College/Specialty Tutor Roles within Health Education Wessex

The College/Specialty Tutor within Trusts is responsible for overseeing the delivery of the training programmes to 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 (and a Training Programme Director would be a suitable Deanery representative). 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 a 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 practise 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 (ARCP)
• 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

These are generic roles which constitute the role of College/Specialty Tutor. Schools within Health Education Wessex use these Tutor roles in slightly differing ways and where there is significant deviation from these generic roles, more detailed information will be included on the relevant School's webpage.

Adapted from NACT UK Job Description April 2013

Dr Peter Hockey
Deputy Postgraduate Dean
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