

Job Description and Person Specification for role of College Tutor of the Royal College of Anaesthetists

The purpose of the role of College Tutor (CT) is to provide the following in their own hospital:

General Responsibilities

- To act as an educational lead for anaesthetic training within the department
- To ensure that the educational, pastoral & career planning needs of all trainees are being addressed
- To implement, monitor and improve the training programme in conjunction with the Director of Medical Education (DME) (or equivalent), Deanery and Regional Adviser Anaesthesia (RAA)
- To work with the relevant Training Programme Director (TPD) and Head of School (HoS) to ensure placements fulfil the programme requirements
- To provide representation at training committees, both internally and externally, as required
- To ensure 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 that trainees receive appropriate departmental induction
- To provide, or arrange for the provision of, educational support and guidance for SAS and locally employed doctors within the department
- To represent the RCoA in the workplace and vice versa

Key Result Areas

- Allocation of a named educational supervisor for every trainee
- Oversight of local educational programme in collaboration with colleagues, including FICM & FPM tutors
- Departmental induction which is evaluated and attendance recorded
- Attendance at local, deanery and RCoA education meetings as appropriate
- Active involvement in recruitment, assessment and ARCP processes
- 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

Additional Information

- The **term of office** is ordinarily three years, renewable for a further three years; most tutors serve two terms. Extension beyond two terms is exceptional
- An additional CT may be approved for departments with 20 or more trainees, providing there is support from the local RAA
- To avoid conflict of interests CTs should not hold managerial positions at the level of Clinical Director¹ in anaesthesia or critical care services, but subspecialty leads are eligible to apply. CTs must not hold the positions of TPD or Head of School concurrently.
- CTs are expected to attend the RCoA meeting for newly appointed CTs as well as the annual national CTs' meetings

¹ Or other title describing the overall lead anaesthetist; sub-specialty leadership is not a bar



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- Annual review of the role will take place through the appraisal and job planning processes
- Applicants for College Tutor should have 3 years' experience in a substantive consultant post and be formally recognised as an educational supervisor. In exceptional circumstances the College will consider applicants with less than 3 years' experience but there will be an expectation of additional mentoring in the role from the DME (or equivalent) and/or Regional Advisor. This will need to be specifically confirmed as part of the application.

Appointment

Although styled "College Tutor", the appointment requires support of, and includes consultation with the local hospital and School. The process is co-ordinated by the RAA or if he/she is conflicted, by the Deputy RAA or a RAA from a different region.

Support is required from

- the local anaesthetic department's consultant body and other career grade colleagues; evidenced by support of the Clinical Director/Lead Clinician for anaesthesia
- the employing authority, evidenced by support of the DME (or equivalent doctor).
- the local School of Anaesthesia, evidenced by support of the HoS or Postgraduate Dean (PGD), or equivalent
- the head of the local academic Department of Anaesthesia, where relevant

If there is only one applicant in good standing² with the RCoA who meets all of the essential criteria detailed on the Person Specification, the forms will be forwarded to the College. If there is more than one suitable applicant, selection is by either ballot or interview, to be decided by the RAA and the DME, taking into account the wishes of the local anaesthetic department.

- A ballot will be held among the above constituents. A simple majority will suffice and in the event of equal votes, the DME (or equivalent) will have a casting vote which can be delegated
- The DME (or equivalent) arranges an interview. The panel will comprise the DME (or his/her nominated deputy) a RAA (or his/her deputy), and a nominee from the PGD's Office. The name of the successful candidate will be sent to the College for approval.

Completed applications should be sent electronically to the RCoA Regional Representatives Coordinator (Karen Morris kmorris@rcoa.ac.uk). Each month the completed applications will be circulated electronically to members of the Education Training and Examinations Board for approval. Successful applicants and their RAA and employer will be notified as soon as possible after approval.

A list of approved CTs will be received at ETE Board and then published in the RCoA Bulletin.

Time to discharge duties

It is recommended that in most hospitals at least 1 PA is provided for CT duties which is separate from SPA and DCC time in job plans. Some of this time may be annualised and taken as additional professional leave. In departments with more than 20 trainees a second CT or additional time should be provided.

² Good financial standing

The College recognises, and is grateful, that despite financial pressures, most employers still endorse the principle that time is needed to teach and train our future doctors. This principle has been reiterated by successive Chief Medical Officers and the General Medical Council³.

The College urges employers to recognise that CTs spend a great deal of their time discharging their duties, and that they and their department will benefit from allocation of sessional time and secretarial support to undertake the role. This is an example of good employment practice. If CTs encounter an apparent lack of support for their activities they should first seek advice from the RAA and the Postgraduate Dean, but the RCoA President is willing to intercede if local actions fail.

Person Specification

Person Specification	
Essential criteria	Desirable criteria
Enthusiasm to support trainees in the changing environment of health care delivery	
3 years' experience as a Consultant	
Fellow in good standing (including <i>ad eundem</i> or associate) of the College or College of Anaesthetists in Ireland	
Experience of teaching and training colleagues gained as an Educational Supervisor	PG Cert or similar teaching qualification
Support of consultant colleagues	Support of head of local academic department of anaesthesia
Support of the local Head of School of Anaesthesia	
Support of the local Postgraduate Dean	
Support of employer, confirmed by the Medical Director/Director of Postgraduate Education/Clinical Director	

³ Promoting Excellence; standards for medical education and training GMC 2016



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Willingness to work with local trust and school of anaesthesia	Experience of working with the local trust and school of anaesthesia as an educational supervisor
Familiarity with the College's training curriculum and willingness to apply it to developmental work in local school	
Familiarity with methods of appraisal and assessment and willingness to participate in the 'ARCP' process	
Ability to supplement personal knowledge by using local support and guidance from colleagues to shoulder burdens and duties	