



SITM / SIPM Educators

Recommended Job Descriptions

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Recommended job descriptions for the roles of a Special Interest Training Module (SITM) Educational Supervisor, SITM Preceptor, SITM Director and Special Interest Professional Module (SIPM) Educational Supervisor, outlining the clinical skills and knowledge necessary to deliver the training and key responsibilities. For use by deaneries/regional trusts/local hospitals who hold responsibility for recruitment to these positions.

- 1. SITM Educational Supervisor**
- 2. SITM Preceptor**
- 3. SITM Director**
- 4. SIPM Educational Supervisor**



1. SITM Educational Supervisor: job description

SITM Educational Supervisors undertake the day-to-day, hands-on training of learners at training location level in all aspects of the curriculum. This will also include workplace-based assessments, providing feedback to the learner and advising on suitable experience and evidence to meet CiP requirements.

The SITM Educational Supervisor must possess the necessary clinical skills in the area being taught and be fully conversant with the curriculum.

The SITM Educational Supervisor role is slightly different from that of Educational Supervisor as determined by the GMC. The SITM Educational Supervisor will be aligned to the role of a clinical supervisor. The SITM Educational Supervisor will work closely with the SITM Preceptor to address delivery and quality control of the SITM curriculum.

SITM Educational Supervisors can be recommended to the SITM Preceptor or can self-nominate or be nominated by trainees. The essential requirement is enthusiasm for and knowledge of the clinical area and a willingness to train. They should be a GMC recognised clinical or educational supervisor.

Roles and responsibilities

- Take responsibility for maximising the educational opportunities provided by the training location to meet the SITM training needs of the learner.
- Take responsibility, with the learner, to record learner's progress using the SITM curriculum and appropriate RCOG assessment tools on the ePortfolio.
- Monitoring progress with CiPs and assessing entrustability level.
- Providing pre-ARCP assessment of CiP progress.
- Encourage the learner to attend the required training days and course(s).
- Advise the SITM Preceptor if any difficulties arise in providing the SITM training.
- Take responsibility for early liaison with the SITM Preceptor to facilitate learner progression if training needs cannot be met.
- Countersign the form to confirm that training is completed. This form should be sent to the SITM Preceptor for completion by the learner.
- Take responsibility, with support from the SITM Director, SITM Preceptor, College Tutor and/or TPD, for responding to the needs of learners in difficulty.
- Report to the learner's core educational supervisor (if not the same individual) on the SITM progress to inform the Educational Supervisor's Report prior to the ARCP.



Person specification

Essential characteristics:

- Be a fully trained medical practitioner (consultant or SAS doctor). This training will not always be in O&G e.g. menopause SITM or vulval disorders SITM.
- Be a GMC recognised educational or clinical supervisor.
- Have an interest in education.
- Have skills in appraisal and feedback.
- Undergo regular appraisal of educational role as per deanery and NHS processes.

Time required and job planning

The SITM Educational Supervisor should have time built into their job plan in order to deliver this training.

It is difficult to suggest a standard amount of SPA time for this role as it depends upon the amount of the curriculum the SITM Educational Supervisor is responsible for. The SITM Educational Supervisor is advised to keep a diary to present at the job planning process in order to determine the individual time required. It is possible, where time allows, that an individual may be an Educational Supervisor for more than one SITM.



2. SITM Preceptor: job description

SITM preceptors are usually appointed by the school board/STC of obstetrics and gynaecology and are responsible for a specific [Special Interest Training Module \(SITM\)](#) within a deanery/region.

The SITM preceptor ensures consistency of training and assessment for that SITM within their deanery/region. Preceptors will be aware of the units which are able to contribute to SITM training and the number of training places these units could reasonably offer. They will ensure that the appropriate educational support is provided. The preceptor for a particular SITM will need to liaise with the SITM educational supervisors (add link to website once published) in each local unit.

Where the SITM recommends course attendance, the preceptor will decide upon the suitability of courses (not run by the RCOG) in conjunction with the suggested SITM course syllabus. The preceptor will be responsible for the quality control of this element of special interest training.

For SITMs with a significant workload e.g. SITMs which are undertaken by a greater number of learner's deaneries or schools may wish to have more than one preceptor for a module. It is expected that these preceptors will work together to ensure consistency. In the situation where a learner has more than one preceptor during their SITM training, it is recommended that the preceptor who is responsible for the final part of the SITM training undertakes the final assessment and signs the completed form.

If there are more learners wishing to do a SITM than training places can accommodate, the SITM preceptor/s will be responsible for a selection process that is transparent and equitable.

Where there are few training opportunities in small SITMs, it would be sensible for deaneries to cooperate and appoint one person as a preceptor working across the regions.

Consultants with expertise in the clinical area or who are members of the relevant specialist society may nominate themselves to the local STC or school to become an SITM preceptor. The SITM preceptor may also be an SITM educational Supervisor.

Roles and responsibilities

- Co-ordinate the delivery and monitor the quality of training for their particular SITM.
- Liaise with colleagues in the specialty to ensure that both the SITM and the core curriculum are delivered without conflicts or adverse service impacts.



- Ensure that the workplace-based assessments required by the SITM curriculum are performed and signed off. The learners must have each SITM CiP signed confirming progress for each ARCP.
- Take responsibility for ensuring that the learner has a SITM educational supervisor(s) appropriate to delivering training in individual units.
- Take responsibility for ensuring that the educational opportunities and environment provided by the educational supervisors meet the SITM training needs of the learner.
- Undertake regular appraisal and feedback meetings with learners to ensure that educational objectives are being met.
- Take responsibility for confirming that the learner has attended an appropriate theoretical course, or equivalent, as set out in the curriculum.
- Take responsibility for confirming that training is completed with appropriate evidence and signing the notification form, which the learner should then send to the SITM director. This includes ensuring that specified OSATs have been completed to the appropriate standard and number.
- Take responsibility, with support from the SITM director, SITM educational supervisor, college tutor and/or TPD as necessary, for responding to the needs of learners in difficulty.
- Keep up to date with the RCOG standards in education, new educational initiatives and changes to SITM curriculum and assessment.
- Provide career guidance and discuss the curriculum with the learner prior to registration. The SITM preceptor will generally undertake appraisal and career guidance roles; this allows the preceptor to have an overview of the learner's progress throughout the course of the SITM.
- Undertake quality control of the SITM and report to the SITM director any concerns regarding delivery.
- Report to the SITM director within the deanery.
- Report annually to the school board on the training opportunities for their SITM of responsibility and whether the training needs of those learners undertaking this SITM are being met. Identify units or competencies that may need additional support. It is expected that the SITM preceptor would have at least annual contact with the learners undertaking their SITM of responsibility to ensure that they are making adequate progress

Person specification

Essential characteristics

- Be a fully trained medical practitioner (consultant or SAS doctor).
- Be a GMC recognised educational or clinical supervisor.
- Have experience as an educational supervisor.



- Be committed to continuing professional development.
- Be a specialist in the SITM clinical area of obstetrics and gynaecology.
- Be aware of quality management principles.
- Agree to work within the terms of the job description.
- Be trained in equality and diversity.
- Undergo regular appraisal of educational role as per deanery and NHS processes.
- Be a specialist in the SITM clinical area of obstetrics and gynaecology.

Desirable characteristics

- Have training in postgraduate medical education.
- Have experience of organising training in obstetrics and gynaecology.

Duration of appointment

- Three years initially. Optional renewal for a maximum of a further Three years.

Time required and job planning

It is highly desirable that time is allocated within the job plan of the SITM preceptor, which is usually a deanery/school appointment but some other local processes may be in place and the post holder will have allocated SPA time.

The time required will be proportionate to the number of learners for which the preceptor has responsibility and the degree of liaison required to ensure quality training.

The RCOG recommends 0.5 -1 PA for those managing popular, large SITMs, e.g. Gynaecological Surgical Care. The Preceptor is advised to keep a diary to present at the job planning process in order to determine the individual time required. This requirement would be in addition to any other educational roles.



3. SITM Director: job description

The SITM Director is usually appointed by the school board/STC of obstetrics and gynaecology. They are responsible for ensuring the educational opportunities and environment within their deanery/region meet the GMC and RCOG standards.

The SITM Director will ensure control of consistency of quality across the SITMs, both in educational opportunities and in expectations through assessment.

The SITM director will be aware of all training opportunities within the region and will coordinate the learner attachments, ensuring all learners can fulfil their SITM training objectives. This individual must take responsibility for the quality management, standards and delivery of training of all SITMs ([Training Unit Quality Criteria](#)). This will be achieved by empowering the SITM preceptors to ensure the standards are delivered for their allocated SITM(s). Good liaison with SITM preceptors is vital and it is suggested that regular meetings are established at deanery level.

The method by which any individual SITM director will undertake their role is dependent upon the size of the deanery and the communication links. It is recommended that the SITM director provides guidance that is widely available to learners regarding:

- The availability of SITMs in the region
- The region's agreed selection process
- What should happen if requests for an SITM exceed the region's training capacity?

SITM training is open to specialty trainees, Portfolio Pathway candidates, SAS grades, LEDs, consultants and MITs. It is acknowledged that as national training number (NTN) holders require two SITMs for Certificate of Completion of Training (CCT) registration, these learners will be given priority when training opportunities exist.

NTN holders may also wish to do further SITMs once they have completed the requirements for CCT, but may do so only if there is capacity.

The SITM director can also be a SITM preceptor, SITM educational supervisor or both.

This educational role should be appointed in open competition as per deanery processes.

Roles and responsibilities

- Oversee and coordinate SITM training for learners across a deanery/region.



- Be the contact point within the region for the school board/STC, SITM preceptors, SITM educational supervisors and college tutors in all matters related to SITM training. (link to website)
- Be a member of, and report to, the region's school board/STC.
- Take responsibility, with the aid of the SITM preceptors, for assessing the region's capacity for the delivery of SITMs and deciding which SITMs will be offered.
- Liaise with the SITM preceptors and college tutors to develop SITM training programmes.
- Take responsibility for appointing/ identifying and supporting SITM preceptors.
- Take responsibility for completing the SITM forms that are sent to the College by the learner.
- Take responsibility for overseeing the provision and quality assurance of SITM training.
- Assist the TPD in preparing material required for quality assurance by the local school board/STC and the GMC.
- Provide SITM career advice.
- Take responsibility, with support from the SITM preceptor, SITM educational supervisor and college tutor as necessary, for responding to the needs of learners in difficulty and escalate to the TPD when indicated.
- Keep up to date with RCOG standards in education, new educational initiatives and changes to the SITM curriculum and assessment.
- Communicate with the RCOG to provide feedback on the curriculum, implementation and delivery of the SITM modules within their deanery.
- Participate in meetings of the Special Interest Training Committee
- Cascade SITM-related information from the RCOG to SITM preceptors and SITM educational supervisors.
- Collate the reports on learners' progress compiled by the SITM preceptors and present a summary to the school board/STC for those SITMs where issues have arisen.

Person specification

Essential characteristics

- Be a fully trained medical practitioner (consultant or SAS doctor).
- Be a GMC recognised educational or clinical supervisor.
- Be an RCOG Fellow or Member
- Have experience of postgraduate education and training.
- Be committed to continuing professional development.
- Have managerial/organisational skills.
- Have awareness of quality management principles.



- Agree to work within the terms of the job description.
- Encourage trainees to undertake RCOG and GMC surveys.
- Be trained in equality and diversity.
- Undergo regular appraisal of educational role as per deanery and NHS processes.

Desirable characteristics

- Have formal training or postgraduate qualification in medical education.
- Have experience of organising training in obstetrics and gynaecology.

Duration of appointment

Three years initially. Optional renewal for a maximum of a further three years.

Time required and job planning

It is essential/ highly desirable that recognised time is allocated within the job plan of the SITM director. The time required will usually be in the form of additional supporting professional activities (SPA) time and the RCOG recommends 1 PA for this role.



4. SIPM Educational Supervisor: role description

There are three SIPMs covering research, education, and leadership and management.

Trainees can start a SIPM at any point in their training and this will be supported by an educational supervisor with the appropriate experience in these professional areas. As a SIPM may take some time to complete, the SIPM educational supervisor may not be working in same unit as the trainee.

The educational supervisor would be expected to submit a targeted CV to demonstrate that they have the necessary experience to support development of the trainee in the professional skills.

Find out more at
rcog.org.uk



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