

Training Officer and Trainee Responsibilities

Ved Ramnani, Head Clinical Vascular Scientist Lead HCS and HCS E&T, Royal Free London NHSFT

Sam Bean, Cardiac Science STP trainee



Introduction

- Brief description of roles and responsibilities
- Responsibilities for **training officer** and **trainee**
 - Administrative
 - Educational facilitation
 - Educational supervision
 - Assessment

Where does responsibility start and end?



**Training
Officer**



Trainee

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. 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.

The training officer's 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

- Induction;
- Rotational training;
- Elective training;
- 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.

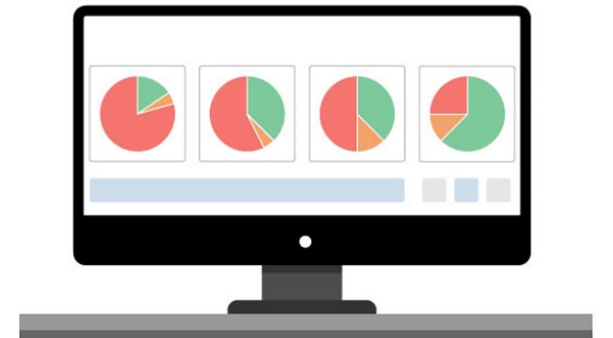
Facilitate

- **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. E.g. Rotational modules.
- 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.
- Before starting each module discuss and agree with your trainee who the supervisor, assessors and reviewers will be. They should be competent and experienced **understand the assessment process.**



All recorded and reviewed in
the e-portfolio

What is your responsibility as a training officer?

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



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:

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

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.
- Trainee should familiarise and abide by the Terms and Conditions for using the OneFile.
- Participate in the MSF

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.
- STEM ambassador

- Educational Events – conferences, societies and their benefits.

Trainee Responsibilities

What is expected of your trainee?

Work-based assessment:

- Trainee as well as TO should know what is required for each module.
- Keep up to date with **competencies** and **assessments** and record on OneFile in a timely manner and TO should **sign off regularly**.



To summarise...

The training officer:

- Facilitates the trainees training.
- 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.



Further reading and resources

<https://nshcs.hee.nhs.uk/programmes/stp/trainers/training-roles-and-responsibilities/>

<https://nshcs.hee.nhs.uk/knowledgebase/stp/trainees/resources/#stp-trainees-resources-goodcompetencyevidence>

<https://nshcs.hee.nhs.uk/knowledgebase/stp/trainers/documents/>