

HONORARY APPOINTMENT ROLE DESCRIPTION



Royal College of
Obstetricians &
Gynaecologists

Role Title	College Tutor
Reporting to	Director of Medical Education/Clinical Tutor Head of School/Chair of the Specialty Training Committee (STC) Chairs of the RCOG Education Committees and the Education Board
Duration and Dates of Appointment	3 years initially Optional renewal through formal reappointment process (with competition) for a maximum of 3 further years
RCOG Faculty Development Framework Tier	3
Purpose and Description of Role	
<p>The role of the College Tutor is to coordinate Obstetrics and Gynaecology (O&G) training and education in an individual Trust. The responsibility for delivering that training and education lies with the Trust, on behalf of the Postgraduate Dean. The Tutor should oversee the provision of the Specialty Training and Education Programme and may also be involved in assisting the Deanery/School/LETB in managing the appropriate components of the foundation programme.</p> <p>This is a specialist post with responsibility for the day-to-day coordination of high-quality multidisciplinary education in obstetrics and gynaecology. The post is critical to establishing a positive training culture within an individual Trust. It is likely that College Tutors may have other roles, which can include being an Educational Supervisor, Clinical Supervisor, ATSM Preceptor or ATSM Educational Supervisor.</p>	
Main Responsibilities	
<p><u>Ensure safe and effective patient care through training</u></p> <ul style="list-style-type: none"> • Foster a positive educational environment for learning. • Ensure appropriate systems are in place for the clinical and professional supervision of trainees in O&G. • Identify trainees in difficulty and support them at a local level, in conjunction with the Deanery/School/LETB/Training Programme Director/Workplace Behaviour Champion. • Arrange an induction programme for new trainees. <p><u>Establish and maintain an educational environment</u></p> <ul style="list-style-type: none"> • Assign trainees to Educational Supervisors and ensure details are updated on ePortfolio. • With the Director of Medical Education, be responsible for identifying, and making sure local Educational Supervisors have undertaken the appropriate training to GMC standards 	

and remain updated.

- Ensure an appropriately balanced timetable is provided to meet individual trainee training requirements (both full-time and LTFT trainees).
- Facilitate release of the trainees to attend regional training sessions as determined by the School.
- Facilitate study leave to ensure competency progression as determined by the curriculum and the Training Matrix.
- Contribute to the educational development of other doctors in the department (e.g. Foundation doctors, GP trainees and SAS/Trust doctors in O&G).

Teach and facilitate learning

- Liaise with the local Educational Supervisor and Ultrasound Coordinator on the delivery of ultrasound training within the unit.
- Facilitate the provision and supervision of the RCOG Advanced Training Skills Modules (ATSMs).
- Organise an in-house (multiprofessional) education programme.

Assess

- Oversee the formative and summative assessment process and appraisals of obstetrics and gynaecology trainees via the ePortfolio and by liaising with trainers/assessors.
- Take part in the Annual Review of Competence Progression (ARCP) of O&G trainees.

Act as mentor/appraiser

- Provide pastoral care for trainees
- Identify, within the unit, individuals to act as positive role models for the recruitment of undergraduates.

Guide personal/professional development of trainees

- Assist trainees with their educational goals and career progression.
- Consider opportunities to take either funded or unfunded trainees under the Medical Training Initiative (MTI) and liaise with the RCOG MTI Officer or Global Health staff regarding specific placements.

Develop as a medical educator

- Undergo annual appraisal of educational role as per Deanery/LETB and NHS services processes.

Represent the RCOG locally

- Assist in monitoring the delivery of the RCOG core specialty curricula.
- Liaise with Deanery/LETB/School committees and other hospital departments.

- Ensure timely responses to requests by the RCOG for information.
- Encourage trainees to undertake RCOG and GMC survey.
- Attend the annual College Tutors meeting at the RCOG.
- Help to coordinate and facilitate Deanery/LETB and General Medical Council (GMC) inspection visits.
- Represent education at local management meetings.

Key Working Relationships

- Director of Medical Education/Clinical Tutor
- Head of School/STC Chair, School TPDs, Workplace Behaviour Champion, ATSM Preceptors, ATSM Educational Supervisors, Educational Supervisors, Clinical Supervisors
- Human Resources (Trust and Deanery depending on who employs trainees)
- Rota Master

Time Commitment

It is essential that time is identified within a job plan to deliver this role which is a cornerstone of patient safety and key to delivering a high quality service. The National Association of Clinical Tutors strongly recommends a minimum of 1 programmed activity (PA) for up to 20 trainees in the specialty (excluding foundation), 1.5 PAs for 20–40 trainees and 2 PAs for more than 40 trainees.

Evaluation of the Role and Succession Planning

This role reflects the present requirements of the post as approved by the Specialty Education Advisory Committee (SEAC) of RCOG. A new College Tutor should be appointed at least 3 months before the end of the current holder's term of office and they should work closely together during this time in order to facilitate a smooth take-over period.

Appointment Process

Vacant posts should be advertised within individuals LEPs/Trusts using this role description. The interview/selection process should include representation from Trust (often DME +/- Clinical Director) and LETB/Deanery//RCOG (Head of School or representative).

PERSON SPECIFICATION

Qualifications / Training

Essential

- MRCOG/FRCOG
- Registered with a licence to practice with GMC, in good standing
- Substantive consultant in Obstetrics and/or Gynaecology in UK NHS Practice
- Evidence of annual appraisal
- Evidence of equal opportunities and diversity training within previous 3 years
- Have completed the RCOG 'How to be a College Tutor' course

- Be a GMC-recognised Educational or Clinical Supervisor

Desirable

- At least one fully completed CPD cycle
- Formal training in postgraduate medical education
- Have completed one or more of the following RCOG education courses or eLearning: (a) WPBA eLearning module; (b) Training the Trainer course; (c) Examiners' Training Day; (d) Specialty Assessor eLearning module

Previous Experience

Essential

- Have experience as an educational supervisor

Desirable

- Have experience of organising training in O&G
- Have experience of attending ARCP panels

Key Skills / Attributes

Essential

- Committed to postgraduate medical education
- Empathetic, tactful and able to deal with sensitive and confidential issues
- Good organisational and administrative skills

**Approved by RCOG Specialty Education and Advisory Committee
October 2014**