**Brighton and Sussex Medical School**

**Honorary Title application pack**

Appropriate for clinicians in training or for non-clinical applications for individuals working with BSMS academics.

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# Criteria for Applications

## Honorary Lecturer

This title is given to colleagues who are required to give regular seminars, lectures, or dedicated teaching sessions and to act as an examiner for the BM.BS. An Honorary Lecturer title might be appropriate for new Consultants.

Specialist Registrars and Specialist Trainees who have successfully completed their postdoctoral studies and who maintain either research or teaching activities may also apply.

## Honorary Teaching Fellow

This title may be offered in recognition of a person’s contribution to teaching within BSMS, for example, participating in revision sessions with, or mentoring undergraduate students, teaching during student clinical rotations, and assisting with admissions interviewing.

Also appropriate for early career trainees (pre specialist training) who have commitments to teaching medical students such as the NHS teaching fellows.

## Honorary Research Fellow

This title is normally awarded to those in recognition of a significant contribution to research within BSMS, for example, supervision of graduate students, or a major contribution to research in collaboration with BSMS staff. This includes postgraduate students studying for their postdoctoral degrees.

# Application for an Honorary Academic Title

## **Part 1 – Your details** (for completion by applicant)

Please enclose a copy of your CV with the completed application form, please also enclose a copy of your Integrated Job Plan if this is a clinical application. It is essential that all sections of this form are completed in full. You should not refer to sections of your CV on the form as a way of substituting the information requested.

**Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **First Name** | | **Last Name** |
|  |  | |  |
| **Correspondence Address** | | | |
|  | | | |
| **Contact Telephone Number** | | **Email address** | |
|  | |  | |
| **GMC or professional registration number (if applicable)** | | | |
|  | | | |

**Which honorary title is being applied for?**

|  |  |
| --- | --- |
| **Title** | **Please tick** |
| Honorary Clinical Lecturer |  |
| Honorary Teaching Fellow |  |
| Honorary Research Fellow |  |

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/qualification** | **Year** | **Awarding Institution** | **Class (if applicable)** |
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**Qualifications planned during honorary title (for example, PG cert, MSc, MD(res), PhD)**

|  |  |
| --- | --- |
| **Degree** | **Department** |
|  |  |
|  |  |

**Current post(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** (from) | **Post** | **Organisation/Institution** | **Existing Honorary Titles** |
|  |  |  |  |
|  |  |  |  |

**Previous post(s)** (last 3 years only)

|  |  |  |
| --- | --- | --- |
| **Dates**  (to – from) | **Post** | **Organisation/Institution** |
|  |  |  |
|  |  |  |
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## **Part 2 Covering statement**

**Please give a brief Covering statement for your application for an honorary title at BSMS:**

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| --- |
| **Covering statement** |
| (max 300 words) |

## **Part 3 Contribution to teaching and training BSMS students.**

**3.1 Summary of contribution to teaching/training at either at Undergraduate or Postgraduate level during the last five years** (please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributions to BSMS education** | | | |
| Lectures |  | Small group teaching |  |
| Ward/Clinic based teaching |  | SSCs |  |
| SIM training |  | IRPs |  |
| Administration/Organisation of teaching |  | Admission interviews |  |
| Exam marking/Assessments |  | Mentoring |  |
| Other (please explain) |  | | |

* 1. **Current direct teaching commitments within BSMS**

Please provide full details of your current contribution to teaching students on the BMBS programme and/or taught postgraduate programmes in the Department of Medical Education. Where you have specific roles within modules and/or programmes or curriculum design and development, please provide relevant information.

|  |
| --- |
| **Teaching on undergraduate BMBS programme or postgraduate courses.** |
|  |

* 1. **Contribution to curriculum planning/development and teaching administration within the School**

Please provide full details of your current contribution, including your role supporting curriculum development and teaching administration, and the nature of the work involved. Where you have specific roles within modules and/or programmes, please provide information about what these roles involve.

|  |
| --- |
| **Planning and Development of BSMS courses** |
|  |

* 1. **Contribution wider activities within BSMS**

Please provide full details of your current contribution to other activities within BSMS, including roles such as student mentor, support for IRPs and medical school entrance interviews.

|  |
| --- |
| **Wider contributions to Student education/life** |
|  |

* 1. **Current teaching commitments in other Institutions**

Please provide full details of any teaching activities at either Undergraduate or Postgraduate level which you undertake for Institutions other than BSMS.

|  |
| --- |
| **Undergraduate or Postgraduate teaching activities not at BSMS** |
|  |

## **Part 4 Research**

* 1. **Please provide full details of your current research and areas of interest.** Pleaseinclude projects you are developing, studies for which you are PI or Co-PI. Grant applications and grants awarded, collaborations within BSMS and collaborations with other institutions.

|  |
| --- |
| (Max 300 words) |

* 1. **Please provide details of any supportive research roles you are providing,** e.g. support for IRP projects, research mentoring. In this section you may include current audit and quality improvement projects

|  |
| --- |
| **Supportive roles/Audit/Quality Improvement** |
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## **Part 5 Publications**

**5.1 Please list your peer reviewed publications from the last 5 years.**

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* 1. **Presentations**

Please list local/national/international presentations in past 3 years

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| --- | --- | --- |
| **Title** | **Year** | **Organization** |
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## **Part 6 Verification** (for completion by applicant)

* I confirm that in my opinion there is no potential conflict of interest for the person proposing my nomination.
* I confirm that the above information is correct to the best of my knowledge.
* I declare that I am in good standing with the GMC and my employing institution and that there are no reasons why I should not represent BSMS by the acceptance of the honorary title I have applied for.
* If you feel that you are unable to make this statement above for whatever reason, please contact the Chair of the HTC to discuss.

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| --- | --- |
| **Applicant’s signature** | **Date** |
|  |  |
| **Print Name** | **Date** |
|  |  |

Part 7 Support from Employer(for completion by Medical Director (or Deputy), Senior GP Partner) please tick the appropriate box

I confirm that I support this application and confirm that the applicant has no outstanding disciplinary proceedings, suspensions, restrictions on practice or involvement in any ongoing concerns related to their role.

I confirm that the applicant has discussed the application with the relevant line manager who confirms that the activities described in this application are compatible with their current duties.

|  |  |  |
| --- | --- | --- |
| **Signature / Print Name** | | **Date** |
|  | |  |
| **Job Title** | **Trust/Practice** | |
|  |  | |

Part 8 Academic Reference(please provide the name of a senior member of BSMS faculty who can support your application)

I confirm that I support this application:

|  |  |
| --- | --- |
| **Name of academic referee** | **Title** |
|  |  |
| **Signature of academic referee** | **Date** |
|  |  |
| **Comments from academic referee** | |
|  | |

Part 10 Confirmation of BSMS Head of Department(for completion by relevant BSMS Head of Department)

*Please refer to committee handbook for guidance regarding relevant BSMS Head of Department.*

I confirm that this application should be presented to the BSMS Sub-Committee for Honorary Titles.

|  |  |
| --- | --- |
| **Head of Department** | **Date** |
|  |  |

If the nomination should be presented by a BSMS member of Faculty other than yourself, please add the name here:

# Equality Diversity and Inclusion Questionnaire

In line with the medical school equality, diversity and inclusion strategy could you please complete the following anonymous questionnaire for our data records:

<https://universityofsussex.eu.qualtrics.com/jfe/form/SV_9TV0Z0BjsUhUqcC>