

NATIONAL ASSOCIATION OF CLINICAL TUTORS (NACT)
GENERIC CORE JOB PLAN

**POST: POSTGRADUATE CLINICAL TUTOR /TRUST DIRECTOR OF
 POSTGRADUATE MEDICAL AND DENTAL EDUCATION(PGMDE)**

Purpose: to manage postgraduate medical and dental education in an acute Trust*

Accountability: jointly to the Postgraduate Dean and to the Chief Executive of the Trust

Person specifications:

	Essential	Desirable
Employment	Medical or dental practitioner with postgraduate qualifications	A Consultant who currently holds a minimum of 5 sessions within the Trust
Qualifications	Interest and enthusiasm for improving the delivery of Postgraduate Education and Continuing Professional Development	Previous experience of postgraduate education e.g. college tutor. Participation in educational training, and an interest in obtaining a higher qualification in Medical Education
Motivation	To provide leadership for medical and dental education and to motivate the Trust into providing and monitoring medical and dental education of high quality. Committed to personal development e.g. through appraisal with Postgraduate Dean and Chief Executive/Medical Director	Previous demonstration of motivation in a similar context.
Skills	Leadership skills Ability to manage change Good interpersonal skills Approachability	Understands use of IT in education Ability to cooperate with other health professionals including GP educationalists to develop multiprofessional education
Management	Knowledge of management structures and recent changes that relate to medical education	Previous management training or experience

Training: Become member of NACT and attend bi-annual meetings
Complete NACT basic training course within 12 months of taking up post.

Responsibilities of post:

The Postgraduate Clinical Tutor/Director of PGMDE is responsible, on behalf of the Trust, for delivering the educational contract the Trust has agreed with the Postgraduate Dean.

In broad terms, the Postgraduate Clinical Tutor is responsible for

- **providing educational leadership in the Trust**, such as,
 - through participation in education training to enhance the role of Clinical Tutor/Director of PGMDE
 - liaison with other educational leaders e.g. General Practice and Dental Tutors, Directors of Human Resources and Nursing
 - liaison with Trust management e.g. by being a member of the Trust Management Team
 - provision of training of Educational Supervisors for their role
 - evaluation of the delivery and effectiveness of education by College Tutors
 - participation in College and Deanery visits
 - facilitating, monitoring and evaluating, in conjunction with College Tutors and Medical Director, the uptake and effectiveness of Continuing Professional Development
 - active involvement in Clinical Governance
 - monitoring the quality of library service provision to medical staff
 - liaison with other health professionals to develop multiprofessional learning

- **identifying and ensuring that the educational and training needs of all trainees in the Trust are being addressed, and evaluating the quality of education provided**, such as,
 - ensuring that all trainees have personal development portfolios
 - induction of new doctors to the Trust
 - facilitating and monitoring the delivery of the Royal Colleges' and universities' curricula by College Tutors, Educational Supervisors, Course Organisers
 - evaluating the uptake and effectiveness of education and training
 - providing an educational programme for Pre-Registration House Officers
 - monitoring of appraisals and assessments
 - provision of a system of careers advice and counselling, and identifying poor performance
 - approving and monitoring trainees' study leave

- **the overall "management" of the Postgraduate Medical Centre (PGMC) with the PGMC Manager**, such as,
 - organising regular educational programmes
 - management of budget devolved from the Postgraduate Dean, including study leave and the Medical and Dental Education Levy(MADEL) contribution to library and information services
 - an annual report

- an annual business plan
- chairing the local (Trust) education committee
- usually, acting as a line manager of the PGMC Manager

The wider role of Postgraduate Clinical Tutors/Directors of PGMDE involves participating in Dean's monitoring visits to other Trusts and representing the Dean at appointments committees.

Procedure for appointment:

Post should be widely advertised within the Trust. Applicants should be formally interviewed by a panel which should include the Postgraduate Dean (on behalf of the University and the NHS), the Chief Executive, Medical Director and the NACT Deanery representative.

Tenure:

Shall be 5 years normally, subject to annual appraisal and review by the Postgraduate Dean and Chief Executive and/or Medical Director.

Tenure after 5 years should also be subject to annual review by the Postgraduate Dean and Chief Executive and/or Medical Director.

A new appointee should have a shadow period of up to 6 months.

Commitment:

The duties will normally occupy at least 2 NHDs a week of protected time. The NACT supports flexible arrangements for the remuneration of the NHDs depending on local agreements. However, the NACT recommends that an honorarium equivalent to a minimum of 1 NHD on the consultant scale be paid by the Postgraduate Dean **and** that the Trust should ensure that the Clinical Tutor has adequate protected time by arranging to pay the appointee's directorate appropriate additional sessions in lieu of the protected time. The remuneration should be linked to the usual arrangements for pay awards.

It is recommended that a new appointee should receive an honorarium during the shadow period.

*The job plan would be modified in other circumstances eg. for more than one Trust, non-acute Trust. There may be variations in arrangements in Scotland and Wales.

Members of Working Group: Officers of NACT, Dr B Hicks, Dr P Lane, Prof. G Batstone

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