

JOB DESCRIPTION - College/Specialty Tutor

The College/Specialty Tutor is responsible, within their defined area, for overseeing the delivery of the training programmes to all postgraduate medical trainees. They should ensure a learning environment at departmental level which is challenging, supportive and, where appropriate, multi-professional. They should be appointed jointly by the Trust (Medical Director or DME) and appropriate College/Deanery representatives. They are managerially accountable to the Clinical Director/Lead of the department with professional responsibility to the DME and Training Programme Directors.

General Responsibilities

- To ensure that the educational, pastoral & career planning needs of all trainees in your department are being addressed
- To implement, monitor and improve the specialty training programmes in the department in conjunction with the DME & the Deanery
- Where appropriate to work with the relevant Foundation & Core Programme tutors to ensure the specialty placement fulfils the programme requirements
- To represent their specialty area at training committees, both internally and externally, as required
- To ensure, along with the DME, that all those involved in training and assessing trainees have received appropriate training
- To manage trainee performance issues in line with Trust policy and in conjunction with the DME
- To ensure, in conjunction with the Clinical Director, that trainees receive appropriate departmental induction and are competent to practice prior to starting clinical practice
- Where appropriate to represent the College/Specialty body in the workplace and vice versa

Key Result Areas

- Educational plans and timetables appropriate to individual's learning needs
- Regular meetings with Clinical Director / Lead to discuss training and workforce issues and evidence that training is valued within the directorate. Service reconfiguration and training requirements are discussed together.
- All trainees will have a named educational supervisor who understands his/her role
- Provision of educational programme of both formal and work-based learning opportunities covering both specialty and generic curricula in collaboration with colleagues and programme directors
- Clear evidence of the delivery, uptake and effectiveness of learning for trainees in all aspects of the curriculum
- Departmental induction occurring in the specialty which is evaluated and attendance recorded
- Attendance at local and deanery education meetings as appropriate
- Active involvement in recruitment, assessment and annual review processes
- Recording of information required by local, regional and national quality control processes and the provision of a report as necessary
- Counselling and Careers Advice available for all trainees

Personal Development

Develop an appropriate education PDP to be discussed and approved at annual appraisal. Annual review of the role should take place with the DME, and independently with the CD as part of the job plan review.