

Key tasks for the College Tutor

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RCP Tutors meeting
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What is a college tutor?

- Hands on Educational role overseeing a group of (usually) Core Medical Trainees
- Local representative of RCP
 - Professionally responsible to RCP
- Close liaison with Deanery
 - Accountable for their educational management performance to the Deanery and Trust

What trainees do you look after?

- CMT
- GIM ST3+
- Both

College Tutor Appointment

- Appointments procedure should be formal
- involve input from School, College and Trust
- should be absolute clarity about responsibilities, accountability and the time allocated in job plans for College Tutor work

Who had a formal appointment?

- Trust
- Deanery
- RCP Regional Advisor

Key tasks

- Your job description.....

Education and training

- Usually responsible for the overall management and quality control of the CMT training and teaching programme within your Trust
- Usually a member of the local School Education Committee
- Usually assist with the delivery of Regional Training Programmes
 - includes MRCP/PACES training.

Education & training

- Ensure that local specialty Induction programmes are in place
- Be an advocate for the trainee – enable attendance at teaching, jobs avoid unnecessary / repetitive duties without educational benefit

- Enable trainee feedback
 - teaching
 - Jobs
 - Supervision
 - PMETB/GMC survey completion

Appraisal and assessment

- Usually a key role in co-ordinating appraisal and assessment of all CMT trainees
- Overview of trainee eportfolios eg appraisals taking place within each post

Appraisal and assessment

- Working knowledge eportfolio and local support and training as necessary for trainees and educational supervisors.
- Support for educational supervisors
- Assisting with the ARCP process

Quality Assurance of Training

- Facilitation of local placement feedback, discussing any concerns raised with the relevant committee, and assisting in correction of problems.
- Arranging and co-ordinating any necessary visits.
- Assessing the educational value of individual posts for inclusion in CMT programmes.

Quality Assurance of Training

- Providing annual reports to the Trust and Deanery
- Making the College aware of any major concerns, particularly those relating to Trainee or Patient safety, not been amenable to local resolution

Career advice, support for trainees with particular educational needs and pastoral role

- Provision of career guidance
- Identification of and provision of specific advice and support to trainees in difficulty, in conjunction with the Programme Director.
- Giving advice to trainees with particular training needs, including flexible training.

Selection and Allocation of trainees

- Involvement in selection to ST 1 & 2, and regional programme allocation.
- Assistance with the processes for progression to ST 3 training.

Provide a link between the Deanery, hospital/Trust and the RCP Regional structures

- Publicise college events; encourage all trainees to attend.
- Advice on MRCP to trainees and 'Counselling should also be provided for those who have failed the examination'
- RCP Tutors should be aware of who their RCP Regional Advisers are
- feed back issues raised locally to the College and should ensure communication takes place between colleagues within the hospital/Trust
- Tutors may be asked to provide advice about nomination of colleagues for FRCP and higher awards and to assist the College by the provision of manpower data, usually acquired by Censuses.

Nominating and liaising with RCP Associate Tutors

- RCP Associate Tutors represent the interests of junior doctors
- There should be one in each hospital/Trust who is able to assist the RCP Tutor with the delivery of education and training.
- Regular meetings should be held between the RCP Tutor and the RCP Associate Tutor

Associate Tutors

To represent trainees

- Issues relating to professional training, postgraduate education and the maintenance of clinical standards
- Make sure the trainees know who you are
- All Associate Tutors should make contact with their regional representative on the Trainees Committee in order to keep up to date with information. The best way to get your views heard is through this Committee and they are contactable at:
trainees.committee@rcplondon.ac.uk

Associate Tutors

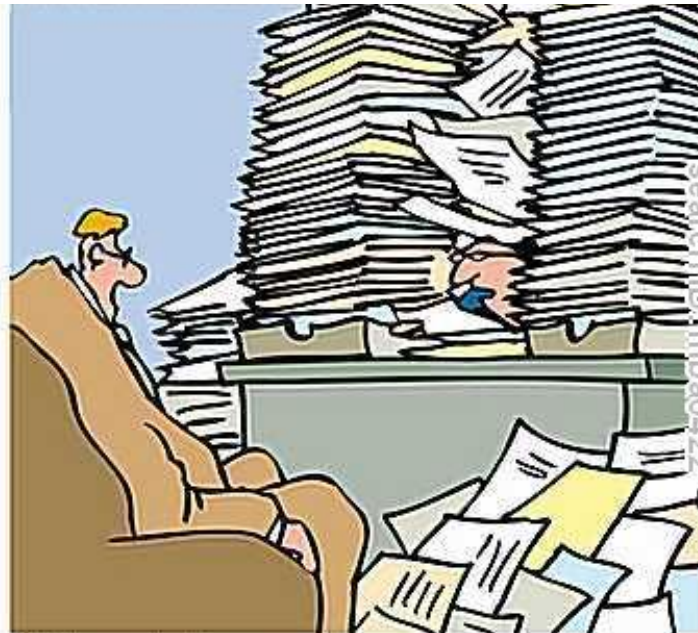
To work with RCP Tutors

- may involve organisation of teaching sessions, providing practical support and career guidance for trainees and assisting with arrangements for Deanery or GMC visits
- Part of the local education committee
- Help as necessary with SpRs' generic and General (Internal) Medicine training programmes.

Associate Tutors

- **To assist with publicising College events**
- dissemination of information from the RCP
- raise awareness of Deanery/GMC visits to assess CMT posts, with the opportunity this presents for CMTs to provide feedback on the educational content of their posts and consequently bring about improvements in the quality of education for trainees at their hospital.

Should the College Tutor role be something more?



“We only hire people who are willing to take on more than they can handle.”

- **EXPLORING THE ROLE OF COLLEGE TUTOR...A SURVEY (May 2010)**

Survey

9 Questions asked to CMT leads and Head of Schools by email

- Do you (or nominated person) run regional training days to assist delivery of the GIM curriculum? If so, please briefly describe the number of days, how many trainees can attend, the content, who delivers etc.
- Do you (or nominated person) deliver the GIM curriculum in any other way e.g. advertise specialty clinics to StR3+s outside the specialty, promote eLearning, college regional training days, allow StR3+ to attend some of the CMT training etc ?
- Are you satisfied with the delivery of GIM training in your School / locality?
- If not, do you have a suggestion / plan for improvement:

Survey...

- Do you think the RCP CTs could / should be involved, and if so how could they help?
- Do the CTs devise teaching programmes, assist with ARCPs, sort out rotas, do face-to-face, do eportfolio reviews?
- What do you see as the role (s) of the CT?
- Do you in your TPD / Deanery role have a clear well-defined interaction with the CTs currently?
- In your patch, is the CT also a local CMT lead or are the roles separated?

EXECUTIVE SUMMARY

- Representatives from 13 deaneries responded
- Every deanery does something different
- in majority the College tutor (CT) is seen as the local CMT lead at trust level
- Expectation of role of CT at the local level is very variable; in majority organizes local teaching programmes at CMT level; most participate at ARCP; some do eportfolio review; some organize rotas; some do face-to-face; a few expected to be educational supervisors to the CMT trainees, arrange MRCP teaching, pastoral support – all CMT level

EXECUTIVE SUMMARY

- Very few CTs have any involvement at ST3+ HST GIM trainees
- GIM teaching organized in very different ways between (and within) Deaneries – some by RCP RA; some by GIM STC (if have one); one by CMT Committee; one by CTs; there is a mixed response in satisfaction with their current arrangements
- A particular emphasis on College regional Teaching is made in some deaneries as a means to supplement delivery GIM teaching

EXECUTIVE SUMMARY

- Support for a local GIM ‘champion’; one deanery has a GIM STC representative at each trust already, not the CT
- Overall opinion suggests CT are in a well placed position to be a local GIM champion, in addition to their CMT role....although current workload with CMT, lack of recognition of time and remuneration, and CTs without dual accreditation seen as potential stumbling blocks
- CT and deaneries primarily interact through CMT Committees

Another role?

- ***RA for Service Quality***
 - the emphasis of the recommendations is to reflect the importance of liaison with local physicians as the starting point to safeguard and champion patient safety and high standards of care.
- ***‘Local professional links with hospitals would be crucial to developing effective local clinical networks. It was felt that the College should re-engage College Tutors in more general issues other than CMT, linked to the work of RAs. Consideration should be given to developing College Tutors as the local link in each Trust with RAs for Service Quality, and the means by which advisers disseminate information to the hospital level. This should be facilitated by a defined role which Tutors can carry out in support of service issues.’***

SUMMARY

- CMT local lead
 - Education and training
 - Appraisal and assessment
 - Quality assurance of training
 - recruitment
 - Career advice , pastoral support
 - Lynchpin
 - Work with Assoc CT

Should the role be different?

- ? GIM champion
- ? Stronger link with RA and Trust
- ? Other roles

WHAT DO YOU THINK?

- Are the roles described familiar to you?
- Anything different not mentioned?
- do you see an additional role as a GIM champion?
- Do you already have strong links with RA
 - can you see a role here