

University of Surrey
PsychD Clinical Psychology Training Programme

Associate Tutor (Clinical) – Information about the role

The Associate Tutor (Clinical) role involves monitoring the clinical and professional development of a small group of trainees for three years. It includes visiting trainees on their clinical placements and meeting them regularly at the University.

The Associate Tutor is accountable to the Clinical Director and through her to the Programme Director.

Responsibilities:

- Helping to identify training needs and monitor the clinical experience of four or five trainees during their time on the Programme by carrying out their placement visits.
- Meeting with each trainee approximately every three months to undertake placement reviews. These meetings will take place alternately at the trainee's placement and at the University. Discussion will focus on clinical competency development and the integration with academic and research elements of the Programme. The trainee's teaching fellow will be present at the University meetings for a discussion of the trainee's clinical experience and training needs. This is in order to ensure that the teaching fellow is involved in discussion with the trainee to:
 1. Gain an overview of the trainee's learning needs in order to assist in planning the next placement
 2. Create an opportunity to meet the trainee and discuss his/her clinical work to facilitate the management of the trainee and to review his/her progress on the Programme
 3. Monitor the work of the Associate Tutor to feed back to the Clinical Director.
- Attending two meetings each year at the University to:
 1. Discuss any issues relevant to the development and monitoring of trainees' clinical experience with the other Associate Tutors and the Clinical Director
 2. Attend training specific to the Associate Tutor role.
- Maintaining fitness to undertake the role. This includes
 1. Communication with the Clinical Director about any learning needs, concerns about the trainees or difficulties carrying out the role or its tasks

2. Keeping up to date with CPD requirements & clinical training
3. Ensuring that the post holder maintains their clinical expertise through both indirect & direct patient contact. Exceptionally work in a consultative capacity within the NHS, social care or voluntary arenas will be considered acceptable ongoing experience.

The Table below shows how the role currently breaks down and how it is organised over the year.

Associate Tutor Job Responsibilities

Responsibility	Time Required	Time of Academic Year
<p>General To monitor the placement experience and development of clinical skills of five trainees</p>	<p>Total Time: 74.5 hours over the duration of the academic year (83.5 hours for first year to include induction observing two placement review meetings). See below for allocation of hours.</p>	<p>See below</p>
<p>Specific 1. To conduct two placement reviews per trainee per year i.e. 10 placement reviews</p>	<p>4.5 hours per visit Total = 45 hours</p>	<p>December – February June - July</p>
<p>2. To attend two meetings with the Programme team each academic year to include Induction Meeting and CPD</p>	<p>4 hours per meeting Total = 8 hours</p>	<p>September/October March/April</p>
<p>3. To meet individually with all five trainees twice per academic year at the University. The purpose of this meeting would be to help trainees reflect on placement experience, monitor their specific training needs and consider the development of their clinical skills. The September/October meeting includes the trainees' appraisals.</p>	<p>September/October review and trainee appraisal takes up to 2.25 hours per trainee. Total= 11.25 hours</p> <p>March/April review takes 1.25 hours per trainee. Total = 6.25 hours</p> <p>Total for University meetings with trainees=17.5 hours</p>	<p>September – October March – April</p>
<p>4. To attend a performance review with the Clinical Director</p>	<p>The review takes 4 hours including preparation time</p>	<p>September/October</p>
<p>5. To observe two placement reviews conducted by teaching fellows (clinical) as part of Induction in first year only</p>	<p>4.5 hours per visit Total = 9 hours for first year only</p>	<p>December</p>

Length of Contract

There is an expectation that Associate Tutors will be able to commit themselves to working with the trainees assigned to them for the duration of their training (usually three years) in order to provide continuity to trainees throughout the Programme. The contract is renewed annually throughout the three years, and there is an option to continue for a further three years with another cohort (subject to sufficient student enrolment).

Payment

Information about the salary can be obtained from the HR department. Payment will be made directly to the Associate Tutor via payroll (and is subject to tax and NI). Travel expenses for placement visits are paid.

Support and Training

The Associate Tutors are supported in a number of ways:

- Induction is provided covering models of and requirement for clinical experience; the organisation of placements at Surrey; monitoring systems, including placement reviews and the observation of two placement visits.
- Six-monthly meetings of all Associate Tutors with the Clinical Director provide a forum for Associate Tutors to discuss any issues of concern and be informed by the Programme of new developments.
- Ongoing training sessions relevant to the role and concurrent with the above six-monthly meeting will be provided when required.
- Optional CPD events are provided by the Programme team as needs are identified.
- Individual meetings with the Clinical Director to monitor the progress and learning needs of the Associate Tutor are arranged every one or two years.
- The Programme team are available to provide information or advice.

Opportunities for Professional Development

These posts offer an opportunity for Clinical Psychologists to become involved with the training Programme in a clearly defined role and to influence the general process of training in clinical skills. They also offer opportunities to develop interests, skills and knowledge in:

- The range of clinical and professional skills used by psychologists across the entire practice of Clinical Psychology
- Models of skills development and their application in training
- Clinical supervision
- Review of trainee progress
- Teaching of clinical skills (Associate Tutors would have the opportunity, if they wished, to contribute to skills teaching on the Programme; this would be paid separately)
- Library facilities, with the exception of inter library loans, will be available

Person Specification

Applicants need to meet the following criteria:

- Be currently registered with the HCPC
- Meet BPS requirements for eligibility to supervise Clinical Psychology trainees
- Have experience of supervising Psychology trainees
- Have relevant work experience, post qualification
- Have experience of working in an NHS Trust
- Have excellent interpersonal and communication skills

Process of Application

Application is online. Suitable applicants will be invited for interview with the Clinical Director and Programme team staff.

What Associate Tutors would not be expected to do

Associate Tutors would not be expected to resolve difficult placement problems or any problems that arise between trainees and the Programme or their supervisors. These will remain the responsibility of the Programme team, although the Associate Tutors would take the responsibility for informing the teaching fellow should any such difficulties arise. Associate Tutors will be actively supported by the Programme team in the event of any specific placement difficulties arising.

Nan Holmes
Clinical Director
August 2019