

Associate College Tutor Notes

The College Tutor may appoint one or more Associate College Tutors. The role of the Associate College Tutor (ACT) is to work with the College Tutor to support high quality training in Ophthalmology. Associates may be nominated to the Specialty Training Committee or School Board who will approve the appointment. Nominations do not have to be approved by the College. The College recommends that a College Tutor should consider appointing an ACT if the unit has more than four trainees.

The ACT must, at all times, have the support of the College Tutor. If ACTs do not feel sufficiently supported or feel that the responsibilities they have been given are not appropriate, this should be discussed in the first instance with the College Tutor. If issues remain unresolved, it is advisable to involve the Training Programme Director, Regional Adviser or Postgraduate Dean.

Whereas the general responsibility for Staff Grade and Associate Specialist doctors usually lies with the Trust Clinical Tutor/Director of Medical Education (or a person specifically designated to undertake this role), the most appropriate people to offer specialty and career advice would be the unit College Tutor or Associate College Tutor.

The following responsibilities are shared with the College Tutor.

Educational supervision

Be a mentor

Be prepared to give advice to all ophthalmic trainees on any aspect of training in the unit. This should be offered confidentially. Where a trainee has problems that require further action the College Tutor must be informed after telling the trainee this will happen. If possible the trainee should speak directly to the College Tutor.

Provide opportunistic education

Be prepared to offer tuition when the opportunity arises e.g.: in clinic, casualty, ward. Pay special attention to trainees who are preparing for examinations.

Contribute to formal education

Help to organise internal and external teaching in consultation with the College Tutor and Programme Director. Gain feedback from trainees on the quality of the sessions. Maintain a record of attendance at the teaching. Devise means of evaluating the programme.

Offer counseling

With the College Tutor, be prepared to listen to trainees who have particular difficulties

and to advice on other support facilities that are available e.g. clinical tutor, Dean's office.

Continue to be educated as an educator

Reflect upon your own development as an educator and take up opportunities for development when they arise. You must either have or agree to have training in Equality & Diversity and Training the Trainers, as well as maintaining your general CPD.

Teaching and training

Help to improve the standard of teaching that is provided for ophthalmic trainees. Assist the College Tutor in the structuring of training agreements and the Training Programme Director in the revision of the prospectus of training.

Communication and liaison

Deal appropriately with literature that is sent from the College, Dean's office, clinical tutors, etc. Encourage attendance at appropriate external teaching events. Facilitate liaison between College Tutor and trainees.

Examination preparation and support

Assist the College Tutor in preparing trainees for College examinations.

Other responsibilities

- Help when preparing for departmental inspections
- Advocacy for trainees within the department
- Feedback from trainees for the College Tutor on the training programme
- Induction for new starters
- A point of contact for job applicants

Support for you

You are entitled to the same support as your colleagues (College Tutor, Training Programme Director, Clinical Tutor, Dean etc.) You will receive regular appraisal from your Educational Supervisor as part of your training agreement, but will also receive appraisal in your ACT role from the College Tutor.

For further details see:

College Tutor Terms of Reference

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