

Appendix 1



Surgical Tutor Role Description

Job Summary

The Surgical Tutor is an ambassador of the College, a School of Surgery advocate for the ISCP and undertakes a key role for the Trust in supporting and demonstrating good governance of surgical training matters.

The Tutor is responsible for providing leadership to surgical trainees in the Trust. Key roles include supporting and advising the Director of Medical Education on educational resource issues for surgery in the Trust and liaising with the School of Surgery (SoS) via the Core Training Programme Director / Core Surgical Training Committee and the Specialty Training Committees (STCs) as necessary.

The Surgical Tutor may also provide a link to the relevant regional Professional Affairs Board (PAB) where their role is to advise the College Director for Professional Affairs (DPA) of service and educational issues affecting surgeons in their Trust. Surgical Tutors could either be a member of the PAB in their own right, or represent their Surgical Tutor colleagues in the region.

Professionally Accountable to: The College via the Vice President with responsibility for Regional Development
Managerially Accountable to: Trust Director of Medical Education (DME)
Educationally accountable to: Head of School of Surgery
Term of Office: Initially 3 years, extendable for up to 2 years by mutual agreement

Key Roles & Responsibilities

Support for trainees:

- Be available to provide support and guidance to all surgical trainees in the Trust
- Become an active member of the relevant Core Surgical Training Committee (Core STC) and regularly attend such meetings
- Support the activities of the Core STC including ARCPs, regional teaching, simulation teaching sessions, induction, faculty development and other relevant activities
- Ensure all trainees have access to local / regional teaching sessions and study leave
- Identify and support any trainees with differing needs and liaise, where necessary, with the SoS / LETB, appropriate Training Programme Director (TPD) and / or Assigned Educational Supervisor (AES) to help develop training action plans
- Monitor the number and type of surgical posts within the Trust and their educational opportunities
- Identify and support trainees in difficulty
- Liaise with other groups of healthcare professionals who form members of the wider surgical team

Support for trainers:

- Support faculty development so that those involved in educational activities meet GMC / College standards for trainers
- Utilise ISCP in support of the Trainee / Assigned Educational Supervisor (AES) relationship

Advocate for ISCP:

- Act as an advocate for the ISCP, ensuring all trainees and their trainers are aware of the requirements of the curriculum, are capable of using the ISCP system and its tools, and have participated in the formulation and assessment of learning objectives
- Attend Core Surgery induction as necessary and promote the use of ISCP and College services

College Ambassador:

- Promote membership of the College via College examinations, provide education and guidance around the take-up of College educational courses and signpost other relevant College services which support surgeons in the Trust

Trust Education and Training Lead for Surgery:
(This section to be negotiated and agreed locally with Trusts)

- ***In conjunction with Clinical Directors, ensure that planning processes within the Trust take surgical educational needs into consideration particularly in relation to access to theatre, clinics and wards, medical staffing, service configuration, waiting lists and bed numbers***
- ***Represent the interests of Surgery in medical education meetings at the Trust and work closely with those involved in training and education within the Trust including the Director of Medical Education (DME), Postgraduate Centre Manager and Medical Director, as well as consultant colleagues***
- ***Support QA process including organising / participating in School / GMC hospital visits as required, providing reports and correcting problems highlighted in GMC reports and trainee surveys***
- ***Co-ordinate local consultant involvement in national recruitment at both Core and Higher Surgical training levels as required***

Making the links with service:

- Attend the College Regional Representative meetings held each year and disseminate information on College policy and guidance to Trust colleagues
- If appropriate, attend the regional Professional Affairs Board (PAB) meetings to advise the College Director for Professional Affairs of service and educational issues affecting surgeons in the Trust / region
- Engage with the annual (or as required) arrangements for review / assessment of the Surgical Tutor role in the School of Surgery, conducted on paper or by the appropriate panel, as required
- Work with the College Regional Co-ordinator, Head of School, Director for Professional Affairs and Training Programme Directors to ensure that a free flow of information on the full range of surgical matters is disseminated to Trust colleagues

College Support for the Role

In addition to the annual Regional Representative Conferences (which Surgical Tutors are expected to attend), the College will establish the following mechanisms for ensuring Surgical Tutors feel updated and supported in their role:

- Regional Surgical Tutor forums with opportunities for networking, socialising and information sharing (potentially organised around other events such as Core STCs / PABs etc.)
- Dedicated Surgical Tutor induction and educational sessions at the College, linked to regional representative conferences
- Dedicated online resources to support improved two-way communication between the College and the Surgical Tutors including regular updates of the Surgical Tutor Handbook

The College Surgical Tutor role is a partnership between the College, the Trust and the School of Surgery and as such this role description should be negotiated with the relevant Trust DME in advance of any appointment. The role description is a guide to the range of responsibilities and may be subject to change in accordance with national, Trust or School of Surgery objectives.

Appointment Process

The Surgical Tutor role is the subject of local negotiation but based on a number of key principles:

- A Tutor must have an established or honorary consultant appointment in the NHS and must be a Fellow of the College. Where a Surgical Tutor appointed through a properly constituted appointments panel is not a Member or Fellow of the College, the College will offer the Surgical Tutor ad eundem Fellowship of the College and will waive the fee for the period of the appointment. Where a vacancy exists, this will be advertised to all consultants in the hospital / Trust in liaison with the Regional Co-ordinator
- The interview panel should consist of the Trust Director of Medical Education (DME) or equivalent, Head of School of Surgery (or deputy), and a College representative (this can be the Director for Professional Affairs, the Regional Council Member and / or the Regional Coordinator, but at least one must be present)
- If required, a representative of the surgeons in the Trust and / or the Medical Director could be included on the panel. The panel will be convened by the College Regional Coordinator in conjunction with the Trust.
- After due process the College will formally appoint the Tutor and this will be ratified by the College Council
- Time must be available within the job plan to support the role and should be negotiated with the relevant Trust's DME in advance of the appointment process. The College recommends that one SPA is allocated to this role. Applicants should discuss this with their Clinical Director and / or the Trust's Medical Director before submitting an application

Surgical Tutor Person Specification

Essential	
A Fellow of the College in good standing or prepared to apply for ad eundum Fellowship on the basis that the fee will be waived for the period of appointment	Application
A surgeon on the Specialist Register who holds a minimum of 5 sessions with the Trust	Application
Holds a consultant post	Application
Knowledge of education principles, with an active, informed and continuing interest in postgraduate medical education and career guidance of surgeons in training. Previous experience of postgraduate education	Application and interview
Knowledge of College activities and services, and a willingness to promote and signpost as appropriate	Interview
An awareness and ability to further the aims and policies of the Intercollegiate Surgical Curriculum Programme. Able to contribute to faculty development	Application and interview
A knowledge of management structures at Trust and Deanery level. Able to facilitate the delivery and monitoring of high quality surgical training	Interview
Strong leadership skills and an ability to manage change effectively in postgraduate medical education	Interview
Well organised, with excellent interpersonal and time management skills	Interview
Approachable and able to make time to see trainees	Interview
A knowledge and understanding of Equality & Diversity legislation, regulations and procedures	Application and interview
Able to negotiate for resources and advocate the educational agenda	Interview
A knowledge of the IT/Web interfaces in education and recruitment	Application and interview
Has attended a training course for educational supervisors	Application and interview
Up to date with current issues in medical education and those issues affecting the relevant School of Surgery area and/or Trust	Interview
Desirable	
Able to co-operate with other health professionals to promote multi-disciplinary working	Interview
Previous clinical management experience and/or commitment to management training	Application