**Honorary Contract Process**

1. Applicant fills out their information in ‘Request for Honorary Academic Contract’ form b2 Hon 1.3 (Attachment 1) ensuring the correct Trust contact information is included for Human Resources at their site of work and for their clinical line manager.
2. Applicant forwards to their Sponsor\* at BSMS.
3. Sponsor\* within BSMS fills out the BSMS - [Request to Fill Approval Form](https://www.sussex.ac.uk/humanresources/documents/approval-to-fill-replaceextend-or-change-all-bsms-funded-posts-(not-research-funded).docx) and sends both forms to the [BSMS Operations Manager](https://www.bsms.ac.uk/about/contact-us/professional-services-staff.aspx)
   1. Sponsor to ensure RTF has BSMS Department & proposed line manager specified.

1. [BSMS Operations Manager](https://www.bsms.ac.uk/about/contact-us/professional-services-staff.aspx) will approve the forms and the sends signed RTF and ‘Request for Honorary Academic Contract form’ to [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk)
2. [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk) checks forms and forwards the ‘b2 Hon 1.3 Request for Honorary Academic Contract’ form along with ‘Pre-Employment Check’ form (Attachment 3) to the Trust HR (using contact details supplied by the applicant) for completion and approval, copying in the applicant and the [BSMS Operations Manager](https://www.bsms.ac.uk/about/contact-us/professional-services-staff.aspx).
3. Trust HR reviews, approves, and returns completed forms to the [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk)
4. [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk) drafts the Honorary Contract and sends to the [BSMS Operations Manager](https://www.bsms.ac.uk/about/contact-us/professional-services-staff.aspx) to signs on behalf of the Dean of BSMS
5. [BSMS Operations Manager](https://www.bsms.ac.uk/about/contact-us/professional-services-staff.aspx) returns the signed contract to the [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk)
6. [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk) sends the signed Honorary Contract out to the applicant, with equal ops (attachment 3) form & staff record acceptance (attachment 4) and request copy of passport/visa.
7. On receipt of forms, [HR Business Services Coordinator (BSMS)](mailto:hradmin.bsms@sussex.ac.uk) sets up an online Teams meeting to complete an ID check with the applicant.
8. ID Check completed – individual can start honorary contract.
9. Honorary contract holder meets with [Head of Department](https://www.bsms.ac.uk/about/contact-us/senior-staff.aspx) for introduction to BSMS.

\*Staff member wanting to appoint honorary contract OR appropriate [Head of Department](https://www.bsms.ac.uk/about/contact-us/senior-staff.aspx)

**Forms**

Attachment 1



Attachment 2



Attachment 3



Attachment 4



**Honorary Contracts NHS Contacts**

* Queen Victoria NHS Foundation Trust
  + HR Contacts: [jonathan.terry@nhs.net](http://jonathan.terry@nhs.net) and [qvh.honorarycontracts@nhs.net](http://qvh.honorarycontracts@nhs.net)
* University Hospitals Sussex NHS Foundation Trust
  + HR Contact: Eki Irowen (medical work force officer) [e.iriowen@nhs.net](mailto:e.iriowen@nhs.net)
* Sussex Partnership NHS Foundation Trust (worthing) (SPFT)
  + [MedicalStaffing@spft.nhs.uk](http://MedicalStaffing@spft.nhs.uk)