**SECTION 1: APPLICANT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name:  (including title) |  | | | |
| NHS Correspondence  Address: |  | | Telephone: |  |
| Email: |  |
| Application Type: | * New title | * Renewal | | |
| Current job title |  |  | | |
| Current place of employment |  |  | | |
| Are you currently in paid employment with Cardiff University? | ⬜ Yes – please give details  ⬜ No | | | |
| Professional Qualifications  (Primary & PostGraduate) |  | | | |
| Professional Registration Number  (eg GMC, NMC) |  | | | |
| Memberships | ⬜ Academy of Medical Educators    ⬜ Higher Education Academy | | | |

**SECTION 2: TITLE SOUGHT**

|  |  |
| --- | --- |
| * Honorary Senior Lecturer |  |
| * Honorary Lecturer |  |
| * Honorary Clinical Teacher |  |
| * Honorary Associate Clinical Teacher |  |
|  |  |
|  |  |
|  | |

**SECTION 3: DETAILS OF APPLICATION**

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| --- |
| **Statement in support of the Application :**  **(Please refer to Annex B : Criteria)** |
| * **I confirm that my CV is attached** (Note: the proposed title cannot be awarded without this) |
| * **I confirm that I have provided information on any training related to teaching that I have undertaken ( Annex A)** |

**SECTION 4: APPROVAL**

|  |  |  |
| --- | --- | --- |
| **PROPOSER:**  I confirm that I fully support the application for an Honorary Title to be awarded | Name (please print): |  |
| Signature: |  |
| Honorary Title : |  |
| Job Title : |  |
| Date: |  |
| **C&V UHB Staff only**  **CLINICAL DIRECTOR**  I confirm that I fully support the application for an Honorary Title to be awarded | Name (please print): |  |
| Signature: |  |
| Date: |  |

**Completed and signed application forms should be returned to : NHS Liaison Unit, College of Biomedical & Life Sciences, Cardiff University, College House, King George V Drive East, Heath Park, Cardiff CF14 4EP. E-mail :** [**liaisonunit@Cardiff.ac.uk**](mailto:liaisonunit@Cardiff.ac.uk) **; tel: +44(0)29 32087 9446; or +44(0)29 2068 7706**

**Annex A**

**Information on training related to teaching**

***The General Medical Council request the School of Medicine to provide additional information about its clinical teachers and their training related to teaching. Please tick the training you have undertaken below.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Attended | | Year Attended (Approx) |
|  | Training category | Y | N |
| 1 | Training the Trainers |  |  |  |
| 2 | Teaching the Teachers |  |  |  |
| 3 | More Effective Teaching |  |  |  |
| 4 | CU School of Medicine Interview Training |  |  |  |
| 5 | CU School of Medicine Examiner Training |  |  |  |
| 6 | Royal College Examiner Training |  |  |  |
| 7 | Educational Supervisor Educational Programmes (PLATO) |  |  |  |
| 8 | Appraisal Training |  |  |  |
| 9 | Workplace Learning & Education Supervision |  |  |  |
| 10 | Assessment Training |  |  |  |
| 11 | Trainees in Difficulty |  |  |  |
| 12 | Equality & Diversity |  |  |  |
| 13 | Dignity at Work |  |  |  |
| 14 | Developing teaching skills in medical education |  |  |  |
| 15 | Generic SpR session on Teaching |  |  |  |
| 16 | SOM Small group tutor training |  |  |  |
| 17 | SOM Medical Education Orientation Programme - MEOP |  |  |  |
|  |  | Attained | | Year Attained (Approx) |
|  |  | Y | N |
| 18 | PG Certificate in Medical Education |  |  |  |
| 19 | PG Diploma in Medical Education |  |  |  |
| 20 | MSc in Medical Education |  |  |  |
| 21 | Member / Fellow of AME or HEA |  |  |  |
| 22 | Recognised Trainer in General Practice |  |  |  |
|  | Other (General training related to Teaching) |  |  |  |
| 23 |  |  |  |  |
| 24 |  |  |  |  |
| 25 |  |  |  |  |
| 26 |  |  |  |  |
| 27 |  |  |  |  |
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**Annex B**

**CRITERIA**

***The following criteria will be considered when assessing the award and applicability of any Honorary Title for an Applicant.***

|  |  |  |
| --- | --- | --- |
| **Title** | **Undergraduate Teaching Contribution** | **Length of award** |
| **Honorary Senior Lecturer**  **(“HSL”)**  This Honorary Title is available to :   * General Practitioners * Consultant NHS Staff. | The individual’s contribution to undergraduate medical teaching should consist of :  Teaching and assessment of medical undergraduates on clinical placement at an NHS Trust, including placements within the Core Programme and for Student Selected Components (SSCs), as well as acting as an internal examiner when required  **together with, in addition, EITHER :**   * delivering lectures and/or seminars ; * marking related assessments ; * interviewing for undergraduate student admissions ; * acting as an Academic Mentor ; * making a further significant contribution in curriculum management or development, such as : managing a subject panel, clinical module, significant part of an SSC programme, clinical examinations, a Unit of Study across the curriculum ; and/or developing education innovations.   **This activity should be equivalent to some 6 sessions per month in any 12 month period (1.0 to 1.5 SPA sessions per week).**  **OR**  the more traditional role within a Hospital (DGH) or Health Board/NHS Trust of responsibility for an overview of all the clinical placement educational provision within that DGH or Trust, co-ordinating decision making on SIFT expenditure, provision of pastoral care to medical students on placement, and developing educational resources within the Hospital (DGH) or Health Board/NHS Trust.  **This activity should be equivalent to some 6 sessions per month in any 12 month period (1.0 to 1.5 SPA sessions per week).**  Note:-   1. the award of this type of HSL Honorary Title in a Hospital or Health Board/NHS Trust will be via internal advert and an appointment panel which includes representation both from the health Board/NHS Trust and from Cardiff University 2. subsequent appraisals of the award holder should include discussion and documentation of educational roles by an appropriate person in the health Board/NHS Trust – eg Associate Medical Director for Education 3. to meet the standards required by the GMC for local co-ordinators in an LEP, the training requirements for HSLs (and Year Directors) from January 2014 are:  * Membership or Fellowship of the Higher   Education Academy ; **OR**   * Membership or fellowship of the Academy   of Medical Educators ; **OR**   * Completion of - or studying for - a Postgraduate Certificate (or PGDip or MSc) in Medical Education or equivalent (e.g. PCUTL) ; **OR**   ***if applicants are not able to demonstrate any of the above :***   * Enrolment on - or and successful completion of a **‘Medical education orientation programme (MEOP)’** or **equivalent ongoing CPD**. This must be renewed (MEOP) or demonstrated (CPD) at least every 3 years (unless subsequently completed any of 1-3).  1. All HSLs will be expected to engage regularly with CPD activities to keep up-to-date with Cardiff University School of Medicine curriculum and educational issues and developments. | 3 year award  3 year award |
| **Honorary Lecturer**  **(“HL”)**  This Honorary Title is only available to :   * General Practitioners * Consultant NHS   Staff | The individual’s contribution to undergraduate medical teaching should consist of :  Teaching, assessment and facilitation of medical undergraduates on clinical placements in Wales, including placements within the Core Programme and for Student Selected Components (SSCs), as well as acting as an internal examiner when required ;  **together with, in addition, EITHER :**   * delivering lectures and/or being a small group tutor ; * marking related assessments ; * interviewing for undergraduate student admissions ; * acting as a Case Based Learning Facilitator (6 cases minimum requirement) * acting as an Academic Mentor.   **This activity should be equivalent to some 2 sessions per month in any 12 month period (0.5 SPA sessions per week).**  **OR**  responsibility for the organisation of clinical placements within the relevant discipline within that Trust, including liaison with the Trust Honorary Senior Lecturer and the School of Medicine.  Note :   1. an award should be made after internal advertisement of the role and subsequent appraisal of educational activities should be recorded annually. 2. All HLs will be expected to engage regularly with CPD activities to keep up-to-date with Cardiff University School of Medicine curriculum and educational issues and developments. | 3 year appointment  3 year appointment |

|  |  |  |
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| **Honorary Clinical Teacher**  **(“HCT”)**  This Honorary Title is only available to :   * General   Practitioners   * Consultant NHS   staff   * Associate Specialist NHS Staff   (where these operate largely as an “independent medical practitioner”) | The individual’s contribution to undergraduate medical teaching should consist of :  Teaching and assessment of medical undergraduates on clinical placement at an NHS Trust, including placements within the Core Programme and for Student Selected Components (SSCs), as well as acting as an Academic Mentor and an internal examiner when required.  **This activity should be equivalent to some 1 session per month in any 12 month period (0.25 SPA sessions per week).**  Note :   1. All Honorary Clinical Teachers will be expected to engage regularly with CPD activities to keep up-to-date with :  * Cardiff University School of Medicine curriculum and educational issues and developments ; * Postgraduate training issues ( when HT is an educational supervisor too). | 3 year appointment |
| **Honorary Associate Clinical Teacher**  **(“HACT”)**  This Honorary Title is available to NHS staff who are not Consultants as follows:     * Locum – Consultants * Senior SpRs * Staff Grade Clinicians * Non- Medical clinicians e.g.   Nurse Consultants / Practitioners / Clinical Skills Tutors/ Midwives. | The individual’s contribution to undergraduate medical teaching should consist of the following for different categories of NHS staff :   * **A doctor at SpR Grade** **specifically appointed** **to combine a clinical role with a significant teaching role** : the volume of teaching necessary would be 10 sessions per month over and above normal clinical activity and delivered under the supervision of an Honorary Lecturer ; * **a non-medical clinician,** e.g. a nurse consultant, nurse practitioner or clinical skills tutor, who makes a significant contribution to undergraduate medical education at the same level as that of an Honorary Lecturer ; * **a Locum-Consultant** who contributes to the teaching and assessment of medical undergraduates on clinical placement at an NHS Location, including placements within the Core Programme and for Student Selected Components (SSCs). This Honorary Title held by a Locum-Consultant can be reviewed after 12 months of the initial award and can be converted to that of Honorary Clinical Teacher if the individual meets the criteria for that Honorary Title at that review date ; * **Staff-Grade NHS clinicians** who contribute to the teaching and assessment of medical undergraduates on clinical placement at an NHS Trust, including placements within the Core Programme and for Student Selected Components (SSCs). This Honorary Title held by a Staff Grade clinician can be reviewed after 12 months of the initial award and can be converted to that of Honorary Clinical Teacher if the individual meets the criteria for that Honorary Title at that review date. | Specific period of appointment of an individual to a specific post or 3 years whichever is shorter |