

Training Officer and Trainee Responsibilities

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Who is responsible for a STP Trainee?

All staff who will be working with STP trainees should have an awareness of the programme and what trainees will be expected to do.

The employing department must ensure that all staff who will be working with the STP trainee understands what their role will be

Non-scientific clinical staff will also be involved in training STP trainees

Five training roles and responsibilities

- **Training officer** – is responsible for the trainee and will oversee training throughout the programme including periods when the trainee is outside host department
- **Supervisor** – will oversee individual rotational modules in different departments.
Deferred management responsibilities
- **Assessors** – are responsible for assessing the performance of trainees during DOPS, CBDs and OCEs
- **Reviewers** – review and sign off as completed the trainee's competencies
- **Raters** – are nominated by the trainee to complete and MSF

Before starting each module discuss and agree with your trainee who the supervisor, assessors and reviewers will be.

The training officers role:

Is key to the success of the training and trainee experience

- Educational supervision
- Facilitation – providing access to training opportunities
- Feedback

Ensure delivery of four components of the workplace programme:

- 1) Induction
- 2) Rotational training
- 3) Elective training
- 4) Specialist training

Training
Officer



What is your responsibility as a training officer?

Supervision

Clinical practice that is well supervised

- For the safety of patients and the trainee
- So that clinical competence is facilitated

Facilitate

- **Regular meetings (notes and actions); guidance is at least once a week.**
- Ensure sufficient study time in the work base; guidance is approximately 1 day per week
- Access to required training opportunities
- Ensure in service trainees have equitable training experience and follow training programme (not pulled back into service delivery)

What is your responsibility as a training officer?

Support

- Provide your trainee with support, guidance and mentoring for the duration of the programme including periods when they are outside your host department.

Planning

- Provide your trainee with a timetable which enables an appropriate balance of work and learning.

Assessment

- Ensure that you and your trainee understand the programme of work based assessment and assessment outcomes, refer to the Curriculum Library.
- Ensure evidence is being submitted and documented on OneFile – including **other** trainers and assessors involved in the training
- **Feedback**



All recorded and reviewed in the e-portfolio

Trainee Responsibilities

What is expected of your trainee?

Trainees are postgraduate learners – *expect a lot from them!*

They should take responsibility for:

- Training and learning
 - find out what is expected of them
 - familiarise themselves with the programme
- Professional behaviour
 - ‘Good Scientific Practice’ – standards and behaviours

Trainee Responsibilities

What is expected of your trainee?

- Put the patient at the centre of their training
- Read and understand the principles and values described in the NHS Constitution
- Follow trust policies and procedures

Trainee Responsibilities

What is expected of your trainee?

They should get involved and make the most of all opportunities:

- HCS networks
- Trainee networks
- Opportunities to become trainee rep
- Opportunities to present
- STEM ambassador

Trainee Responsibilities

What is expected of your trainee?

- Keep the NSHCS up to date with contact details including TO
- Keep the NSHCS up to date with any changes of circumstance
- Attend regular meetings with TO (expect to take notes and record actions)
- Trainee will see TO as the first point of call if things aren't working as expected.

Trainee Responsibilities

What is expected of your trainee?

Work-based assessment:

- Trainee should know what is required for each module
- Trainee should familiarise and abide by the Terms and Conditions for using the OneFile
- Keep up to date with competencies and assessments and record on OneFile in a timely manner and TO should sign off regularly
- Participate in the MSF

To summarise...

The training officer:

- Facilitates the trainees training
- Draws up Training Plan
- Ensures appropriate supervision
- Meets with the trainee regularly
- Monitors the progress of the trainee
- Mentors and supports the trainee

The trainee:

- Takes responsibility for their learning
- Will be professional
- Patient focused
- Keeps up to date with assessments and OneFile
- Keeps TO informed of any issues

Thank you (and further reading)

http://njms.rutgers.edu/education/office_education/community_preceptorship/documents/TheGoodTeacher.pdf