

# Education and Training Department

## College Tutor – Role Description and Person Specification



<b>Role Title</b>	<b>College Tutor</b>
<b>Duration of Appointment</b>	Three-year tenure from date of appointment. Optional renewal for a maximum of a further three years.
<b>Main Responsibilities</b>	
<ol style="list-style-type: none"><li>1. To promote and coordinate the delivery of high quality education and training, fostering a positive environment for learning in the unit.</li><li>2. To provide educational supervision, appraisal and career guidance.</li><li>3. To participate in Trust, LETB/Deanery and College networks and processes.</li><li>4. To coordinate of continuing professional development in education and training.</li><li>5. To ensure high quality induction programmes are in place and appropriate access to formal learning opportunities is available.</li><li>6. To be the prime point of contact for trainees with the College.</li><li>7. To act in a pastoral role where trainees require confidential help other than from their educational supervisor.</li><li>8. To advise trainees on requirements for examinations run by the College.</li></ol>	
<b>Key Working Relationships</b>	
<p><b>Liaison with College:</b> Chairs of Education Committee, Training the Trainers Sub-Committee, Head of Education and Training, Education and Training Administrator</p> <p><b>External liaison:</b> Medical Director, Clinical Director, Head of School, Training Programme Director, Regional Education Adviser</p>	
<b>Time Commitment</b>	
Adequate time is required within job plans to ensure the role is undertaken to a high standard. This is expected to be approximately 1PA or equivalent per week, depending upon the size of the unit and the responsibilities of that unit within the regional programme. Attendance throughout the year to ARCPs, Specialty Training Committee and Board meetings is expected as part of maintaining high quality education and training in the Trust.	

## Qualifications / Training

### Essential

- Fellow or Affiliate Member of good standing with the College.
- On the Specialist Register for Ophthalmology.
- In a substantive Ophthalmology Consultant post within the Trust.
- Experience as a GMC-recognised Educational Supervisor.
- Have demonstrable commitment to a CPD programme.
- Support of consultant colleagues and Clinical Director / Lead.
- Agreement with the Trust for adequate time in job planning for role.
- Up-to-date Appraisal / Revalidation.
- Familiarity with the RCOphth training curriculum, methods of assessment, e-Portfolio and Eye Logbook and willingness to apply knowledge locally to developmental work.
- Familiarity with RCOphth examinations.

### Desirable

- Participation in the ARCP process.
- Participation in Training the Trainers courses: clinical supervision, feedback, appraisal and assessment, teaching methods, doctors in difficulty, equality and diversity.

## Key Skills / Attributes

### Essential

- Understanding of role of College Tutor.
- Enthusiasm to support trainees in the changing environment of health care delivery.
- Experience of teaching and training colleagues gained as trainee or consultant.