Tips for New College Tutors

1. Get a good handover from outgoing tutor
2. Make sure you know who does what in your trust
3. Establish good links with
   - Staff in postgrad centre including DME and Clinical Tutor.
   - Deanery Training Programme Directors
   - RCPCH regional advisor
   - GPVTS co-ordinator
4. Ask colleagues what they would like from you
5. Establish good communication with trainees
   - Email groups
   - Regular meetings
   - Informal local feedback surveys
   - Available for career advice
6. Find out what is needed locally for quality assurance / Educational Governance
   - Annual reports / Quarterly QIPP reports
   - Make sure all supervisors are up to date with training
   - Collate annual deanery and GMC trainee and trainer surveys, feedback to colleagues and develop and monitor plan for improvement if necessary
7. Look at induction arrangements
8. Review local guidelines and make sure they are updated (training opportunity)
9. Get up to date with college policy (website)
   - E portfolio, WBAs, reports, ARCP, Exams, ST7A, Grid applications
10. Get involved early with trainees in difficulty
    - Check e-portfolios of incoming trainees, liaise with Educational Supervisor and allocate Clinical Supervisor after discussion (make sure you have College Tutor rights on e-portfolio)
    - Supervision of Supervisors, joint meetings, liaison with deanery
11. Make sure your job plan is sorted!
    - 1 PA for up to 20 trainees, 1.5PAs for 20-40, 2PAs for >40 (NACT 2009)
    - Try to arrange clinical work to clash as little as possible with CT work
12. Be enthusiastic about training
    - Counter moans about rotas, gaps, EWTD, e portfolio etc. Etc.
    - Stand up for the rights of trainees to excellent training in face of service pressures

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