

RECOGNISING EDUCATIONAL ROLES IN JOB PLANS

Consultants undertaking roles in postgraduate medical education must have explicit time (and resources) to deliver the required outcomes for these educational roles to the standards required by GMC. This requires that time is clearly allocated within their job plan.

This summary is derived from the document originally written by the KSS deanery and amended with their permission. It is provided to support Clinical Directors with the job planning process of their consultants and to ensure some consistency across LETBs, Deaneries and Local Education Providers.

Role	Description	Typical Allocation	Comment
trainer	Supervise / teach trainees on ward rounds, in clinic, in operative list and out of hours. Undertake a small number per year of workplace-based assessments (less than 10 a year) and contribute to 360° feedback.	Time allowed within the DCC session to account for time required to support the trainee.	The provision of a supportive learning environment is stated in the Learning & Development Agreement (or similar). The requirement to train & assess trainees should be clearly stated in all consultants' job descriptions
Clinical Supervisor	Oversees the clinical performance & progress of a named trainee. Meets away from the clinical area regularly (min. one hour per week) to discuss cases, provide feedback and monitor progress of learning objectives. Ensures those in clinical team provide appropriate clinical supervision and understand the relevant workplace assessments.	0.25 PAs per trainee per week - SPA time The provision of a Supervisors Report and communication with Educational Supervisor is a requirement of role.	Requirement to be familiar with trainee's curriculum & portfolio. Clinical Governance role to ensure that clinical supervision, appropriate to the competences & experience of the individual trainee occurs at all times to ensure patient safety. <i>Remedial Trainees require additional resources, which should be negotiated with the Deanery.</i>
Educational Supervisor	Responsible for a named trainee for all aspects of personal & professional development & progress through programme. Performs regular educational & annual NHS appraisal. Attends educational meetings, completes reports, involved in ARCP/RITA & may help in recruitment. Involved in careers guidance and trainees in difficulty.	Dependent on individual diary. One hour for each appraisal meeting (3 per placement) Variable requirement to attend local faculty & deanery education meetings. - SPA time	Some Educational Supervisors may have more than the average number of trainees and extra PA time may be needed. This may be managed within a Department, still maintaining on average 2.5 SPAs per Consultant. <i>Remedial Trainees require additional resource,s which should be negotiated with the Deanery.</i>
Specialty / College Tutor	Maintains an environment within dept. & multiprofessional team that supports training & delivers curriculum & relevant assessments. Supports trainees and trainers Chairs department faculty group & attends Trust Education Committee May attend Deanery STC. Ensure systems are in place for specialty induction, quality control of training provided, formal education delivery & study leave management Involved in careers guidance and supporting ESs with trainees in difficulty.	1 PA for up to 20 trainees in specialty (excluding Foundation). 1.5 PAs for 20-40 2 PAs more than 40 In large specialties this is not from SPA time & will require a reduction in clinical PA time	Appointed jointly by the Trust DME (or MD) & the relevant Head of Specialty School/Training Programme Director. Most will also have Supervisor responsibilities. A Tutor or deputy will be needed on each major clinical site, a minimum of 1 PA per site. This role has changed enormously in last 18 months and is now pivotal for educational governance

Role	Description	Typical Allocation	Comment
Recruitment Support (on top of other)	Shortlisting and interviewing for Deanery. Foundation – once a year Core training – 1-2 per year Specialty training – 2-3 per year Most Educational Supervisors will spend time on this during the year.	Additional professional leave may be required eg. 1 to 6 days per annum.	Centralised recruitment is much more efficient in consultant time, but much more obvious, requiring explicit planned time. 1-2 days/round for Specialty 1-2 days/year for Foundation
Clinical Tutor	Support Tutors with trainees in difficulty, provides pastoral support. May have mentoring role for specific trainees. May have portfolio containing Simulation, Clinical Skills, Careers, Faculty Development etc Manage Postgraduate Centre and administer study leave <i>In some Trusts this title includes the role of the DME</i>	2 PAs dependent on size of LEP. Joint Deanery/LEP funded.	Local individual negotiation whether additional paid PA or reduction in clinical PA time Joint Deanery/LEP appointment
Director of Medical Education	Maintaining and developing profile of medical education within LEP, ensure delivery of Education Contract and ensure quality control of all PGME training programmes. Liaises with Governance regarding revalidation issues of trainees Links to Senior Medical Appraisal & review of Educator roles.	3 PAs dependent on size of LEP.	Local individual negotiation whether additional paid PA or reduction in clinical PA time Joint Deanery/LEP appointment
Foundation Programme Directors	Manages foundation training programmes across a locality-based group of Local Education Providers on behalf of Deanery-based Foundation School	Money allocated to Education Provider for role 1PA / 30 trainees	Local individual negotiation whether additional paid PA or reduction in clinical PA time
Specialty Training Committee members	Provides representation on Specialty Training Committees. <ul style="list-style-type: none"> Helping advise on rotations, flexible training and other administrative matters. Undertaking Quality Management roles within the STC. 	Committee members are usually Specialty Tutors – <i>see above</i> Other roles require a job plan review and local discussion & agreement about PA or SPA time, up to 1 PA per week.	STC Chairs receive a small sum towards administrative support but this does not cover time required to undertake the role. Training Programme Directors are increasingly receiving direct remuneration from the Deaneries which must be clearly stated within job plan.
Specialty/ Association committees College and SAC roles	Provide important link between the Colleges/Specialist Society and the workplace for both postgraduate training and CPD for consultants. Ensure consistency in approach and standards across the UK between provider organisations.	Usually SPA time Additional professional leave may be required	These activities are required for the greater good of the NHS. Local Hospital often benefits from national recognition & knowledge gained. Colleges provide expenses and Hospitals are expected to release the consultant to attend.