**The roles and responsibility of the training lead & lines of accountability**

**Roles and responsibilities of training lead**

* shall supervise overall allocation of training lists to all endoscopy trainees in a fair and equitable manner taking in to consideration the training needs of all trainees
* will co-ordinate allocation of training lists with the manager for endoscopy lists.
* will encourage trainees to use all opportunities available for training.
* Will ensure that training lists are appropriately populated to suit the training needs of the trainees.
* Will support trainees in enrolment for appropriate training courses
* will identify endoscopy clinical supervisor for each trainee when they join the department.
* will provide each trainee with the induction document along with access / direction to access all the relevant JAG and trust documents related to Endoscopy policies, procedures and JAG criteria for training & certification.
* in consultation with trainers produce a trainee matrix document clearly identifying the trainees and their level of training / competencies and update it as and when necessary.
* Will arrange for annual DOTS for all trainers by peers and take steps to ensure that highest quality of training is delivered
* Will ensure that all trainers meet JAG standards in their independent practise.
* Will ensure that all trainers meet JAG criteria to be trainers.
* Once trainees have met JAG criteria for certification, coordinate summative DOPS, review portfolio and recommend for JAG certification if appropriate.
* Obtain trainee feedback from each trainee regarding the training, environment, unit and trainers at the beginning and end of their training in the unit.
* Will collate and formulae an action plan based on feedback from trainees.
* Will work with the Endoscopy lead, Nurse lead and endoscopy unit managers to ensure that the unit continues to meet the requirement of trainees and JAG criteria for training.
* Will cooperate with JAG visits and provide appropriate documentation.

**Lines of Responsibility & Accountability**

* Clinical / Educational supervisors for each trainee is responsible for review meetings and portfolio review of each trainee.
* Clinical / Educational supervisor of each trainee will alert the training lead when trainee nears completion of endoscopic procedure training to coordinate summative DOPS
* Clinical / Educational supervisors will discuss with training lead if there are any specific training requirements or adjustments needed for any trainee beyond the normal training needs / resources.
* Any issues related to trainer performance will be discussed by the training lead with the Endoscopy lead and clinical lead for the medical / surgical division to which the trainer belongs.
* Any issues related to the trainee, the clinical supervisor /Endoscopy training lead will alert he educational supervisor of the trainee.
* The training lead is accountable to the clinical lead for Endoscopy ( Critical care stream) who in turn is accountable to the Divisional director of Surgical and critical care specialities who in turn is accountable to the Medical director.
* Any performance issues related to the trainers will be escalated to the specialty clinical leads / Divisional director in consultation with the endoscopy clinical lead.