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**www.rcp.ac.uk**

Chief Registrar

Learner & Mentor agreement

Chief Registrar (CR) posts run for 12 months and consist of five-2-day modules taught by the RCP. During that period, the maintenance of protected time (40–50% for chief registrar role) is crucial. All learners will be allocated a named mentor, who will provide guidance during their role.

## What is expected of the learner:

* Develop, implement, and measure a range of improvement projects/change initiatives.
* A minimum attendance of **80%** to development programme modules and provide apologies in advance if you are unable to attend. This will allow confirmation of completion of the development programme and therefore receipt of the formal certificate.
* Complete pre-work and reading before each module to support your development and get the best out of the programme.
* Be an active and engaged participant and take advantage of the range of formal and ad hoc learning opportunities.
* Be an ambassador for the programme by promoting quality improvement, medical leadership and management, whilst encouraging other trainees to apply for chief registrar roles.
* Act professionally at all times in the role of RCP chief registrar.
* Engage with the programme’s ongoing development and let us know if there is anything we can improve via completion of requested feedback.
* Advise us when you experience difficulties in the role or need some additional support.
* Be responsive to emails and other appropriate forms of communication.
* Take up opportunities to showcase your work and share your experiences by writing blogs, producing posters, giving presentations, and publishing articles, including the annual chief registrar yearbook.

**What is expected of the mentor:**

* Conduct regular mentoring sessions (minimum 1 hour per month) to support your Chief Registrar and to help them explore key development areas.
* Attend the orientation and subsequent 3 RCP run mentor support meetings.
* Support the Chief Registrar in completing their Chief Registrar Checklist (appendix 1 in welcome pack) for the duration of the role
* Enable networking opportunities to widen the professional network of your Chief Registrar, including participation at senior meetings.
* Help your chief registrar to identify, develop and complete improvement projects that align with their organisational development needs.
* Champion multi-professional involvement in chief registrar improvement work and activities, including local patient/carer networks.
* Present leadership opportunities for chief registrars and support them to increase their visibility across the organisation.
* Encourage local clinicians and colleagues to interact with their organisation’s chief registrar and trainees to share experience of leadership and QI.
* Participate in opportunities offered by the RCP to connect with other mentors and to share learning.

Further information on the Chief Registrar and mentor roles can be found in the following documentation:

* Chief registrar welcome pack (in your email)
* Chief registrar mentor guidance (in your email)
* [Chief registrar guidance for trainees](https://www.rcplondon.ac.uk/projects/outputs/chief-registrar-programme-information-trainee-doctors) (in your email)

Please complete the following form and return this document to chiefregistrar@rcp.ac.uk

|  |  |
| --- | --- |
| **Learner** | **Mentor** |
| Name |  | Name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |

Learners should seek support from their mentor in the first instance. Any concerns should be communicated to the RCP at chiefregistrar@rcp.ac.uk