



Job Description

For

Associate Specialty Tutor

(an RUH Trainee Leadership and Educational Role)

JOB OUTLINE

Appointment

Accountable to: Local Education Provider via Director of Medical Education

Reports to:
Specialty College Tutor

Job Purpose

The Associate Speciality Tutor works closely with the Speciality Tutor. They act as a link between the junior doctors on the ward, the Speciality Tutor and the PGMC.

The Associate Speciality Tutor should make contact with the ward doctors to explain their role, promote education and support professional development and training. The Associate Speciality Tutor is concerned with issues relating to postgraduate education and the maintenance of clinical standards.

The Associate Speciality Tutor should meet with ward doctors at the beginning, and end of the rotation, ideally with a mid-post meeting also; this is likely to be alongside the Speciality Tutor and can be part of the Induction framework. They should gain trainee's feedback and seek to address any issues that arise.

The Associate Speciality Tutor will be available as a point of contact to the ward doctors. They may need to direct the ward doctors to appropriate avenues of peer support, including Educational or Clinical Supervisors, the Speciality Tutor, the Associate College Tutor, or the Pastoral Support Tutor for Foundation doctors. It is important that the Associate Speciality Tutor maintains confidentiality and does not disclose confidential information, including about other trainees.

The Associate Speciality Tutor should support the Speciality Tutor in their duties, including ensuring that teaching programmes are organised and well attended. For example, ensuring the teaching programme is co-ordinated, valuable, and ensuring collaborative education with the broader team e.g. with Medical Nurse Practitioners.

As part of wider leadership experience the AST group will each rotate to chair the junior doctor's forum. This will allow experience of issues affecting the wider post graduate doctors in training group and how the trust supports the PGDiT work force. A key element of this will be setting the agenda for the meeting and analysing the suitability of funding proposals for exception reporting funds along with the guardian of safe working.

Key Responsibilities of the Associate Speciality Tutor

- Work with the Specialty Tutor to ensure educational & pastoral needs for all ward doctors in your department are addressed.
- Facilitate the departmental teaching program.
- Work with the Specialty Tutor to ensure trainees receive appropriate specialty induction and end of attachment review.
- Represent the Specialty within the workplace and vice versa.
- To address issues raised in the GMC Survey, and from F1/F2/CMT QA Panels and PGMC feedback.
- Advocate for ward junior doctors in regard to clinical governance issues and engage with speciality governance lead to enhance engagement amongst ward doctors.
- *Rotational opportunity to lead the junior doctor's forum*

Specific Professional/Managerial Tasks

1. Support the Specialty Tutor with specialty induction: (i) facilitate face-to-face meeting for trainees when they start; (ii) update introduction to Unit document; (iii) record specialty induction attendance and evaluate quality; and (iv) provide local relevant educational plans and timetables.
2. Assist the Specialty Tutor with providing quality control for your specialty for relevant postgraduate educational activity e.g. GMC National Training Survey reports, Quality Panels, specialty induction, departmental educational attendance, trainee sickness reporting & educational appraisal.
3. **Liaise with the speciality governance lead to gain experience managing departmental governance issues. Encourage engagement of junior doctors in morbidity and mortality meetings. Supervise audit or quality improvement projects undertaken by junior doctors**
4. *Chair the junior doctor's forum on a rotational basis, setting the agenda, promoting attendance and guiding discussion at the meeting.*

Personal Development:

Consider undertaking formal training & gaining qualifications in:

- Postgraduate Medical education
- Coaching & mentoring
- **Leadership and management**
- Other relevant areas of study.

? **Examples/links available to speciality tutors**

Person Specification

Associate Specialty Tutor

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications	GMC Full Registration Completion of Foundation & Core Medical training	PGMC qualification
Experience	Some experience in medical education e.g. teaching junior trainees, medical students and other health professionals	PGMC experience e.g. <i>Foundations in Medical Education</i> or teaching course
Teamwork	Ability to work effectively within multidisciplinary teams Positive attitude towards Nursing and Support led team services	
Communication	Good oral, aural and written communication skills Good interpersonal skills and the ability to deal with difficult situations	
Management	An understanding of management structure in medical education (HEE, HESW) Good organisational and leadership skills	
Teaching	Experience of teaching including medical trainees, students and allied health professionals Evidence of teaching with formal feedback	
Personal	Evidence of personal development	

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Adapted from NACT UK specialty tutor job description & Royal College of Physicians
Associate College Tutor Role Description