

Who is responsible for what? A Rough Guide to the HTS Scheme

(Arrows indicate where responsibilities can be delegated)

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	Candidate	Overall Supervisor	Other (Delegated) Supervisor
Registration	<p>Send <u>Registration Forms</u> for the module <i>If don't have BSc or MSc, need to have met 'theoretical pre-requisites'</i> <i>Can't start to fill in logbook till date of registration is confirmed</i></p>	<p><u>Centre Accreditation</u></p> <p>Does trainee <u>understand</u> what the scheme involves? (theory is to 'M' level) (trainee expected to lead a clinic and make all decisions, not just to do VNG ok) (this includes vestibular rehab & Epley etc)</p>	↔
Training Process	<p>Trainee's responsibility to ensure <u>all areas of logbook are completed</u></p> <p>Need to do <u>case studies</u></p> <p>Must be pro-active regarding <u>background reading</u>, researching papers - no-one else will do this for them <i>This may be expected in a trainee's own time</i></p>	<p>Completion of <u>part A and part B sections</u> of logbook</p> <p><u>Keep an eye on logbook</u> regularly to ensure progress is being made and no parts of training are missed (regular appraisals, tutorials, secondments, progress with case studies) <i>For other modules this will also include calibration (however not required for the vestibular module)</i></p> <p>If <u>progress is stalling</u>, address this with trainee and draw up action plan</p> <p>If <u>conflict arises</u> between the time required for HTS and clinical pressure, support trainee and manage this (some possibility this might be difficult <i>If overall supervisor is also Head of Service?)</i></p>	↔ ↔ ↔ ↔

<p>Secondments</p>	<p>Decision on <u>where to go</u> for secondments, joint decision between trainee and supervisor <i>(must be to an accredited centre. See list on the HTS page of the BAA website)</i></p> <p>Be <u>pro-active and hands-on</u> while on secondment. <u>Question</u> why practice is different to the 'home' centre. Use opportunity to complete <u>appraisals</u></p>	<p><u>Initial approach</u> to a Secondment Centre can be from supervisor or trainee</p> <p>Trainee must have <u>external appraisals</u> in their logbook prior to examination. Secondments are an ideal opportunity for this. If not, must arrange with colleagues in other centres to do these assessments <i>(usually 2 external appraisals required)</i></p>	
<p>'M-level' learning</p>	<p>If trainee does not have MSc, need to do <u>M-level module</u> or <u>written paper</u></p>	<p>Ensure trainee is well-prepared and resourced for M-level learning</p>	
<p>Examination</p>	<p>Ensure <u>completion of (all of) logbook</u></p> <p><u>Apply</u> for examination</p> <p><u>Send off</u> completed logbook</p> <p>Can help a lot to go through 'mock exams' with supervisors, including viva, to help with stress and anxiety levels</p> <p><i>Don't panic!</i> <i>Most important ...</i></p>	<p><u>'Final report and sign-off'</u> in completed logbook to say trainee ready to take exam</p> <p><u>Draw up timetable</u> for the examination <u>Liaise with Exam Co-Ordinator</u> and <u>examiners</u> as required</p> <p><u>Choose patients</u> for examination Send out appropriate <u>letter</u> to patients</p> <p><u>Inform staff</u> of requirements, especially anyone assisting trainee in clinic during the exam</p> <p>Ensure trainee <u>well-prepared</u> and support as needed</p> <p><u>Be available</u> on the examination day to manage any issues arising, and to <u>discuss the outcome</u> with the examiners</p>	<p><i>This cannot be delegated</i></p> <p><i>Advisable not to delegate</i></p> <p><i>(Although not overtly stated in the regulations the Overall Supervisor be available for end-of-exam debrief, probably best not to delegate this)</i></p>

