

Yorkshire and Humber Foundation School Trust and Foundation School (Regional) Trainee Representative Appointment Process

Trust Foundation Trainee Representatives: Appointments and Duties

Appointing a Trust Foundation Trainee Representative

Each Trust will appoint their F1 and F2 Trust Foundation Trainee Representatives; there should be (where possible) a minimum of one Trust Trainee Representative for each Training Year.

It is at the sole discretion of the Trust as to how they appoint, and who they appoint.

An application form for the role can be found, along with the job description and contact information, on the HEE website:

http://www.yorksandhumberdeanery.nhs.uk/foundation_training/trainees/trainee_representatives/

The trainee should send their application form to the agreed Trust contact to be reviewed (typically the Foundation Training Programme Director or Foundation administrator). The Trust will then inform the Foundation School of the Trust Foundation Trainee Representatives appointments (and provide copies of the completed application forms).

If they have indicated on their applications form that they wish to be considered for the Foundation School (Regional) Trainee Representative role, these applications forms will be forwarded to the relevant Deputy Foundation School Director for review.

Duties of the Trust Foundation Trainee Representative

The primary role of the Trust Foundation Trainee Representative is to help promote and raise the awareness of the role of the Health Education England, working across Yorkshire and the Humber (HEE YH) and to help shape the future direction of Foundation Training within the Trusts.

The Trust Foundation Trainee Representative will be asked to seek and report the opinions of the Foundation trainees within their local region across topics such as careers advice, education and training and the NHS ePortfolio.

This is a professional role that facilitates excellent prospects of networking with colleagues in HEE YH Postgraduate Medical and Dental Education.

Expected duties:

- To liaise with the other Trust Foundation Trainee Representatives to gain and share information, facts and opinions relating to the local operation of the Foundation Programme and report these to the Foundation School (Regional) Trainee Representatives to take forward.
- To be proactive in seeking trainee opinion via the local Trust communication networks.
- Attend Trainee Representative Forums to aid the Foundation School (Regional) Trainee Representative feed information back ahead of the Foundation School Committee meetings (FSCs).
- To assist in the facilitation of effective communication between trainees and the Foundation School.
- To take an active role in promoting their Foundation School and Trust to Medical Students.

Foundation School Trainee Representatives

- To assist the Trust Foundation Administrators in the delivery of NHS ePortfolio training to new F1 doctors, and dissemination of key messages relating to the requirements of the local ARCP and other key processes.
- To assist the Foundation Training Programme Directors (FTPDs) and Foundation Administrators in the review of the HEE YH Training Days feedback to inform the future Training Days programme.
- Work with, and support, the Foundation School (Regional) Trainee Representatives.

Appointing a Foundation School (Regional) Trainee Representative

Following the appointment of the Trust Foundation Trainee Representatives the applications of those who have indicated that they wish to be considered for the Foundation School (Regional) Trainee Representative role will be forwarded to the relevant Deputy Foundation School Director for review.

The Deputy Foundation School Director(s) will decide on **one** F1 and **one** F2 Foundation School (Regional) Trainee Representative for each area within Yorkshire and the Humber (North East Yorkshire, West Yorkshire and South Yorkshire) resulting in **six** Foundation School (Regional) Trainee Representatives.

The F1 Foundation School (Regional) Trainee Representatives from the previous year will have the opportunity to continue as an F2 Foundation School (Regional) Trainee Representative without a formal appointment process. If, however they decide to step down from the role, we will use the process as outlined above.

The Foundation School (Regional) Trainee Representatives will become the representatives for the Yorkshire and Humber Foundation School at the UKFPOs Foundation Doctors Advisory Board (FDAB). The UKFPO must be notified of the names and email address of the FDAB representatives **no later** than 31 August 2019.

Duties of the Foundation School (Regional) Trainee Representatives

The primary role of the Foundation School (Regional) Trainee Representative is to help promote and raise the awareness of the role of the Health Education England, working across Yorkshire and the Humber (HEE YH) and to help shape the future direction of Foundation training within the Trusts.

The Foundation School (Regional) Trainee Representatives will be required to work with the Trust Trainee Representatives to collate and provide information about how the Foundation Programme is being implemented locally across their region (North East Yorkshire, West Yorkshire and South Yorkshire) and make recommendations to HEE YH for improvement.

This is a professional role that facilitates excellent prospects of networking with colleagues in HEE YH Postgraduate Medical and Dental Education and likeminded junior doctors and professionals across the whole of the UK.

In addition, the Foundation School (Regional) Trainee Representatives will be expected to democratically represent their peers, Trust and YH Foundation School at regional and national levels.

In addition to the duties undertaken as a Trust Foundation Trainee Representative (please see separate job description), the Foundation School (Regional) Trainee Representatives will be expected to:

- Arrange and chair Trainee Representative Forums within their region to identify any local training needs.
- Report findings from Trainee Representative Forums to the Deputy Foundation School Director, Foundation School Committees (FSCs) and the UKFPOS Foundation Doctors Advisory Board (FDAB).

Foundation School Trainee Representatives

- Attend local and national meetings: Trainee Representative Forums, Foundation School Committee, Foundation Doctor Advisory Board (FDAB), YH Foundation School Away Day, Academic Presentation Day (if available) and the Overseas induction (F2 Representative - if available)
- Voice the relevant opinions of their peers, even those not personally endorsed.
- Motivate the trainees they represent and encourage involvement and action in the Foundation School decision making processes.
- Assist in the dissemination of key deadlines and information from the Foundation School to the trainees they represent.
- Assist in the creation, development and implementation of new information guides and protocols for trainees.
- Work with the Programme Support team to ensure the YH Foundation School website is fully utilised and up to date.