

Education and Training Department

College Tutor Nomination Process

The College will email Regional Education Advisers (REAs) at the start of each calendar year the list of College Tutors whose term of appointment is up for renewal.

College Tutors are emailed individually (cc: REA at least three months prior to the end of term to instigate the nomination process, which is overseen at local level by the Regional Adviser.

Three-year term initially with optional renewal for a maximum of a further three years. Nominees must be:

- Consultants
- College members
- Committed to a CPD programme



Nomination forms must:

- Be signed by the REA
- Be signed by the Clinical Director / Lead has given support
- Include a summary CV (max. 4 size A4 pages)



If more than one consultant expresses an interest in the role, the REA should organise a selection process locally and inform the College of the chosen nominee.



- New nominations/re-nominations and CVs are considered by College Admin against criteria set by the Chair of the Training the Trainers Sub-committee.
- If nominations are approved, confirmation letters will be sent to: new College Tutor, REA, Medical Director, Chief Executive and Postgraduate Dean.
- New College Tutors will be invited to attend a College Tutor Training Day within six months of appointment.