**FACULTY OF HEALTH AND LIFE SCIENCES**

**Recommended Teaching and Educational Contribution for Clinical Honorary Appointment Holders**

NHS Clinical Staff, General Practitioners or others working substantively in a clinical setting and participating in professional revalidation, who would like to apply for an Honorary Clinical Appointment with the University of Liverpool, or who would like to apply for a renewal of an Honorary Appointment at a higher level, should use the examples of teaching/educational contribution, as outlined in this guidance document, to determine the level of honorary appointment requested.

Core educational teaching activity relevant to UoL Honorary applications:

* Lectures delivered at the University, to UoL Undergraduate students
* ‘Formal’ teaching sessions for UoL Undergraduate students, e.g. small group, skills, simulation, to UoL students as the primary recipients
* Designated ‘Bedside style’ teaching sessions (separate to the delivery of service ward rounds) for UoL UG students
* Administration / organisation / management of teaching for UoL Undergraduate students
* Delivery of induction for UoL students
* UoL Undergraduate Examinations / marking and assessing
* Writing assessment questions or scenarios for formal UoL University assessments
* Developing online content approved for placing on the University system
* UoL Undergraduate Educational Supervisor review and case discussion meetings
* UoL Undergraduate Academic Advisor meetings
* UoL Undergraduate RS Supervisor meetings
* UoL Undergraduate Supervisor and project review meetings as part of student selected components
* UoL Undergraduate Portfolio case discussion as part of attachment to GP practice
* UoL Undergraduate Admissions statement reading or interviews
* UoL Undergraduate Educational quality improvement activity, including acquisition of an appropriate teaching qualification within a defined period (to be arranged by UoL)
* Supervision, co-ordination or assessment of UoL postgraduate certificate, diploma or masters level courses.

Evidence (or for new applications a commitment to) one or more of the defined teaching activities, outlined above, for a **minimum of 20 hours per annum**, in respect of Undergraduate UoL students will warrant the consideration of the conferment of the title of **Honorary Clinical Lecturer.**

For the applicants with minimal Research Excellence Framework REF academic activity, evidence of the following activity will warrant the consideration of conferment of the title of title of **Honorary Clinical Senior Lecturer**:

* Two or more of the UoL course-specific educational activities, defined above, for a **minimum of 40 hours activity per annum,**

and /or

* holding a defined educational role for the University of Liverpool (e.g. UoL Sub-dean, designated UoL Undergraduate Student Educational Supervisor)

And in addition, evidence of the following:

* A commitment to learning and teaching by having attended or committing to attend annual CPD relevant to your UoL undergraduate medical education activity. This may include, for example, training in lecturing, student assessment or, peer reviewing;
* Evaluation of contribution to UoL undergraduate education and reflection on this annually;
* Commitment every 2 years to one or more of UoL educational quality improvement activity, innovation in medical education related to the UoL curriculum delivery or educational research activity that enhances the UoL course delivery.

With regard to the conferment of the titles of **Honorary Clinical Associate Professor** and **Honorary Clinical Professor**, for the applicants with minimal Research Excellence Framework REF academic activity, there is an expectation that both types of Honorary Appointment would actively contribute to the core UoL-related UG teaching activities, as outlined above, whilst additionally evidencing several of the following elements:

* an educational profile at national level
* delivery of high quality teaching
* innovation in teaching practice
* leadership in teaching
* shaping of policy and practice in teaching
* sustained working at a high level

Teaching activity not directly linked to a University of Liverpool programme, e.g. any postgraduate trainee educational supervision or teaching does not qualify as contribution which would warrant the conferment of a University Honorary Clinical Appointment.

If you would like to discuss the levels of your current contribution, and how you can increase your contribution to relevant teaching activity, please contact your Trust’s Clinical Sub Dean for advice. Alternatively, contact the School of Medicine at teachmed@liverpool.ac.uk and the School of Medicine Team will be happy to advise in this regard.