

**Imperial College
London**

CELEBRATING
25
YEARS

**FACULTY
OF MEDICINE**
1997–2022



Honorary Titles in the Faculty of Medicine at Imperial College London

A guide for NHS staff

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Welcome from the Dean

Partnership working with the NHS is a cornerstone of success within our Faculty of Medicine.

Our clinical honorary staff are a vital part of our Faculty community – keeping us close to the real-world needs of patient care to better enable the College’s globally recognised scientific programmes to deliver positive improvements in people’s lives. The shared opportunity to collaborate across organisational borders to deliver outstanding science, enhanced educational experiences and new translational benefits brings enormous value to all involved and delivers better health and healthcare for patients and populations.

This summary guide aims to introduce NHS colleagues who contribute to the work of this Faculty (or are considering the opportunity to do so) to the areas of activity you can get involved in, the most relevant types of association offered by the College and information about some of the benefits, expectations and processes that come with honorary titles.

The information provided here offers a brief overview of the range of associations. You can access further detail about many of the aspects covered in this booklet on our webpages – please visit www.imperial.ac.uk/medicine/fom-staff/honorary/ for more information.

Please do take a look to see if there are new opportunities you’d like to explore within the Faculty.

With very best wishes,

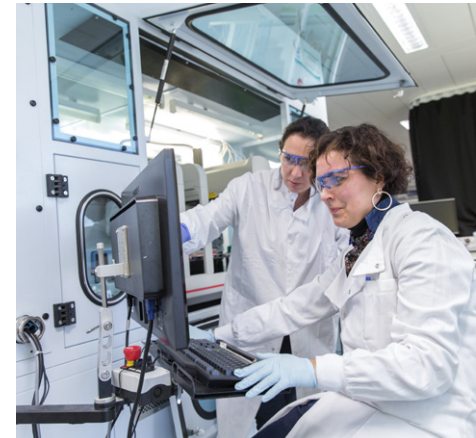
Professor Jonathan Weber
Dean of the Faculty of Medicine
Imperial College London



Why join the Faculty community?

Be part of a world class research, teaching and innovation environment

Academic experience and development opportunities



Joining the Faculty community offers the opportunity to join a highly ranked, internationally recognised University and extend your professional opportunities; to develop and hone your innovation, research and educational skills and to build and contribute to academic understanding and knowledge in areas of medicine of mutual interest to NHS and academic colleagues.

Opportunities to get involved can include:

Undergraduate Education

Honorary staff are delivering, developing or leading aspects of admissions, course delivery, student support and examination for our undergraduate medical student programmes (MBBS/BSc and BSc in Medical Biosciences). The School of Medicine, as the undergraduate arm of the Faculty, is a vibrant and forward-thinking educational environment which continually works to enhance medical and biomedical training through course innovation, modern pedagogy and digital development. The School also hosts the Medical Education Research Unit and runs a range of outreach programmes to widen participation and opportunity for young people from disadvantaged backgrounds right across the United Kingdom.

Postgraduate Education

Honorary staff contribute to and (in some circumstances) lead development and delivery within our portfolio of postgraduate taught programmes, at module and course level. Staff can also get involved in supervising postgraduate student projects, examining and assessment or contributing to new training developments or mentoring.





Research and Scientific discovery

Honorary academic staff within the Faculty are involved in discovery and translational science programmes within all of our academic departments, including acting as an investigator or being part of the research team for scientific projects, publishing high quality research papers and co-supervision of postgraduate research degrees. Contributions can also include acting as an examiner for PhD or MD degrees. NHS staff who take up academic training pathways and join Imperial's clinical academic training programmes will be awarded appropriate honorary titles where these are necessary to deliver their activities at certain key stages in the pathway (Specialised Foundation Training, Academic Clinical Fellowships). Appropriate titles are also offered to facilitate other locally funded and recognised research training fellowships, as well as some postdoctoral fellowships.

Translation and Innovation

Clinical staff of our partner NHS Trusts and in primary care can also play an important role in advancing the translational and innovation opportunities arising from College developments. For example, through translation of research findings into practice or policy, working with staff on academically-led public and patient engagement, getting involved in the development of enterprise and industry partnerships or collaborative involvement in development of a new product, technology or protocol with a College employee.

In all cases, it's important to be aware that award of titles is reserved for delivery of College-led academic and innovation activities (as distinct from training and research activities undertaken for NHS programmes).

Benefits of being a member of the College

Enjoy a range of opportunities and benefits that come with your College association

The honorary titles discussed in this booklet offer a range of benefits for the duration of the association. Benefits may include the following*:

- permission from the College to use the awarded title in appropriate circumstances (the honorary status should be made clear in any such circumstances)
- access to use a range of College facilities and eligibility for 'Imperial Related' rate membership of Imperial's 'Ethos' sports centre/activities
- access to College spaces, facilities and activities as agreed with the awarding department to deliver your agreed activities
- opportunity to attend or be involved in a range of College events (eg. Guest Lectures, Seminar series)
- (where necessary for the activity) an Imperial College London e-mail address and Office365 account (e-mail and associated tools)
- access to key elements of 'Imperial Essentials' training
- access to a wide range of academic computing and library services
- a personal 'Professional Web Page' (PWP) that you can update to communicate with colleagues and the wider scientific world about your academic and associated activities and achievements



* The nature and range of benefits available to honorary staff may vary and be subject to change.

Types and levels of affiliation

While other titles and affiliations exist, the collaborative contribution of NHS staff is currently most commonly recognised within the Faculty of Medicine through:

■ Honorary association with an academic department of the College

Usually an award of a clinically related honorary title, or (for outstanding contributions) through honorary appointment as a Professor of Practice. Summary details of common clinically oriented honorary associations are provided in the following pages. You can find out about the full set of associations available on our website.

■ a Clinical Teaching Title with Imperial College School of Medicine

These titles recognise the activities of clinicians within partner NHS trusts who are managing and delivering clinical education to our undergraduate students. Application for a clinical teaching title is managed by the Faculty Education Office, working with the relevant Trust's Director of Clinical Studies. Clinical Teaching Titles are not covered in this booklet, but information about them can be accessed from our website.

→ www.imperial.ac.uk/medicine/fom-staff/honorary/

Honorary Titles

An Honorary Title acknowledges and facilitates a planned collaboration or ongoing shared activity between a non-employee and an academic department within the College. These titles are intended to be conferred on individuals in recognition of the valuable contribution they make through this work to the life of the academic department and, by extension, to the Faculty and the College. Titles are awarded (and extended) by nomination and review through the home academic department and last only for the duration of the collaborative activity set out in the application.

Applicants must be proposed by a substantive employee within the Faculty, who can provide the NHS staff member with further details on how to submit relevant application details. Application details are routed to the relevant academic department for consideration. The appropriate honorary title to be conferred is determined by the Department. The type and level awarded will depend on the level of distinction and qualification of the candidate as well as the extent and nature of the contribution being made to academic departmental life.



Broadly speaking the titles fall into academic, research and teaching focussed groups. The Faculty expects that Honorary Academic Title holders (for NHS staff, that is Honorary Clinical Senior Lecturer, Honorary Clinical Lecturer) would normally contribute as appropriate across the breadth of the education and research mission, in keeping with the nature of academic roles.

Most titles may be offered for up to a maximum of 5 years in the first instance, but will sometimes be shorter, as appropriate to the activity. For example, for Visiting Professors and Visiting Readers, the initial association is normally for up to a maximum of 3 years. Honorary Title holders are not employees of the College and do not receive any remuneration or employee benefits.

With the exception of Emeritus titles (which are awarded by the College to former staff members in perpetuity) all titles are awarded for a limited time as set out in the title award letter. The title cannot be used once this period has expired.



A brief description of common Honorary Titles used to recognise the contributions of NHS staff is shown here – fuller information about these honorary titles, along with details of how to find out more about the Clinical Teaching Titles awarded by the School of Medicine, can be found on the website.

Honorary Clinical Senior Lecturer

Must continue in teaching, research or joint industry/academic activity to an appropriately high level, usually at a University Hospital or hub GP practice. Will normally hold a consultant post within a Trust.

Honorary Clinical Lecturer

Must continue in teaching, research or joint industry/academic activity to an appropriately high level, usually at a University Hospital. They will normally hold a Specialist Registrar post within a Trust.

Honorary GP Teaching Fellow

The honorary academic title for GPs whose participation in academic activity is being assessed for possible award of the title of Honorary Clinical Senior Lecturer.

Honorary (Clinical) Teaching Fellow

NHS consultants involved in teaching including those at outlying hospitals. The honorary academic title for NHS consultants whose participation in academic activity is only of an intermittent or limited nature.

Honorary Clinical Research Fellow

Clinicians undertaking a period of research where not employed by the College. Would normally hold a Specialist Registrar post within a Trust. Appointees at this level are normally below Consultant level.

Honorary Clinical Research Associate

A clinical honorary association which recognises and facilitates the College activities of Academic Clinical Fellows who work within Faculty departments as part of their clinical academic training and who hold a doctoral degree.

Honorary Clinical Research Assistant

A clinical honorary association which recognises and facilitates the College activities of Specialised Foundation Trainees and Academic Clinical Fellows who work within Faculty departments as part of their clinical academic training.

→ www.imperial.ac.uk/medicine/fom-staff/honorary/



Honorary Professor of Practice appointments

Honorary Professors of Practice (PoPs) make an important and significant contribution to the mission of the College. It is expected that their contributions will be in the areas of Education, Leadership & Management, Profession & Practice and that candidates will be outstanding in at least one, but not necessarily all, of these areas. In the area of outstanding expertise, the candidate will be a national/international leader in their field.

Honorary PoPs are appointed as part of the annual Academic Promotions process, through application, Departmental and Faculty Review and formal College interview in person. Appointments are made for a five year period as standard, after which the position is renewable through departmental review (including a submitted account from the PoP of their contributions) followed by assessment by the Faculty Dean and decision by the Assistant Provost (Academic Promotions). A further interview is not required for renewals of an existing title.

Expectations of honorary association holders

Appointments to Honorary roles are made with the following expectations and requirements:

- that prospective and current appointees will provide all necessary details and documentation to support the assessment of their application and to fulfil compliance requirements, and will keep details up to date throughout the duration of their affiliation



And that appointees will:

- complete the suite of 'Imperial Essentials – Must do' compliance training within six months of appointment, and every 2 years thereafter, plus any training and induction that is role, group or situation-specific (to be advised by your department and/or supervisor)
- acquaint themselves with, and follow, College policies and procedures whilst undertaking College business and when using College facilities, equipment, and accounts
- provide explicit acknowledgement of their affiliation with Imperial College London in publications, presentations, and other activities in the public domain, where appropriate
- use their full honorary title in all communication, ensuring it is clear that the association with the College is on an honorary or visiting basis.
- maintain contact with their allocated supervisor at regular intervals and, at least annually, should work with their supervisor to review their activities, plan for the year ahead and consider any training or compliance needs
- keep the College up to date with any change of status or details that may affect their activities for, or status at, the College

Ending of honorary associations

Honorary appointments will be withdrawn when:

- the period for which the title is granted expires and is not renewed
- the relationship between the title holder and the host department ends
- the specific requirements of the activities for which the title was awarded cease to be met
- the title holder resigns or retires from any substantive post to which the title is related
- the honorary title holder accepts a contract of employment or other change of status with the College which precludes the ongoing maintenance of the honorary association
- the College retains the right to terminate or suspend an honorary or visiting title at any time should particular circumstances dictate this.

Note: when the association ends, this will terminate the College accounts and access rights of the title holder. The individual should therefore ensure they make suitable provision to prepare for the ending of their association in good time and ensure the archival or handover of any relevant information or assets to their host department is completed.



Contact us

For general enquiries about honorary titles, together with details of how to take forward applications or renewals, please see contact details at:

→ www.imperial.ac.uk/medicine/fom-staff/honorary/

The information provided in this booklet is intended for general information purposes and may be subject to update or change at any time. For further and most up to date information please always check the relevant College webpages and any role specific information provided directly to you by the College.