

Department Faculty Group

A Faculty Group needs to be developed in each department to take responsibility for the learning environment and undergraduate and postgraduate training. This Group should meet regularly with Service Lead and Manager to ensure training, workforce and service issues are discussed to ensure on-going quality patient care particularly at present with reducing trainee numbers and service reconfigurations.

Membership

- Specialty / College Tutor - Chair
- Educational Supervisors
- Undergraduate Lead
- Trainee Representative
- Department Simulation Trainer (if appropriate)
- Administrative Staff
- Finance Representative as indicated by agenda
- Programme Tutors eg Foundation, GP, ACCS as necessary
- Human Resources (medical staffing) as indicated by agenda

Terms of Reference

- To ensure that Educational and Clinical Supervisors understand their role, attend appropriate developmental programmes and that their job plan reflects their educational involvement (See Educational Supervisor Job Description and Clinical Supervisor Roles & Responsibilities)
- To assist in maintaining, monitoring and developing the quality of training, and both clinical and educational supervision and demonstrate that national standards are met.
- To ensure that posts are delivering the curriculum, careers' advice is being given, workplace based assessments are being carried out and portfolios are being maintained.
- To provide an opportunity to raise concerns and to share good practice
- To devise appropriate Induction programmes for all those new to the department and to monitor this to help the department achieve CNST compliance targets
- To discuss & share trainee & student placement feedback (local & GMC Surveys), identify placement/department's strengths and weaknesses and provide suggestions for improvement for Annual Report.
- To give updates on developments by the specialty School and the Royal College
- To review and assess outcomes in the Training Programmes
- To ensure that there are appropriate arrangements in place to enable the support to trainees and trainers
- To identify and resolve any identified weak areas for action prior to inspection by the Deanery and/or the School
- To provide a forum for feedback from trainees

- To provide a forum for discussion and documentation of trainees in difficulty (*see NACT UK document on Managing Trainees in Difficulty*)
- To identify and report on Serious Untoward Incidents (SUIs) where trainees have been involved. (*see NACT UK document on Serious Events Analysis*)
- To identify and oversee the collection of data to ensure fit for purpose quality control of the Training Programmes
- To present and review reports before onward submission to the Deanery and the various Specialty Training Committees