

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Honorary Allied Health Appointments
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	SESLHDPR/442
DATE OF PUBLICATION	January 2026
RISK RATING	Low
LEVEL OF EVIDENCE	National Safety and Quality Health Service Standards: Standard 1 – Clinical Governance
REVIEW DATE	January 2031
FORMER REFERENCE(S)	SESLHDPD/301 SESLHPD/138
EXECUTIVE SPONSOR	Director, Allied Health
AUTHOR	Sean Hails Allied Health Performance and Development Consultant
POSITION RESPONSIBLE FOR THE DOCUMENT	Allied Health Performance and Development Consultant seslhd-districtalliedhealth@health.nsw.gov.au
FUNCTIONAL GROUP(S)	Allied Health
KEY TERMS	Allied Health, Honorary appointment
SUMMARY	This document outlines the Memorandum of Understanding process to be followed when engaging an allied health professional in an honorary capacity.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

**This Procedure is intellectual property of South Eastern Sydney Local Health District.
Procedure content cannot be duplicated.**

Feedback about this document can be sent to SESLHD-Policy@health.nsw.gov.au

SESLHD PROCEDURE

Honorary Allied Health Appointment

SESLHDPR/442

1. BACKGROUND

South Eastern Sydney Local Health District (SESLHD) recognises the potential contribution to its services of Allied Health Professionals (AHP) who are not employed by SESLHD but are prepared to contribute to SESLHD in an honorary capacity. This may include, but not be limited to, AHP's employed by other agencies, universities or in private practice. It may also apply to allied health professionals employed by external agencies conducting research within SESLHD.

Applications for an honorary appointment may be made whenever an appropriate opportunity or need arises. Such positions will generally not be advertised. It is the responsibility of the Manager of the sponsoring service in which the honorary AHP will work, to sponsor an application for an honorary appointment.

2. RESPONSIBILITIES

The **sponsoring Manager** should discuss the proposed arrangement with the potential honorary AHP appointee and other relevant management personnel including the appropriate SESLHD Allied Health Discipline Advisor, General Manager or their delegate Service Director and the SESLHD Director, Allied Health.

The **sponsoring Manager** must document the role proposed for the honorary AHP, specifying details of what is and is not required, in the format of a Position Description. Responsibility for submitting the application and associated forms lies with the sponsoring manager requesting the appointment.

The **SESLHD Allied Health and Psychology Grading Committee (AHPGC)** is responsible for reviewing the application including the Memorandum of Understanding and making recommendations to the SESLHD Chief Executive via the Director Allied Health to either support or deny the honorary appointment.

The **SESLHD Chief Executive** completes the final approval of the Brief and the Memorandum of Understanding.

3. PROCEDURE

3.1 If it is determined that both the Honorary appointee and the sponsoring service wish to pursue an appointment, the sponsoring Manager will submit the full Honorary appointment application package to the Allied Health and Psychology Grading Committee (AHPGC) for endorsement. This package is to include the following documents:

- Proposed position description
- Application for Appointment (SESLHD Form F193 – Honorary Allied Health Professional – Application for Appointment)
- Cover letter
- Curriculum Vitae highlighting training and experience and including the names and contact details of three referees
- Certified copies of Qualification and, where relevant, registration (all originals to be

SESLHD PROCEDURE**Honorary Allied Health Appointment****SESLHDPR/442**

- sighted by sponsoring Manager)
 - Proof of Identification (100 points & originals to be sighted by sponsoring Manager)
 - Signed Criminal Record Check (CRC) as per [NSW Health Policy Directive PD2019_003 - Working with Children Checks and Other Police Checks](#)
 - Evidence of Indemnity and Insurance cover
 - Prohibited Employment Declaration forms
 - Details of Immunisation Status in accordance with [NSW Health Policy Directive PD2022_029 - Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#).
- 3.2** Following AHPGC endorsement of the position, the sponsoring Manager interviews the appointee. The relevant Allied Health Advisor, or a staff member delegated by the relevant Allied Health Advisor, must be on this interview panel.
- 3.3** The sponsoring Manager must submit all required evidence and details of immunisation status in accordance with the policies above to Staff Health for assessment and to ensure compliance is met.
- 3.4** The sponsoring Manager and Honorary Appointee negotiate a proposed commencement date. The [Memorandum of Understanding \(MOU\) and operational schedule document](#) is completed by the Honorary appointee and sponsoring Manager (Sign off by the Chief Executive occurs at 3.8, when submitted with Brief).
- 3.5** The sponsoring Manager collates the application and submits all documents (from 3.1, 3.2 & 3.4), to the SESLHD AHPGC for review.
- 3.6** Following AHPGC endorsement of the application, the sponsoring Manager sends the proposed MOU with an expiry date and covering brief through the following approval chain: Relevant General Manager/Service Director -> SESLHD Director Allied Health -> SESLHD Chief Executive.
- 3.7** Following SESLHD Chief Executive approval of the proposed honorary appointment, the sponsoring Manager forwards the signed mandatory 100 point identification, Employment Declaration and CRC forms to Workforce Services.
- 3.8** The Director, Allied Health documents the details of the approved honorary appointment in a centralised spreadsheet and saves all requested documentation in secure personnel file.
- 3.9** Workforce Services advise the sponsoring Manager when the Honorary Appointee's Stafflink number has been created.
- 3.10** The sponsoring Manager is responsible for onboarding and ongoing monitoring of the role. The Service Manager advises the General Manager/Service Director that this process has been finalised.
- 3.11** The sponsoring manager notifies the Director of Allied Health of any changes to the Honorary appointment contract including completion, extension or termination.

SESLHD PROCEDURE

Honorary Allied Health Appointment

SESLHDPR/442

4. TERMINATION

The appointment may be terminated by SESLHD for any substantiated instance of a breach of NSW Ministry of Health Policy Directives, SESLHD Policies, Procedures and Guidelines, legislative provisions, statutory requirements or clinical ethics by the Honorary Allied Health Appointee.

5. DOCUMENTATION

- [Memorandum of Understanding](#) (MOU) between SESLHD and the practitioner / organisation and Proposed Operational Schedule
- [Application for Appointment \(SESLHD Form F193 – Honorary Allied Health Professional – Application for Appointment\)](#)

6. AUDIT

The Director Allied Health or delegate to audit compliance with the MOU every 12 months or as required.

7. REFERENCES

- [NSW Health Policy Directive PD2022_029 - Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](#)
- [NSW Health Policy Directive PD2019_003 - Working with Children Checks and Other Police Checks](#)
- Sydney Children’s Hospitals (Westmead) Draft Honorary Allied Health Practitioners MOU and flowchart
- Hunter New England LHD Draft Honorary Appointment of Allied Health Practitioner’s Procedure

8. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
November 2021	DRAFT	Converted from SESLHDPD/301 by Claire Douglas, Allied Health Workforce Consultant SESLHD
February 2022	DRAFT	Draft for Comment period. Approved by Executive Sponsor
March 2022	1	Approved by Executive Council.
14 January 2026	1.1	Minor updates made by Sean Hails, Allied Health Performance and Development Consultant. Approved by Executive Sponsor.

Appendix – Honorary Allied Health Appointment Process

