



### Trainee Representative Role Profile

#### **Overview**

Trainee representation is a key element in the development and monitoring of the higher specialty training Programme in Emergency Medicine and representatives play a valuable role in providing feedback and helping shape new initiatives.

At the beginning of each new ST4 training year i.e in August, trainees shall appoint a deputy trainee representative at ST4 level who shall progress to become a trainee rep at ST5/6 level.

In order to build continuity, trainees will hold the role of representative for the entire three years of their higher specialty training programme. Trainee representatives may choose to step down from their role at the beginning of their ST6 year if they choose.

Given the difficulties with rota, work, family and educational commitments we would like to have three trainee representatives – one lead trainee rep (at ST5/6) level, two deputy reps at ST4/5 levels.

#### **Role and Responsibilities**

The primary role of a HST trainee representative is to seek, collate and report the opinions of HST trainees within the East of England School of Emergency Medicine such as: education and training, e-portfolio and careers advice.

The specific roles and responsibilities of trainee's representatives are as follows

1. To liaise with HST trainees in other Trusts to gain and share information on facts and opinions relating to the operation of the EM training programme.
2. Be proactive in seeking trainee opinion and the development of a communication network via the use of forums e.g. Facebook, WhatsApp, etc
3. Assist in the effective communication between trainees and EM school, and vice-versa.
4. Trainee reps may be asked to participate in EM school quality management visits to Trusts
5. To be an active member of the STC (Specialty Training Committee) and attending the meeting in person
6. To represent the views of HST's on matters discussed at trainees meeting
7. To liaise with TPD/HOS and act as a link, feeding back on ideas and issues that trainees would like raised at STC meeting



### **Application Process**

- HST trainees who would like to apply for the roles should send an email to current trainee rep as well as the TPD detailing their interest and their objectives if they are offered the position.
- Trainees applying for the position shall do a five minute pitch at regional training day
- The trainees rep or the school administrator shall send the survey to current HST's to vote for their representative and shall be elected based on the number of votes

### **Remuneration and Information**

- These posts are unpaid, honorary roles and are accountable to the Head of School and the Training programme director
- By accepting the role of trainee representative you are agreeing to share your contact email address with other trainee representatives in East of England

### **Roles**

All trainee representatives shall adhere to the roles and responsibilities and in addition to this, the trainee representative at ST5/6 level shall allocate responsibilities to two other deputy representatives and it can be as follow

- Training programme
  - Sussing the training needs based on feedback from other trainees
  - Innovation and suggestions for improvement
  - Curriculum and its adherence
  - Feedback
- Mentorship and Support including portfolio
- Well being
  - Rota
  - LTFT
  - Working regulations
  - Culture