



Surgical Tutor Role Description

Job Summary

The Surgical Tutor is responsible for providing leadership to surgical trainees at all levels in an NHS Trust and is appointed on a tripartite basis between three organisations: the Royal College of Surgeons (RCS) of England, the NHS Trust, and the local branch of the relevant Statutory Education Body (SEB), such as the Health Education England (HEE) School of Surgery (SoS) or Health Education and Improvement Wales (HEIW). The Surgical Tutor is an ambassador of RCS England, an advocate for the Intercollegiate Surgical Curriculum Programme (ISCP) and undertakes a key role for the Trust in supporting and demonstrating good governance of surgical training matters.

Key roles include supporting and advising the Director of Medical Education (DME) and Foundation Programme Director (or equivalent roles) on educational resource issues for surgery in the Trust, and liaising with the SE via the Training Programme Directors (TPDs) and the Head of School.

The Surgical Tutor also provides a link to the relevant Regional or Devolved Nation Board for the College where their role is to advise RCS England's Regional or Devolved Nation Director of service and educational issues affecting surgeons in their Trust. This is an excellent role for someone with prior experience of education and wishing to continue their involvement in education and training issues.

It is expected that a minimum of 1 PA be allocated in job plans in order to fulfil the requirements of the role. Trusts receive funding from the relevant SEB to support educational activity, of which the Surgical Tutor role is an important part. Trusts may allocate funding to secure additional roles based on their local requirements as long as sufficient time is allocated within a job plan.

Professionally accountable to: RCS England via the Regional or Devolved Nation Director

Managerially accountable to: Trust or Health Board Director of Medical Education

Educationally accountable to: Head of School of Surgery

Term of Office: An initial offer of three years, extendable by mutual agreement

Key Roles & Responsibilities

Support for trainees

- Act as a key point of contact for and provide pastoral support and guidance to all surgical trainees in the Trust, including Higher Surgical Trainees, Core Surgical Trainees, International Surgical Training Programme trainees and Foundation Year doctors.
- Monitor the number and type of surgical posts within the Trust and their educational opportunities.
- Become an active member of the relevant Core Surgical Training Committee or equivalent body, regularly attend meetings, and support its activities, such as teaching and Annual Review of Competence Progression (ARCPs) as required.
- Ensure all trainees have access to local / regional teaching sessions and study leave.
- Identify and support any trainees in difficulty or with differing needs and liaise, where necessary, with the SEB local office, appropriate Training Programme Director, and / or Assigned Educational Supervisor (AES) to help develop appropriate interventions.
- To participate in the Trust's trainee interviews for the [RCS England International Surgical](#)

Training Programme (ISTP) if and when required, and to inform the ISTP team of the capacity and capability of their Trust's departments to meet the training objectives and needs of an ISTP trainee.

- Provide guidance where appropriate for Specialty or Associate Specialist (SAS) surgeons, locally employed doctors (LEDs), and members of the wider surgical care team, liaising with local roles where they exist.
- Liaise with other groups of healthcare professionals and members of the surgical care team.

Support for trainers

- Act as a lead for surgical education at the Trust and as a single point of contact for all those involved in educational activities for any matters involving surgical education.
- Support faculty development so that those involved in educational activities meet General Medical Council (GMC) / RCS England standards for trainers.
- Represent the interests of Surgery in medical education meetings at the Trust and work closely with those involved in training and education within the Trust including the DME or equivalent, Postgraduate Centre Manager and Medical Director, as well as consultant colleagues.

Advocate for ISCP

- Act as an advocate for the ISCP; ensuring all trainees and their trainers are aware of the requirements of the curriculum, are capable of using the ISCP system and its tools, and have participated in the formulation and assessment of learning objectives.
- Attend Core Surgery inductions as necessary and promote the use of ISCP and RCS England services.

RCS England Ambassador

- Promote membership of RCS England via examinations, promote RCS England educational courses and signpost other relevant services which support surgeons within the Trust, including the **International Surgical Training Programme (ISTP)**.
- Attend the RCS England Regional Representative Conference held each year and disseminate information on policy and guidance to Trust colleagues.
- Attend Regional or Devolved Nation Board meetings to advise RCS England's Regional Director of service and educational issues affecting surgeons in the Trust / region.
- Engage with the annual (or as required) arrangements for review / assessment of the Surgical Tutor role in the School of Surgery or Trust, conducted on paper or by the appropriate panel, as required.
- Work with the relevant Outreach Hub, Head of School, Regional or Devolved Nation Director and TPDs to ensure that a free flow of information on the full range of surgical matters is disseminated to Trust colleagues.

RCS England Support for the Role

RCS England is committed to having Surgical Tutor representation in all Trusts and will endeavour to ensure all Surgical Tutors are fully supported via the Outreach Hubs and Regional or Devolved Nation Directors.

In addition to the annual Regional Representative Conference (which Surgical Tutors are expected to attend), RCS England will establish the following mechanisms for ensuring Surgical Tutors feel updated and supported in their role:

- Dedicated Surgical Tutor induction and educational sessions at the College and the Outreach Hub in Manchester, linked to Regional Representative Conferences.
- Further networking and information sharing opportunities to encourage collegiality amongst all regional representatives.

- Attendance at the College's [Excellence in Surgical Supervision \(ESS\)](#) course is strongly recommended for all Surgical Tutors. Details of future dates and course can be found on the College website. Costs are to be covered by the individual.
- A dedicated [Surgical Tutor Handbook](#) and other online resources.

RCS England is committed to working collaboratively with Trusts and Schools of Surgery in order to provide ongoing Continuing Professional Development and support to Surgical Tutors, in order to recognise the important contribution that they make to surgical education and training. The School of Surgery may invite Surgical Tutors to regional inductions and / or professional development sessions, and the Trust, through the DME or equivalent, should provide relevant and ongoing professional development to the Surgical Tutor.

RCS England, the School of Surgery and the Trust will conduct regular appraisements of the Surgical Tutor to ensure that they have the support necessary to undertake the role. It is recommended that this is led by the DME or equivalent with appropriate support and input from RCS England and the School of Surgery where relevant.

Appointment Process

The Surgical Tutor role is a partnership between RCS England, the Trust and the School of Surgery and as such this role description should be negotiated with the relevant Trust DME or equivalent in advance of any appointment. The role description is a guide to the range of responsibilities and may be subject to change, in accordance with national, Trust or School of Surgery objectives, but will be based on a number of key principles:

- A Surgical Tutor must have an established or honorary consultant, SAS surgeon, or equivalent senior medical appointment in the NHS and must be a Fellow of RCS England. Where a vacancy exists, this will be advertised to all consultants and SAS surgeons in the hospital / Trust in liaison with the Outreach Manager.
- The interview panel should consist of the Trust DME or equivalent, Head of School of Surgery (or deputy), and an RCS England representative (this can be the Regional Director, the Regional Council Member and / or an Outreach staff member, but at least one must be present).
- If required, a representative of the surgeons in the Trust and / or the Medical Director could be included on the panel. The panel will be convened by RCS England in conjunction with the Trust.
- After due process RCS England will formally appoint the Surgical Tutor and this will be ratified by the RCS England Council.
- Time must be available within the job plan to support the role and should be negotiated with the relevant Trust's DME or equivalent in advance of the appointment process. RCS England and the Schools of Surgery recommend that a minimum of one Professional Activities (PA) session is allocated to this role. Applicants should discuss this with their Clinical Director and / or the Trust's Medical Director before submitting an application.
- RCS England requires Surgical Tutors to carry out their duties as set out in the role description and acknowledges their dedication and value within the workplace. In some cases, there may be issues within the workplace that make it difficult for the Surgical Tutor to allow sufficient time for the role. This could be due to lack of PA time or other conflicting professional commitments that make it difficult to attend external events or meetings. If you are in a situation where you feel that you cannot fully undertake the role, please speak to your respective Outreach Manager as soon as possible for advice, who will also be able to explain options available to you, such as appointing a deputy.
- Upon being appointed, the Surgical Tutor will be invited to a compulsory central RCS England induction for all new Surgical Tutors (in London or Manchester). They will be advised of the dates upon appointment.

Surgical Tutor Person Specification

Essential	
A Fellow of the College in good standing or prepared to apply for a transfer or <i>ad eundem</i> Fellowship on the basis that the fee will be waived for the period of appointment	<i>Application</i>
A surgeon who holds a minimum of five sessions with the Trust	<i>Application</i>
Holds a consultant, SAS surgeon, or equivalent senior medical post	<i>Application</i>
Knowledge of education principles, with an active, informed and continuing interest in postgraduate medical education and career guidance of surgeons in training. Previous experience of postgraduate education	<i>Application and interview</i>
Knowledge of RCS England activities and services, and a willingness to promote and signpost as appropriate	<i>Interview</i>
An awareness and ability to further the aims and policies of the Intercollegiate Surgical Curriculum Programme. Able to contribute to faculty development	<i>Application and interview</i>
A knowledge of management structures at Trust and Deanery level. Able to facilitate the delivery and monitoring of high quality surgical training	<i>Interview</i>
Strong leadership skills and an ability to manage change effectively in postgraduate medical education	<i>Interview</i>
Well organised, with excellent interpersonal and time management skills	<i>Interview</i>
Approachable and able to make time to see trainees	<i>Interview</i>
A knowledge and understanding of Equality & Diversity legislation, regulations and procedures	<i>Application and interview</i>
Able to negotiate for resources and advocate the educational agenda	<i>Interview</i>
A knowledge of IT / online education and recruitment systems	<i>Application and interview</i>
Be a GMC-accredited named postgraduate educational supervisor	<i>Application and interview</i>
Up to date with current issues in medical education and those issues affecting the relevant School of Surgery area and / or Trust	<i>Interview</i>
Desirable	
Able to co-operate with other health professionals to promote multi-disciplinary working	<i>Interview</i>
Previous clinical management experience and/or commitment to management training	<i>Application</i>