Flowchart of new process for MB ChB Honorary Associations

Trust/GP Medical Education Leads identify eligible medical educators and assign title using criteria supplied by WMS.
Education Lead/Education Manager compile a list of key clinical educators, their role in MBChB and propose an appropriate honorary title (using guidance in APPENDIX attached). Complete and return the list of nominations using the template supplied by WMS.
By nominating an individual, you are confirming that they hold good standing as an NHS employee and do not have any misconduct or disciplinary actions pending.

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WMS Senior MBChB Team review and approve the list of nominations.
MBChB Phase Lead(s) / Faculty Development Lead(s) / Operations Manager (or Deputy) approve the nomination or seek further clarification.

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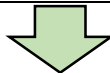
Department obtains details from individual.
MBChB Admin team contact individuals to invite them to apply for honorary association, by completing an online nomination form. Nominees are required to provide personal details for the purpose of creating a HR record. WMS routinely asks for information relating to teaching qualifications, as this data is required by the Teaching Excellence Framework (TEF) exercise. In addition, we request gender, disability and ethnicity data to support our research into the awarding gap. Nominees are encouraged to disclose their area of expertise or research interests and allow us to connect associates with academic educators or education networks across the clinical faculty community.

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Department completes 'Request for an Honorary Association Form'.
MBChB Admin team verify nomination forms and create a file to be sent to WMS HR for approval (in bulk).

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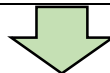
Department HR sends requests for approval to Chair of Faculty or nominated representative.
WMS HR sends requests to Chair of Faculty or nominated representative (e.g. HoD) who reviews and approves any requests with the HR Manager/Adviser.

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WMS HR send Approved requests to the University HR team
Requests are sent to the University HR team via a spreadsheet for bulk creation of records in Success Factors (University HR system).

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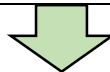
University HR process approved requests and issue a letter and terms to the individual.
University HR will issue an official letter of invitation and Honorary Association Terms to the individual to sign and return. An email address will be created and will require the individual to register the account online using their University Staff ID number and date of birth.