The Role of the CCE Faculty

- Faculty groups will consist of approximately the same number of teachers as students allocated to them (4 to 6 clinicians in each group).

- One teacher in the faculty group will be assigned one student to oversee progress and assessment (the named Clinical Supervisor).

- Formative assessment of the student’s progress will mirror that for qualified trainee doctors. At the start of each 10 week rotation, each student will complete a ‘start of block’ form, in which they will reflect on their learning needs and goals for the coming weeks. There are also mid-block and end of block assessment forms that should be completed with their named Clinical Supervisor as a means of monitoring their progress and providing feedback to help them learn. These and other forms should be completed on-line using the student NHS e-portfolio. As a Faculty Group member you will be allocated a username and password or be able to access the system in the usual way if you already supervise post-graduate trainees. A user guide for tutors will be sent around via email in advance of the start date for CCE, and will be available via the CCE Moodle webpages. Faculty groups are requested to familiarise themselves with the ePortfolio as soon as possible to ensure that students are supported in the use of this e-learning tool.

- Faculty group members are requested to respond promptly to students’ emails and ePortfolio ‘ticket requests’ for feedback. A standard of 1 week maximum response time has been set.

- Faculty meeting will be arranged at the end of each block where Faculty members have opportunity to meet and discuss the progress of their students and make recommendations as necessary.

- This will include assessments of their academic and professional progress including attendance and engagement with the learning opportunities.

- The Trust admin team will provide teaching timetables for the students following discussion with faculty group members to include tutorials, ward rounds and bedside teaching, workshops, theatre and clinic times when teaching will be available.

- Each faculty member will be expected to provide 2 hours of face-to-face teaching to the student group per week. This includes reviewing their learning objectives, teaching on the ward rounds, case based discussion, tutorials on investigations, applied science, discussion on patient management and giving feedback on their performance.

- Faculty groups will work with the CCE leads to facilitate the optimal teaching for their students and ensure that standards of teaching and assessment are maintained.
• Having provided a timetable of available activities the students will then need to ensure that each of the activities is suitably attended.

• These activities may include some or all of:
  o Teaching ward rounds
  o Business ward rounds (lower expectation of teaching, higher expectation of being an active part of the team)
  o Outpatient clinics
  o Theatres or other interventions
  o Ward work – clerking, junior assistants
  o Planned sessions for OSLERS, CBD, Mini-Cex and feedback
  o Tutorials (near ward/off ward)
  o Bedside Teaching