



## **THE IRISH COLLEGE OF GENERAL PRACTITIONERS**

### **Job Description**

**Job Title:** CME Tutor

**Location of Posts:** Various

#### **Key roles and responsibilities**

Tutors undertake to devote at least 6 hours per week to the following activities:

- Each tutor should be responsible for facilitating a minimum of three CME groups. These groups should be open to all GPs who meet the requirement for the ICGP PCS and who are living or working in the catchment area of the tutor's group.
- Notify all participating GPs, where possible by personal contact, of all small group meetings. The Tutor should ensure that at least seven two hourly meetings of formally organised accessible and worthwhile small group CME is available to each GP in the area per annum.
- Provide a syllabus for all the small groups in consultation with the participants, with the National Director and with other providers of CME within the faculties in the designated area.
- Tutors will prepare meetings based on educational material which has been assessed at the national tutor workshop or on material that they have prepared themselves which promotes evidence based medicine with shared decision making along with GP personal development. The topics covered should range from therapeutic and clinical skills to attitudinal meetings and management skills. The meetings should be in keeping with the vision and mission statement of the network.
- Use assessment methods to evaluate the benefits of the programme to individual participants as part of the curriculum.
- Maintain full attendance records of all meetings and return these monthly to the National Director. These monthly reports should include the number of meetings held, their format, the attendance at each meeting, a copy of the agenda and material used and evaluation sheets.
- Provide participants with a certificate of attendance detailing CPD points and entitlement to GMS study leave
- Adhere to the ICGP Sponsorship policy in any dealings with sponsors of educational events
- Attend the complete CME Tutor's workshop three times per year.



- CME Tutors will adhere to all relevant policies and guidelines on the CME Tutor Network Scheme. This will include, but not limited to, participating in scheme visits, maintenance of records, attendance at workshops and submitting reports to National Director of CME as required.
- In relation to Group Leaders, CME Tutors should oversee and manage group leaders as laid down in the scheme policies and guidelines.
- The tutor may be required to participate in research to demonstrate learning outcomes of the CME network or similar projects.

## **Reporting**

The CME Tutor will report to the National Director CME and the Medical Director of ICGP.

## **Duration of post**

The initial appointment will be for two years subject to review following the initial probationary period. Tutors' performance will be evaluated on an annual basis. Three months' notice of termination by either party is required.

## **Eligibility Criteria**

### Essential

- Registration on the Register of Medical Specialists in the division of General Practice (Medical Council).
- Must be a member of the Irish College of General Practitioners, holding MICGP and in good standing.
- Practising general practitioner doing a minimum of five clinical sessions a week living and practising within or near the designated ICGP Faculty area.
- Must be enrolled on and fully compliant with the ICGP Professional Competence Scheme.

### Desirable

- Educational and teaching experience
- Formal educational qualifications (and/or participation in educational training provided by ICGP during their first year of appointment)

## **Key skills**

- Professional knowledge and experience
- Organisational skills
- Education provision skills
- Communications and interpersonal skills
- Self-Management

