	Eli Lilly & Company	Rotherham	Meal £142	22 October 2015	Retrospective
Macmillan Lung Nurse Specialist	General Medicine	Speaker fee	Pfizer Ltd	Sheffield	£300	25 November 2015	Retrospective
Director for Integrated Medicine	Integrated Medicine	Speaker fee	Pfizer Ltd	Rotherham	£300	07 October 2015	Retrospective

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Contraceptive & Sexual Health Service	Family Health	Family Planning Course (DFSRH / NDFSRH course)	BGP Products Ltd	Rotherham	£150	August 2015	Retrospective
Deputy Head of Nursing - Community	Integrated Medicine	British Journal of Nursing Awards March 2015	Bullens Healthcare	London	£150	March 2015	Retrospective
Highly Specialist Respiratory Nurse	Breathing Space	Speaker fee	Astra Zeneca	Rotherham & Sheffield	£500	6 October 2015 & 8 October 2015	Retrospective
Highly Specialist Respiratory Nurse	Breathing Space	Speaker fee	Boehringer Ingelheim	Sheffield	£499	21 October 2015	Retrospective
Highly Specialist Respiratory Nurse	Breathing Space	Speaker fee	Rotherham Respiratory Group	Rotherham	£1,350	20 February 2016, 17 March 2016, 18 March 2016	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Durham	£4,300	12 May 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	London		11 May 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Sheffield		01 July 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Barnsley		17 September 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Sheffield		23 October 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Barnsley		16 November 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	London		27 November 2015	Retrospective

Job Title	Speciality	Title of event/gift/benefit	Sponsor	Location of event	Extent of Sponsorship	Duration	Approved/ Not Approved (Y/N)
Respiratory Nurse Consultant	Breathing Space	Speaker fee	Pfizer Ltd	Chesterfield		15 March 2016	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	GlaxoSmithKline	Leeds	£2,159	10 June 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	GlaxoSmithKline	Not stated		11 June 2015	Retrospective
Respiratory Nurse Consultant	Breathing Space	Speaker fee	GlaxoSmithKline	Not stated		18 June 2015	Retrospective
Deputy Head of Nursing - Community	Integrated Medicine	Author fee	British Journal of Nursing	N/A	£150	January 2015	Retrospective

## Declaration of Consultant Sponsored Study Leave 2015/16

Specialty	Location	Duration	Title of event	Extent of sponsorship	Sponsor	Authorised by	Estimated Value
Trauma & Orthopaedics	Oxford	2	Cadaver Course	Travel & Accommodation	Arthrex	Clinical Director	£350
Trauma & Orthopaedics	Unknown	4	BOA Annual Congress	Unknown	BOA	Other	unknown
Trauma & Orthopaedics	Unknown	1	Master class in complex abdominal reconstruction	Travel & Accommodation	Cook Medical	Clinical Director	unknown
Geriatrics	Unknown	1	Osteoporosis North West 2015	Unknown	Lilly	Other	unknown
GUM	Unknown	2	BASHH Spring Conference	Fee, Travel & Accommodation	Jansen	Clinical Director	£800
Dermatology	Unknown	3	BAD annual conference	Fee & Accommodation	Novaris	Clinical Director	unknown
Geriatrics	Berlin	2	1st Congress of the European Academy of Neurology	Fee, Travel & Accommodation	Britannia	Clinical Director	£800
Haematology	Coventry	1	International On Control Bone Marrow Biopsy	Fee, Travel & Accommodation	Teleflex	Clinical Director	£300
Surgery	Torbay	2	Advanced Laparoscopic Upper GI Surgery Course	Travel & Accommodation	Storz	Clinical Lead	£400
Geriatrics	London	1	Astellia Bladder Master class	Fee	Astellia	Clinical Director	unknown

N.B. The financial value of sponsorship for consultant sponsored study leave has not been reported historically. Whilst the form used to record study leave was amended to collect the financial value of sponsorship at the beginning of 2014/15 this information was not always completed by the individuals completing the forms.



## Declaration of PGME sponsorship received for the PGME Tuesday lunchtime lecture programme during 2015/16

Date of Sponsorship	Company	Amount Sponsored
16/06/2015	TEVA UK	£200
07/07/2015	Norgine	£200
14/07/2015	Pfizer	£200
17/11/2015	Pfizer	£200
17/11/2015	Bayer	£200
15/12/2015	NAPP	£200

## Declaration of PGME sponsorship received for Acute Medicine teaching programme 2015/16

Date	Subject	Company	Amount Sponsored
08/01/2016	RCP Tutor's Forum	Ferring	£125
15/01/2016	Joint Pain & Swelling	Boehringer	£125
19/02/2016	Inflammatory bowel disease	Pfizer	£125
26/02/2016	Asthma	Pharmaceutical	£125
04/03/2016	Pneumothorax	Boehringer	£125

## Declaration of PGME sponsorship received for the Grand Round teaching programme 2015/16

Date	Subject	Presenter	Sponsor	Amount Sponsored
13/04/2015	Cardiology	Dr T Mwambingu	Novartis	£200
20/04/2015	Rheumatology	Dr Fawthrop	Bayer	£200
27/04/2015	Palliative Care	Dr F Hendry	GSK	£200
11/05/2015	Neurology	Dr Hafiz	Boehringer	£200
18/05/2015	Acute Medicine	Dr Arefin	NAPP	£200
01/06/2015	Cardiology	Dr T Mwambingu	GSK	£200
08/06/2015	Gastroenterology	Dr B Hoeroldt	Astrazeneca	£200
15/06/2015	Respiratory	Dr J Miles	A Menarini	£200
22/06/2015	Microbiology	Professor W Al-Wali	MSD	£200
29/06/2015	Endocrinology	Dr S Muzulu	Boehringer	£200
06/07/2015	Dermatology	Dr A Muncaster	MSD	£200
13/07/2015	Haematology	Dr R Went	A Menarini	£200
20/07/2015	Acute Medicine	Multi	Boehringer	£200
07/09/2015	Rheumatology	Dr F Fawthrop	GSK	£200
14/09/2015	Palliative Care	Dr R Broadhurst	Astrazeneca	£200
21/09/2015	Cardiology	Dr R Muthusamy	Bayer	£200
28/09/2015	Stroke Medicine	Dr S Punnoose	Boehringer	£200
05/10/2015	Microbiology	Professor W Al-Wali	GSK	£200
12/10/2015	HCOP - Falls	Dr Al-Modaris	Pfizer	£200
19/10/2015	Respiratory	Dr N Qureshi	NAPP	£200
02/11/2015	Community IV Service Medication Safety	Andrew Jackson Dr Gerry Lynch	GSK	£200
09/11/2015	Haematology	Dr A Alfred	Boehringer	£200
16/11/2015	Diabetes	Dr B Franke	Astrazeneca	£200
23/11/2015	Acute Medicine	Dr S Nakash	Bayer	£200

Date	Subject	Presenter	Sponsor	Amount Sponsored
30/11/2015	Genito Urinary Medicine	Dr A Garner	Chiesi	£200
07/12/2015	HCOP Bone Health	Dr N Athavale	NAPP	£200
14/12/2015	Dermatology	Dr A Muncaster	GSK	£200
11/01/2016	Cardiology	Dr S Smith	Bayer	£200
18/01/2016	HCOP Falls Care	Dr F Al-Modaris	Pfizer	£200
25/01/2016	Microbiology	Dr W Al-Wali	GSK	£200
01/02/2016	Endocrinology	Dr S Muzulu	Merck	£200
15/02/2016	Haematology	Dr R Went	Pfizer	£200
22/02/2016	Stroke Medicine	Dr J Okwera	Bayer	£200
29/02/2016	Gastroenterology	Dr El-Khatimi	Norgine	£200
07/03/2016	Respiratory	Dr V Athey	NAPP	£200
14/03/2016	Acute Medicine	Dr S Nakash	GSK	£200
21/03/2016	Rheumatology	Dr R Kumari	Norgine	£200