



ROYAL COLLEGES OF PHYSICIANS

ASSOCIATE TUTOR ROLE DESCRIPTION



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.

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.

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.

All Associate Tutors are asked to ensure that they introduce themselves at SHO induction sessions. This should include a brief explanation of their role, promoting education, careers advice and training (including flexible training).

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.

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 RCP, Postgraduate Deanery or GMC assessment visits.

Associate Tutors should also:

- a) Chair the sub-committee of the local education committee responsible for the content and delivery of the SHOs' education programme. The organisation of this sub-committee will be the joint responsibility of the Associate Tutor and the RCP Tutor.
- b) Help as necessary with SpRs' generic and General (Internal) Medicine training programmes. Where the speciality training will usually have both a regional and a local component, the General (Internal) Medicine and generic training will be predominately a local function.

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. Following their initial appointment they receive mailings of the Associate College Tutors' Newsletter and additional ad hoc mailings both for their information and display on the RCP notice board. It is hoped that this will keep Associate Tutors informed of relevant developments at the College.

Associate Tutors should also take a positive role in helping to raise awareness of College visits to assess SHO posts, with the opportunity this presents for SHOs 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.



Appointment of Associate Tutors

The Associate Tutor must be a trainee physician. 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. **Any change of Associate Tutor should be notified to the JRCPTB Office at the RCP in London (Email: agnes.chelminska@jrcptb.org.uk).**

Length of time spent as an Associate Tutor

This will usually 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.

Area covered by the Associate Tutor

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 will 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 or infectious diseases.

Joint Royal Colleges of Physicians Training Board (JRCPTB)

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