

The Royal College of Ophthalmologists

17 Cornwall Terrace, London. NW1 4QW

Telephone: 020-7935 0702

Facsimile: 020-7935 9838

Website: WWW.RCOPHTH.AC.UK

Email: training@rcophth.ac.uk



PATRON
HRH THE DUKE OF YORK, KCVO, ADC

FROM THE EDUCATION AND TRAINING DEPARTMENT

JMH/vf

22 July 2014

Dear Clinical Lead/Director

Re: 'Admin Reg' or equivalent Roles

We are sending this letter to all Clinical Leads, Heads of School and Training Programme Directors.

The 'Admin StR' role has existed in various guises for many years. However, it has become recently apparent from at least two large departments that this role has been excessively burdensome and in some instances trainees performing this role have felt the need to delay taking their Part 2 FRCOphth. This in turn can impact on their individual career progression, and thus create problems for the Programme rotation. In one case this delay has resulted in the trainee receiving an outcome 3 at their ARCP.

This issue was discussed at the Professional Standards Committee and it was felt that Admin StRs organising the trainee out of hours on call rota was totally appropriate and that they should be encouraged, with appropriate time, to do so.

However if the role involves more than this, for example approving leave, making sure that clinics are adequately staffed, cancelling clinics, etc. then the role must be given management support and adequate time. Educational supervision will be required to support (e.g. with CbDs) the activities in the "Role in the Health Service" and other sections of the curriculum. Educational Supervisor and/or Clinical Director support may be required at times to give actions additional authority. Ideally this sort of role should be part of a leadership/management programme. The role must not impact negatively on the trainee's other educational objectives, for example passing the Part 2 FRCOphth or the experience gained from a TSC.

Administrative chaos that is left for or dumped on a trainee who is unsupported is completely inappropriate as it does not constitute training and is not tolerated by the Regulator of training, the GMC.

Any 'Admin StR' duties which are not compliant with this guidance must cease with the new rotation of trainees in August/September 2014.

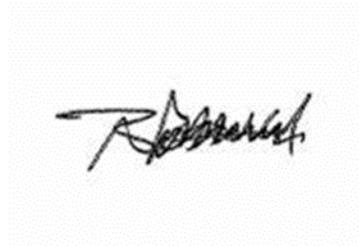
This letter is also being sent to trainees so that the College's position on this is clear to both parties.

Thank you very much for your help.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Michael Hayward', with a stylized flourish at the end.

Mr Michael Hayward FRCS FRCOphth
Vice President
Chairman – Training Committee

A handwritten signature in black ink, appearing to read 'Bernie Chang', with a stylized flourish at the end.

Mr Bernie Chang FRCSEd FRCOphth
Vice President
Chairman – Professional Standards Committee