

Policy for CAI Tutors

Postgraduate Training Directors (Tutors) are the College of Anaesthetists of Ireland (the “College” hereafter) representatives in accredited training hospitals. They are professional educators that provide liaison between anaesthesia trainees, the College and the training site. They are an essential component in the delivery and organisation of training at a local and regional level. They are responsible for the assessment of trainees and communication of trainee problems and performance to the College.

1. Appointment and Tenure

- 1.1 The Tutors shall be nominated by their colleagues in the relevant Department of Anaesthesia (the “Department” hereafter). The appointment shall be ratified by the National Training Committee (NTC) or the Regional Director of Training (see below). The NTC retains the right to reject a nominee and will send a written explanation to the Clinical Department in the event of this occurring.
- 1.2 The Tutor shall not be the head of the Department or administratively responsible for its functioning unless the circumstances are exceptional.
- 1.3 The Tutor shall hold the Fellowship of the College of Anaesthetists of Ireland or equivalent, and be appointed to a permanent consultant position (i.e. not holding a locum position).
- 1.4 The Tutor shall be in good standing with the College of Anaesthetists of Ireland or equivalent.
- 1.5 The Tutor shall be registered on the Register of Medical Specialists in the division of anaesthesia.
- 1.6 The appointment of a Tutor shall be for an initial term of three years with a review by the Regional/National Committee after three years. Tutors will be eligible for reappointment by the Training Committee after advice from the Regional Committee if relevant.
- 1.7 In Hospitals with a large number of trainees, the Training Committee may approve more than one Tutor. The College recommends that a Tutor should not have responsibility for more than 10 trainees. The specific responsibilities of different tutors within a hospital will be determined at a local level.
- 1.8 The College recommends that specific time be set aside for each tutor to perform their responsibilities. This will be a minimal of 6 days/6 months – the first day of each 6 month rotation, two days in the middle of the 6 months and two towards the end – all for trainee assessments, and a further 1 day prior to the next 6 months for preparation of modules etc.
- 1.9 The tutor will report to, and interface with, the Regional Director of Training (RDT) in Ireland West and Ireland South. The latter will chair the Regional Training Committee and will sit on and report to the National Training Committee, the Dean and Vice Dean of the College. If the RDT is unavailable for such meetings, they can designate an alternative tutor to attend in their place.
- 1.10 Regional Training Committees, comprising of the RDT and the tutors in the constituent hospitals, should meet at least once every six months. This can occur by group session, video conference, teleconference or all in combination.

2. Duties of Tutors

Trainee Assessment

- 2.1 Trainees must be assessed on a 3 monthly basis according to five key area of competency (for their level of training): medical knowledge, clinical skills, clinical practice, professionalism and professional development.

- 2.2 The College will provide tutors with suitable tools (web forms, paper assessments etc) to complete and collate assessments.
- 2.3 All consultants involved in training are expected to participate in assessment.
- 2.4 Tutors will communicate the results of assessments directly with the trainees and the College.

Tutors, the Clinical Department and other Consultants/Specialists

- 2.5 The College delegates to the tutors the responsibility for ensuring that training standards are upheld. Trainees report directly to the tutor and the tutor will be the final arbitrator regarding the day to day assignments of trainees working under their direction.
- 2.6 Tutors will be responsible for assigning trainees to modules and ensuring that competencies are obtained.
- 2.7 As all consultants are required to participate in trainee education the College can reasonably expect each member of the Department to provide bedside and didactic/small group education and assess trainees.
- 2.8 It is recommended that each consultant involved in training have a “training portfolio” that includes topics that the consultant is interested in teaching trainees and information about their academic and clinical background. It is to be anticipated that each consultant will have a specific area of clinical and academic interest.
- 2.9 Consultants that do not participate in trainee education programmes and do not assess trainees are not entitled to work with trainees. Tutors will determine at a local level whether their colleagues are meeting the standards to participate in training and may withhold trainees if these standards are not met.
- 2.10 All consultants participating in training are expected to participate in 360 degree trainee feedback.
- 2.11 All consultants are expected to participate in trainee mentoring.

Specific Roles of Tutors within the Clinical Department

Tutors are expected:

- 2.12 To be familiar with the College’s regulations on training and examinations.
- 2.13 To be familiar with the College’s web based training and assessment systems.
- 2.14 At the commencement of each rotation to establish training and examination goals for trainees under their tutorship for the upcoming six month period and to facilitate achievement of these goals in as far as is possible.
- 2.15 To organise ± perform In Training assessments and report these to CAI.
- 2.16 To be responsible for in-hospital training elements; modules, rotations. To act as the link point between College and Trainees
- 2.17 To organise release of trainees to attend mandatory CAI training elements e.g. Simulator sessions, airway workshops etc.
- 2.18 To liaise with the relevant person regarding the procureof training materials; projectors, IT equipment, library etc
- 2.19 To advise the Training Committee if there are significant changes to their hospital either positively or negatively which may affect or alter the capacity of the hospital to deliver training in anaesthesia.

Outside the Hospital

The following detail the responsibilities of the Tutors/Regional Directors of Training

- 2.20 To establish and maintain liaison with the College and other Tutors.
- 2.21 To participate as a member of the regional training committee
- 2.22 To attend Tutor training and information sessions organised by the College.
- 2.23 To refer any difficulties regarding training programmes/trainees to the National Training Committee
- 2.24 To be aware of appropriate training courses and to see that trainees receive this information.
- 2.25 It is recommended that tutors participate as faculty on the mandatory Simulation based programmes for CAI trainees.

3. Resources within the hospital

The department of anaesthesia shall provide the Tutor with the resources needed to fulfil his/her responsibilities.

Each Tutor must have:

- 3.1 Access to private space for meeting with trainees.
- 3.2 Access to appropriate secretarial and administrative assistance, both locally and from the college.
- 3.3 Access to appropriate ICT.
- 3.4 Appropriate office equipment, including secure cabinets for storage.

4. Resources from the College

The CAI is aware that this role is a very important and critical one to aid the implementation of our training programmes and is fully appreciative of the role Tutors play. As a response to this the CAI will provide training resources to aid Tutors in their work. Tutors should be aware of these CAI-provided resources and training. CAI will provide a Web-based ICT system which Tutors will have full access to.

- 4.1 Tutors will be provided with full training on all ICT systems
- 4.2 CAI will schedule Training and Information sessions for Tutors on a regular basis
- 4.3 A staff member of the CAI will be available for any Tutor queries
- 4.4 CAI will keep Tutors up-to-date on College activity regarding education and training.
- 4.5 The College will provide a system for dealing with specific resource requests from the Tutors.
- 4.6 The Tutors will be represented on the Training Committee by the Regional Director of Training or their delegate.
- 4.7 Tutors will receive CME for activities associated with the duties of a Tutor.