**Honorary Contract Process for Web Site**

1. Applicant fills out their information in ‘Request for Honorary Academic Contract’ form ensuring the correct Trust contact information is included for Human Resources at their site of work and for their clinical line manager.
2. Applicant forwards to their Sponsor\* at BSMS.
3. Sponsor forwards application to appropriate Head of Department (HoD) who confirms the suitability of the application with the departmental teaching and/or research lead. HoD signs off application and returns to the sponsor.
4. BSMS Sponsor\* or Department Administrator liaises with the Operations Manager at BSMS and HR at Sussex.
5. HR Sussex will check the forms and forward with Pre-employment check forms to HR Trust – they will use the contact details supplied by the applicant for completion and approval.
6. Once contracts have been signed, ID checks need to be completed by HR Sussex.
7. The Department Administrators or sponsor\* to inform Director of Research, Prof Chris Pepper or Director of Education & Scholarship, Prof Mike Okorie to arrange for a BSMS Induction.

\*Staff member wanting to appoint honorary contract OR appropriate HoD.

**Honorary Contracts NHS Contacts**

* Queen Victoria NHS Foundation Trust
  + HR Contacts: [jonathan.terry@nhs.net](http://jonathan.terry@nhs.net) and [qvh.honorarycontracts@nhs.net](http://qvh.honorarycontracts@nhs.net)
* University Hospitals Sussex NHS Foundation Trust
  + HR Contact: Eki Irowen (medical work force officer) [e.iriowen@nhs.net](mailto:e.iriowen@nhs.net)
* Sussex Partnership NHS Foundation Trust (worthing) (SPFT)
  + [MedicalStaffing@spft.nhs.uk](http://MedicalStaffing@spft.nhs.uk)