GUIDANCE AND APPLICATIONS PROCESS FOR THE AWARD OF

HONORARY TITLES FOR TEACHING

IN UCL MEDICAL SCHOOL (UCLMS)

CONTENTS

		by simulating a medical admissions style interview and providing constructive feedback and encouragement.	
OSCE Examiner	Assessment		

submit an application form (*Form AF*), teaching portfolio (*Form TP*) or teaching statement (*Form TS*)and CV for any new Honorary Title awards.

NHS staff contributing to Teaching - Honorary Clinical Titles c) to e)
To apply for Honorary Clinical Titles c) to e**)** listed above we will require the Application form (Form AF) and an up-to-date copy of your CV. Completed Application forms should be sent to either a Site Sub Dean for Royal Free, UCLH or Whittington Trusts, or the Local Undergraduate lead at DGHs, requesting recommendation of the application, for approval by the Director of UCL Medical School.

Non-NHS s

Once your title has been awarded, you may be required to complete a number of UCL's [mandatory training](#) courses, which include training on GDPR and unconscious bias. All training is via online sessions. Failure to complete and pass this training will result in your honorary title being withdrawn.

4.3 PROMOTIONS

All appointments are made in accordance with the UCL policy for Honorary staff: https://www.ucl.ac.uk/human-resources/working-ucl/honorary-staff-appointments-procedure#6.%20Periods%20of%20appointment

SECTION 5: GAINING ACCESS TO UCL FACILITIES

Registering for Desktop@UCL Anywhere: If you are an honorary title holder and would like a computer account, please email: UCLMS.Honorary@ucl.ac.uk

Please note, passwords of IT accounts need to be changed frequently before they expire. It is a good idea to register to change your password remotely: https://myaccount.ucl.ac.uk/uasregister/index.php.

Reminders that your password is due for renewal will be sent to the account's email address but you can ask for mail to be diverted to another account see http://www.ucl.ac.uk/is/email/forwarding.htm

SECTION 6: RENEWAL OF HONORARY TITLES

6.1 HOW CAN YOUR HONORARY TITLE BE EXTENDED?

Honorary title holders who wish their honorary title to be renewed should complete the application form and return it to the UCLMS Staffing Manager three months before their award is due to expire. Renewal is subject to the criteria for award still being met and confirmation of your continued contribution.

If your contribution has changed or increased and you may be eligible for a higher level title, you will need to complete a new *Form TP or TS* and provide evidence. You will also need to submit a further CV and evidence from your NHS job plan if applicable.

NB If you find that your IT or library access have been suspended, it may be that your title has expired in which case you should submit a renewal form for the title to be re-instated.

SECTION 7: PERFORMANCE MONITORING

7.1 WHO WILL MONITOR YOUR PERFORMANCE?

1. Teaching and facilitation of student learning
 Approaches to teaching that influence, motivate and inspire students to learn
	Description of:
	    your overall approach to teaching
	    how you involve and motivate students
	    strategies you employ to promote:
	        o independent or self-directed learning
	        o peer-to-peer learning
	        o critical/analytical thinking
	        o oral/written communication
	
	 Summary of the range of teaching methods you apply, i.e. clinical teaching (bedside/ clinic/ community), lectures, practicals, small group teaching (problem based/ project based/ case based)
	 Comments on the quality of teaching should be supported by evidence from students and peers, for example:
	    student evaluation data (electronic and locally-collected feedback)
	    peer observation

2. Contribution to course design
 Contribution to the design and planning of learning activities beyond individual teaching sessions
	Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.
	 Give examples of resources/ materials developed that reflect:
	    your command of your field
	    application of educational theory
	    advancement of the curriculum as a whole

	Provide details of any severe timetabling concerns and how they were overcome Provide examples of particularly positive student feedback about the execution of the course. Indicate how you have represented your field/discipline and also how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum
3. Roles in assessment Evidence of contribution to formative and	

6. Innovation
Evidence of innovation in student learning/ teaching/ evaluation/ assessment etc.
	Summarise any innovations you have made and provide evidence of:
	    how you identified an area in need of improvement
	    how you introduced something new to student learning etc
	    how you improved an existing format/idea
	    identifiable improvements from your innovations
	    how you distributed your innovations to others

7. Other Anything relevant that you would like to add, that does not fall into any of the other categories	Describe any occasions, actions, moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned. You might also like to include here anything else that marks you out as an educator; this may include Royal College or Deanery activities related to education, contribution to text books, education policy writing etc.

SECTION 9: KEY CONTACT DETAILS

UCL Medical School

UCLMS.Honorary@ucl.ac.uk

Trust Directors of UG Medication

UCLH:
Gavin Johnson - gavin.johnson@uclh.nhs.uk

Royal Free:
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