

HONORARY REQUEST FORM FOR MEDICAL & DENTAL STAFF

Recruiting Manager		Job Title	
Department		Directorate	
Contact Number		Bleep/Pager No.	

STEP 1 - FINANCIAL DETAILS -

Is there a cost implication for this honorary position?

If YES please attach confirmation that your Financial Management team have accounted for this

Is this a recharge situation?

If Yes, please identify the funding source.

STEP 2 - POST DETAILS

Grade (please circle)

Con, AHSC Con, Clinical/Research Fellow, ST1/2, ST3+, GP, FY1, FY2, Attachment, Observer

Specialty

Number of PAs / hours

Start date for new post holder

End date for new post holder

Purpose of position

Name of postholder

Supervisor name

STEP 3 - PERSONAL DETAILS

Job Description or Reason for visit

Please attach for all posts

Passport/Visa

Please attach for all posts - Manager to sign and date copy against original

CV

Please attach for all posts

GMC/GDC certificate

Please attach the letter/ certificate for all posts except Observer

References x 2

Please attach for all posts except Observer

OH clearance

Honorary to complete OH form and send directly to OHAdministrator@gstt.nhs.uk with blood test results

Criminal Record Bureau Clearance

For all posts except Observer. Evidence of a CRB enhanced check with POCA and POVA within the last 3 years. For overseas people please refer to the International CRB processes document. A UK CRB MAY also be required depending on the length of stay.

Indemnity Insurance certificate

For those working in Nuffield Private Patients Only

STEP 4 - Please send this form with all the appropriate attachments to MEDICAL HR, HONORARY CONTRACTS, 2ND FLOOR NEW CITY COURT, GUY'S.

This form will not be processed unless ALL fields are complete and ALL necessary documents are attached

CLINICAL DIRECTOR/GENERAL MANAGER

MEDICAL HR