
Guidelines for Regional Tutors

The Association for Clinical Biochemistry and Laboratory medicine (ACB) has a Regional Tutor in each English NHS Region, in Scotland, Wales, Northern Ireland and the Republic of Ireland.

The ACB also have elected representatives for Immunology and Microbiology to ensure all professional groups are represented. Immunology and Microbiology have separate professional committees but feed into the ACB via the Education Committee.

The way in which Regional Tutors operate will differ from region to region depending on local circumstances and it may be necessary to seek assistance from, or delegate some duties to:

- Colleagues on the Regional Committee
- Trust-based tutors
- Colleagues at the higher education institutions (HEI's) which provide the academic component of training
- Their fellow tutor(s); where two or more are appointed in an NHS Region for administrative reasons, the duties can be shared by mutual agreement.

Appointment

Regional Tutors are appointed by the ACB Education Committee on the advice of the appropriate ACB Regional Committee on a 5 year appointment. The choice of an individual to act as Tutor is primarily a matter for ACB members in the NHS Region concerned.

The choice of Tutor should be ratified by the appropriate ACB Regional Committee who should then recommend the person chosen to the ACB Education Committee for formal confirmation of the appointment on behalf of Council. Regional Tutors should be full members of ACB Regional Committees.

Term of Service

Regional Tutors are appointed for five years and are eligible for re-appointment at the end of this time.

Objectives

The main objectives of a Regional Tutor are to promote, co-ordinate and monitor the professional training of Clinical Scientists (ROI: Clinical Biochemists) within their speciality in their region. These should be achieved through meeting and regular assessment of trainees, liaison with supervisors and those involved in postgraduate training and liaison with the Education Committee of the ACB.

ACB Regional Tutors

The names and contact details of the current ACB regional tutors can be found on the ACB website.

1. Pre-Registration Trainees

The regional tutor has an advisory role and acts as a point of contact for trainees and supervisors. They should be available to provide an oversight of training and act as an external source of advice.

The regional tutor should co-ordinate annual reviews of trainees. Documentation is available from the Association of Laboratory Medicine to support this assessment which should include the trainee, the supervisor and an external assessor (if possible).

The regional tutor does not organise placements but can offer support and guidance if required.

2. Equivalence training

The regional tutor has an advisory role and acts as a point of contact for any person who is going through the equivalence process. Any trainee having difficulty with this process should be directed to the Academy for Healthcare Science as required (if relevant).

The regional tutor does not have any obligation to support trainees undertaking the HSST programme.

3. Liaison with other groups

Regional Tutors should become familiar with the roles of the National School for Healthcare Science and the Academy for Healthcare Science:

National School for Healthcare science - www.nshcs.org.uk
Academy for Healthcare science - www.ahcs.ac.uk

Links may need to be established with the following individuals or groups:

- Regional Healthcare Scientist Lead
- Heads of Departments and supervisors
- Royal College of Pathologists through the Regional Council
- Training and Personnel Officers in Trusts
- Training commissioners and the Local Education and training Boards (England), NHS Education Scotland or Workforce, Education and Development services (Wales) to ensure training numbers are maintained.
- Recruitment Officers and Career Fairs Organisers

The regional tutor should be available for advice on the accreditation of training centres and work with the NSHCS when required (if possible).

4. Counselling of Trainees

The Regional Tutors should be known to all trainees within their region and should identify, regularly monitor, and record the progress of the trainees. They should support the training role of heads of departments and supervisors and offer advice as appropriate. They should be available to give independent guidance and career advice.

5. Relationship with the ACB Education Committee

There are two meetings of the Regional Tutors each year with representatives of the Education Committee. Through the Education Committee they will be informed of current educational activities, opportunities and policy and through the Trainees Committee and their Regional representative determine the views of the trainees. Regional Tutors may also be asked to help the Education Committee, particularly in establishing details of trainees, available training facilities and accommodating national training courses.

6. Expected participation at meetings

Regional Tutors are expected to be an active member of their regional committee meetings and the ACB Education, Regional Tutors and Workforce meetings to ensure effective communication of current issues.

Regional Tutors must participate in at least one ACB Education, Regional Tutors and WAC meeting per year (teleconference or face to face). 100% report submission to both committees is expected.

Where expected participation falls below these requirements the Director for Education, Training and Workforce will contact the Regional Chair to determine the need for alternative representation.

Procedure: Guidelines for Regional Tutors

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