

## **East of England Foundation Schools Trainee Representative Role Profile**

### Overview

Trainee representation is a key element in the development and monitoring of the Foundation Programme, and representatives play a valuable role in providing feedback and helping shape new initiatives.

At the beginning of each new F1 training year, we will appoint three F1 and three F2 trainees to represent our two Foundation Schools. A different set of Trust-specific trainee reps are nominated locally – consult your Postgraduate Centre for further information.

In order to build continuity, we hope trainees will hold the role for the entire two years of their foundation training; however, they may choose to step down if they choose.

### Role and Responsibilities

The primary role of a foundation trainee representative is to seek, collate and report the opinions of the foundation trainees within our Foundation Schools such as:

- education and training,
- e-portfolio
- careers advice

Foundation School Trainee Reps share the following duties with Trust Foundation Reps:

- Keep in regular contact with trust foundation trainee representatives to share information on issues relating to the operation of the foundation programme.
- Be proactive in seeking trainee opinion via social media and local trust communication networks
- Assist in the effective communication between trainees and the Foundation School, and vice-versa

Trainee reps may also be asked to participate in Foundation School quality management visits to Trusts.

Attendance at national meetings isn't mandatory but we hope that Foundation School Trainee Reps will do their best to represent the views of foundation trainees at two Foundation Schools' Board Meetings in person each year. Even if you are unable to attend, you should act as a link between HEEoE and Trust Foundation Reps (ask your Postgraduate Centre for contact info), feeding back to the Foundation School Administrator on ideas and issues that trainees would like raised at the meetings.

HEEoE will be in contact with information on other national meetings which you may wish to attend.

***These posts are unpaid, honorary roles, and are accountable to the Foundation School and the local Trust Foundation Programme Director.***

***Health Education England is unable to reimburse travel expenses for trainee representatives who are required to travel to national or local meetings. You should contact the Postgraduate Centre at your Trust for advice on claiming for travel expenses.***