

## **Faculty of Biology, Medicine and Health MAHSC Honorary Clinical Chair Appointment Procedure**

### **Manchester Academic Health Science Centre (MAHSC) Honorary Clinical Chair**

MAHSC was established to bring together the University of Manchester with NHS partners to deliver excellence in Clinical care, Research and Education and to accelerate the translation of healthcare innovations into patient care. NIHR has recognised MAHSC as a Centre of Excellence since 2009. In 2017, MAHSC became part of Health Innovation Manchester, whose partners include the 4 Universities and all the NHS organisations within Greater Manchester.

#### **General**

1. This document sets out the procedures for appointment to a Manchester Academic Health Science Centre (MAHSC) Honorary Clinical Chair in the Faculty of Biology, Medicine and Health.<sup>1</sup>
2. This Honorary appointment is an arrangement which allows distinguished individuals from the NHS to be recognised for their achievements by The University of Manchester. The appointment allows for access to certain University facilities to further their own research, cooperate on joint research or contribute to the teaching, including University of Manchester student experience, or social responsibility agenda of the University. In order to be awarded a MAHSC Honorary Clinical Chair it is necessary to hold an appointment with one of the MAHSC partners. This will normally mean a substantive post with one of the NHS partners but could include an existing honorary appointment with The University of Manchester.
3. In order to be appointed to a MAHSC Honorary Clinical Chair, an individual should:
  - a. First and foremost be making an outstanding contribution to their clinical profession, with demountable national and/or international impact. Clinical includes any senior individual with a formal arrangement with a MAHSC NHS Partner Trust who is providing care directly or indirectly to patients (this includes Doctors, Dentists, Nurses, Midwives, AHP's and Practitioners).
  - b. They will also be expected to be making a significant contribution to either teaching, including enhancing student experience, and / or research

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<sup>1</sup> See Appendix 1 for expectations of MAHSC Honorary Clinical Chairs

activity and / or social responsibility in collaboration with The University of Manchester.

- c. They will have a professional standing *equivalent* to that of a substantive Professorial appointment in the University.
4. Individuals holding existing honorary appointments below Chair could apply for appointment to MAHSC Honorary Clinical Chair where the focus of the case is first and foremost on the clinical contribution. Alternatively, they could apply for promotion to Honorary Chair where the focus of the case is first and foremost on the academic contribution.
5. MAHSC Honorary Clinical Chairs are not awarded to substantive employees of the University and are not remunerated by the University.
6. Appointments will be subject to the terms and conditions outlined on the subsequent page and will formally reside in one of the Faculty's Schools.

#### Terms of Appointment

- No remuneration will be attached to the posts (apart from agreed travel expenses)
- Unless otherwise requested by the School / Division, all appointments will be offered on a permanent basis while employed by the partner NHS organisation
- Appointments may be terminated by either party by providing one month's written notice
- Should the individual be asked to leave their position with the partner Trust, or their conduct and / or performance fall below that outlined in the 'Expectations' document, then their appointment will be terminated
- If the appointed individual leaves their Greater Manchester Trust and is no longer able to contribute as a MAHSC Professor, the appointments panel will be informed. They will review any such cases on an ad hoc basis in order to confirm termination of the appointment.
- For the avoidance of doubt an honorary appointment does not constitute a contract of employment
- The benefits of a MAHSC Honorary Clinical Chair appointment include use of the University library and computing facilities, as well as membership of a Division / School within the Faculty of Biology, Medicine & Health.

#### The Appointment Process

7. MAHSC Honorary Clinical appointments will normally be considered as part of the Faculty of Biology, Medicine and Health Promotions Committee process. Faculty P&OD, working through Schools, will announce that the annual promotions cycle has commenced, provide a [timetable of key dates](#), and tell staff how they can access all relevant information needed to put together a case. This information will also be shared with the relevant Trusts via e-mail communication to Medical Directors and HR Directors to cascade accordingly.

8. Individuals who wish to apply for a MAHSC Chair should submit their case (comprising of the paperwork set out below) to the relevant Head of School for their discipline / area of clinical specialism by **Key Date 1**. Schools will collate the documentation and seek appropriate references.

Paperwork Should Include:

- An Individual Statement ([Form 1](#)) should be prepared by the candidate, along with a CV completed in accordance with the [Faculty CV Guidelines](#)
  - A brief written case as to why the appointment should be offered which should be completed by a senior University member of staff proposing the appointment ([Form 2](#))
  - A brief letter of sponsorship from the applicant's Trust Medical Director.
  - Failure to complete all relevant paperwork including the sponsor letter by **Key Date 1**, will result in the case being carried over to the following year.
  
  - The candidate should also supply the names of 2 referees ([Form 4](#)). The Head of School, or appointed deputy, should provide a further 3 names. These 3 referees should be clinical / academic leaders who are independent of the candidate (i.e. not suggested by the candidate). At least 3 of the 5 names should normally be international referees. The Head of School will select 4 of the 5 referees to be approached and they will be asked to submit a reference within the required timescale.
9. Cases will be collated by the relevant School, but will not be considered by the School Promotions Committee, instead they will be sent to the Director of People (FBMH) by **Key Date 2** in the annual timetable and should include all the required paperwork as set out above. Cases will be sent to the MAHSC Chair Appointment Committee for consideration.
  
  10. By **Key Date 4** in the annual timetable, the Faculty MAHSC Chair Appointment Committee shall consider the written cases put forward, including references. If for any reason the Committee considers that additional information is required, it should be sought in writing. The role of the Committee is to determine in each case whether the candidate should be appointed on the basis of the written submission and the decision of the Committee is final.

The Committee will include:

- Vice Dean for Health and Care Partnerships (Chair)
- Vice Dean TL&S
- Vice Dean R&I
- A MAHSC Partner Trust Medical Director
- A MAHSC Partner Trust R&I Director
- A Vice Dean and Head of School

- A Clinical Academic representative from one of the three Schools
  - An Inclusion Ambassador
  - A Hospital Undergraduate Dean from a partner Trust
11. Where a case is not supported by the MAHSC Honorary Clinical Chair Appointment Committee, the Chair of the committee (or other nominated member) will write to the individual to provide an overview as to why your case was judged not exhibit the necessary outstanding clinical contribution and / or an appropriate contribution to research and teaching. Advice will also be provided in terms of how the case might be strengthened for future applications.

### **Implementation**

12. Approved cases will be reported by People and OD to the relevant Trust Medical Director and Director of Human resources.
13. Successful candidates will be appointed with effect from 1 August following the decision and confirmation of appointment provided in writing by People and OD Services.
14. In the very rare circumstance that an application is made outside of the normal cycle, arrangements will be made for the panel to assess the case and the decision conveyed as outlined above.

## **Appendix 1**

### **Expectations of a MAHSC Honorary Clinical Chair**

- To act as an Ambassador for our academic health science system (as embodied by Health Innovation Manchester), and for the University presence within the NHS in relation to our teaching, student experience, research and social responsibility core goals
- To be involved in MAHSC Domain activities
- To encourage staff with the Professor's network, including allied health professionals and trainees, to get involved in MAHSC & HInM and to understand their role in the health system
- To publish using the MAHSC affiliation in addition to the Trust
- To increase links, where relevant, with the other GM HEIs – Manchester Metropolitan University, University of Salford and University of Bolton
- To promote GM academic activities & HInM externally and internationally

### **List of Current MAHSC partners**

The University of Manchester  
Manchester University NHS Foundation Trust  
Northern Care Alliance NHS Foundation Trust  
The Christie NHS Foundation Trust  
Greater Manchester Mental Health NHS Foundation Trust