

COLLEGE TUTOR

Terms of Reference

College Tutors are appointed to support Regional Specialty Advisors (RSAs) in delivering clinical oncology and radiology training. There should usually be one College Tutor in each training centre. In large departments, it may be appropriate to have more than one College Tutor.

College Tutors may also act as Educational and Clinical Supervisors. The role of College Tutor is not compatible with holding the position of Training Programme Director (TPD), and is distinct from that of the RSA. Ideally the post of RCR Tutor should not be combined with Clinical Director to avoid conflicts of interest.

The appointment is made by the RCR after recommendation by the RSA and following local consultation with the local TPD and Trust Medical Director (or deputy). The term of office should be agreed locally. The RSA is responsible for notifying College Tutor recommended appointments to the Specialty Training Department at the RCR.

Responsibilities:

- Work collaboratively with the RSA, TPD, Educational and Clinical Supervisors, Trainers and the employer in organising the local training programme.
- Represent the interests of the RCR
- Ensure that departmental trainee induction programmes are in place and utilised
- Ensure that the educational, pastoral and career planning needs of trainees within his/her training centre are met in line with RCR guidance, and ensure they have the time and facilities for study and appropriate opportunities for research
- Ensure that all members of the multi-professional team understand their personal role in providing clinical supervision to the trainee
- Ensure that the quality of training provided within his/her training centre meets local, regional and national standards
- Encourage the use of the e-portfolio in the training centre to document trainees' progress
- May represent his/her training centre to the Deanery Specialty Training Committee
- Where appropriate, to have delegated responsibility for:
 - organising training within a given hospital/Trust
 - delivery of a specific aspect of the training programme

It is expected that all College Tutors will be GMC recognised trainers. If the College Tutor also acts as an Educational and/or Clinical Supervisor they will be required to meet the GMCs requirement to demonstrate suitability for these roles.

The role of the tutor should be recognised in the job planning progress. It is suggested that a College Tutor should have 1 SPA in his/her job plan per 10 trainees.