



ROYAL COLLEGES OF PHYSICIANS

ASSOCIATE TUTOR ROLE DESCRIPTION

Updated November 2012



Associate Tutor Role Description

The role of Associate Tutor provides an opportunity for involvement with the educational activities of the College as well as with local teaching and training matters.

There will normally be one Associate Tutor for each hospital, but in larger hospitals it may be desirable for the role to be shared. In these circumstances an additional Associate Tutor may be appointed with the agreement of the RCP Tutor. The geographical area for which the Associate Tutor is responsible should be the same as that of the local RCP Tutor. This is the area covered by the Trust or by a particular hospital within the Trust, depending on local circumstances. It should include those hospitals separate from the main DGH - for example, many Trusts have outlying hospitals for palliative care, rehabilitation etc.

To represent trainees

Associate Tutors represent the interests of those junior doctors who are training for a career as a physician. They act as a link between trainees, the RCP Tutor and the College. Because an Associate Tutor has direct access to the College Tutor and to the College itself, he or she can give feedback on local educational issues. The Associate Tutors should therefore make contact with all the physician trainees in the hospital to explain their role, promote education, careers advice and training (including flexible training).

Broadly speaking, the issues with which the Associate Tutor is concerned are those relating to professional training, postgraduate education and the maintenance of clinical standards. Issues relating to the Terms and Conditions of Service, contracts of employment, remuneration and similar matters between the employee and employer are not within the College's remit.

The College run training & information days twice yearly for College Tutors and Associate College Tutors. **The Associate Tutor is expected to attend at least one of these days per year, in order to fulfil their role and keep up to date.** Additionally, they should make contact with their regional representative on the Trainees Committee trainees.committee@rcplondon.ac.uk and with the local Regional Advisers (via the RCP Regional Office where there is one).

To work with RCP Tutors

This aspect of the role will vary between different hospitals but the Associate Tutor may be involved with such matters as the organisation of teaching sessions, providing practical support and career guidance for trainees and assisting with arrangements for external visits if required.

To assist with publicising College events

The Associate Tutor can provide a valuable contact point for the dissemination of information from the RCP. All Associate Tutors receive an introduction pack containing information on their role, as well as details of training, publications and educational events such as conferences and teach-ins.

Appointment of Associate Tutors and duration of role

The Associate Tutor should be a trainee physician, but other physicians may be eligible. S/he is nominated by the RCP Tutor in consultation with the trainee physicians at the hospital concerned. It is intended that the choice of Associate Tutor should reflect the wishes of those he or she represents. If there is more than one eligible candidate, then the hospital postgraduate department should arrange for an informal interview process. The duration of the role is likely to be determined by the time spent at the hospital concerned, depending on the duration of contracts and the pattern of rotation between posts. As a general guide, it is envisaged that most Associate Tutors will hold the post for a minimum of one year and maximum of 3 years.

Any change of Associate Tutor should be notified to the JRCPTB Office at the RCP in London

ptb@jrcptb.org.uk as well as to the local RCP regional office manager.



Joint Royal Colleges of Physicians Training Board (JRCPTB)
Royal College of Physicians
11 St Andrews Place
Regent's Park
London NW1 4LE

Tel: 020 3075 1299
Fax: 020 74864160