



Hull York Medical School

Policy on Honorary Titles

Approval Process:	
Committee	Outcome/Date of approval
HYMS Management Board	24 th April 2017
HYMS Board of Studies	25 th May 2017. Chair's Action taken on 13 th December 2017 to include a new section on visiting titles.
HYMS Joint Senate Committee	26 th July 2017, Chair's Action taken on 15 th December 2017 to include a new section on visiting titles.
To be implemented from:	1st October 2017. The new section on visiting titles was implemented on 2 nd January 2018.
Next due for review:	2018-19 or as required
Responsibility to update:	Chief Operating Officer

Publication:	
Location	Date
HYMS website	2 nd January 2018
K:drive	2 nd January 2018

To obtain this Code of Practice in an alternative format, please contact governance@hyms.ac.uk

1. Purpose

- 1.1. The Hull York Medical School (HYMS) uses Honorary Titles to confirm regular, ongoing collaborations (not occasional visits) between HYMS and individuals employed by other organisations such as the NHS and GP practices. An Honorary Title recognises the individual's contribution to teaching and research in HYMS.
- 1.2. An Honorary Title is not an employment contract. No remuneration is paid to those holding an Honorary Title.
- 1.3. An Honorary Title is conferred for up to five years with the possibility of renewal where appropriate.
- 1.4. Holders of Honorary Titles can request access to HYMS and University premises and facilities, including the use of HYMS IT systems and the Universities' library services.

2. Criteria for teaching and research titles

- 2.1. The table below provides guidance for the appropriate use of Honorary Teaching and Research Titles:

Title	NHS Position	Criteria
Honorary Lecturer	<ul style="list-style-type: none">• Doctors in training• Clinical Skills Facilitators• Nursing, Midwifery, and Allied Health Professions	<ul style="list-style-type: none">• Appropriate qualification and experience.• Ongoing contribution to medical education in clinical setting.• Maybe actively involved in collaborative research in HYMS.
Honorary Senior Lecturer	<ul style="list-style-type: none">• Consultants• General Practitioners• Nursing, Midwifery, and Allied Health Professions• Clinical Skills Facilitators	<ul style="list-style-type: none">• Appropriate qualification and experience.• Ongoing contribution to medical education in clinical setting.• Having a leadership or developmental role at local level.• Maybe actively involved in collaborative research in HYMS.
Honorary Professor	<ul style="list-style-type: none">• Hospital Consultants• General Practitioners	<ul style="list-style-type: none">• Appropriate qualification and experience including recognised qualification in medical education and/or research.• Ongoing contribution to medical education and/or research in clinical setting.• Senior figure with established national reputation in medical education and/or research.
Honorary Research Fellow	<ul style="list-style-type: none">• Doctors in training• Clinical Skills Facilitators,• Nursing, Midwifery and Allied Health Professions• Academic Clinical Fellows• Visiting researchers from other universities	<ul style="list-style-type: none">• Appropriate qualification and experience.• Actively involved in collaborative research with HYMS.• Peer-reviewed research publications.

3. Procedure for approval and renewal

3.1. The table below outlines the procedure of approving and renewing Honorary Titles:

Title	Procedure
Honorary Lecturer	a) Application is not required. b) For primary care and other providers, titles are approved and renewed by the Director of Primary Care with delegated authority by the HYMS Management Board. The Student Liaison Office will be responsible for the administration.
Honorary Senior Lecturer	c) For secondary care, titles are approved and renewed by Clinical Deans at NHS Trusts (in liaison with Trust HR team where required) with delegated authority by the HYMS Management Board. The Student Liaison Office in the Trust is responsible for the administration. d) Honorary Lecturer may request to become Honorary Senior Lecturer by the fulfilling the criteria. e) HYMS will conduct an Annual Monitoring with the Clinical Deans and Director of Primary Care to ensure that the Honorary Titles reflect the accurate workforce. Following the Annual Monitoring, a Joint Annual Report is submitted to the Management Board for consideration.
Honorary Professor	a) Application is required using the HYMS proforma, with supporting documents including references. b) The title is recommended by the Dean to the HYMS Joint Senate Committee for approval, including renewal. c) The title of 'Honorary Reader' may be used for applications not yet meeting the criteria.
Honorary Research Fellow	a) Application is required using the HYMS proforma, with supporting documents including references. b) Application needs to be supported by a HYMS academic member of staff acting as a proposer who should consult the relevant Head of Centre (or equivalent). c) The title is approved and renewed by the Dean of HYMS, on the recommendation from the relevant Head of Centre (or equivalent).

4. Aims of the Annual Check

4.1. To ensure effective and efficient operations of this Policy, an Annual Check will take place jointly between the HYMS Executive Office, Clinical Deans (for secondary care), and Director of Primary Care. The aims of the Annual Check are:

4.1.1. Review the administration of the approval and renewal process to troubleshoot and improve the process.

4.1.2. Ensure the Honorary Titles held by individuals at the hospitals and GP practices reflect the accurate workforce. The Clinical Deans and Director of Primary Care hold the responsibility to notify HYMS of any changes.

- 4.1.3. Monitor and rectify any data incompleteness and inaccuracy.
- 4.1.4. Review Honorary Title Holders' training compliance.
- 4.1.5. Prepare a Joint Annual Report to the HYMS Management Board.

5. Withdrawal and suspension of Honorary Titles

- 5.1. HYMS reserves the right to withdraw or suspend an individual's Honorary Title at any time.
- 5.2. The decision to withdraw or suspend an Honorary Title is made by the Dean of HYMS.
- 5.3. The decision to withdraw or suspend the title of Honorary Professor is made by the HYMS Joint Senate Committee on the recommendation from the Dean of HYMS.
- 5.4. An Honorary Title may be withdrawn or suspended for the following reasons (this list is not exhaustive):
 - 5.4.1. The individual no longer meets the criteria for the Honorary Title.
 - 5.4.2. The individual's registration with their statutory or professional regulatory body lapses, ceases, or is suspended.
 - 5.4.3. The individual's clinical practice is subject to restriction by their employers.
- 5.5. The Dean of HYMS is responsible for making the decision of re-conferring an Honorary Title to any individual whose Honorary Title has been withdrawn or suspended, except for the title of Honorary Professor which is decided by the HYMS Joint Senate Committee on the recommendation from the Dean of HYMS.

6. Visiting titles

- 6.1. Visiting titles are awarded in recognition of the occasional contribution of individuals from other institutions to the teaching, research, scholarly or other activities of HYMS, in a visiting capacity.
 - 6.1.1. These individuals might work for another medical school, a Higher Education Institution (HEI), the NHS, a research establishment, or a similar organisation.
 - 6.1.2. They do not play a major role in, but do collaborate with HYMS regularly in some area of academic activity.
- 6.2. The visiting title will be awarded at a level equivalent to the individual's current academic or clinical post held with their employing institution and will be time-limited to the specified visiting period, and will lapse when the collaboration comes to an end.
- 6.3. A visiting title will reflect directly the academic or clinical academic status that is held by the individual in their own institution. For example:
 - Senior Research Fellow will be awarded the title of 'Visiting Senior Research Fellow'
 - Clinical Professor will be awarded the title of 'Visiting Clinical Professor'

6.4. The process for the award of a visiting title will follow exactly the same pattern as that of honorary title (see Section 3).

7. Data protection

7.1. HYMS will collect and hold personal data relating to the individual with an Honorary Title for the purpose of administering the approval and renewal process. Personal data given by the individual will be processed in accordance with the UK Data Protection Act 1998.