

How to be an Effective Associate College Tutor

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Overview

- The Associate College Tutor (ACT) role
- Leadership, management & change
- Practical tips

The ACT Role

- To represent trainees
- To work with RCP Tutors
- To assist with publicising college events

Representing Trainees

- Your trainee colleagues will look to you for leadership and guidance
- Act as a link between trainees, RCP tutor and the college
- Actively seek views on local education & training issues and feedback to RCP tutor
- Offer careers and training advice

Working with your RCP Tutor

- Form a good working relationship with your RCP tutor
- Work together closely on improving trainee education and solving training challenges
- Gain insight into management & managing change
- Offer solutions, not problems

Assist with Publicising College Events

- Well placed to receive and disseminate information on College events
- Effective method of dissemination is via group email lists

Leadership, Management & Change

- Opportunity to gain first-hand experience of leadership, management & change, which is increasingly important at all stages of your career
- Direct experience is more relevant, revealing, interesting and valuable than theoretical/course experience

Leadership & Management

- Important leadership attributes include
 - Ability to **enthuse**
 - Ability to **negotiate**
 - Ability to **pacify**
 - Confidence to **challenge**
- ACT role provides an opportunity to reflect on and develop personal leadership qualities

Introducing Change

- Understand barriers to change
- Identify barriers to change
- Overcome barriers to change

- Attempting to introduce what is, at face value, an apparently small change can be complex, and can demand significant **TIME** and perseverance

Practical Tips

- Form a close working relationship with your RCP Tutor
- Create an email list of trainees for regular communication and keep this up to date
- Liaise with colleagues frequently; both informally and formally
- Offer solutions, not problems
- Reflect on leadership, management & change

Attributes of a Successful ACT

- Represents the views of trainees
- Demonstrates leadership attributes
- Communicates & negotiates with colleagues
- Appreciates the value of the ACT role as a firm foundation for a future career
- Works in a well supported environment where there is understanding of the ACT role and an openness to change

Suggested Reading

- Understanding Doctors: Harnessing Professionalism. King's Fund & RCP 2008
- How to Change Practice. NICE 2007