

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 each of 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
- Assist in positive marketing strategies for our foundation schools

Quality Assurance Visits

Trainee reps will also be asked to participate in Foundation School quality management visits to Trusts. We expect each rep to attend one of these quality assurance visits.

You may be able to be involved with the appointment of new Foundation School Directors and Foundation Training programme directors

Meetings:

Attendance at national meetings is mandatory. We ask that Foundation School Trainee Reps represent the views of foundation trainees at a minimum of one of each of the following each year:

- **Foundation Schools' Board Meeting (biannual) ½ day**
Meet the Associate Dean, as well as representatives from EOE Trusts and medical schools, to discuss local strategy and quality management of our Training Programmes.
Contact: Foundation School Administrator
- **Foundation Doctor Advisory Board meeting (biannual)**
Your chance to feed back on how the Foundation Programme is being implemented locally and make recommendations to the UKFPO for improvement.
Contact: helen.griggs@foundationprogramme.nhs.uk
- **Foundation Forum meeting [triennial] ½ day**
Meet the FTPDs regionally as well as the Foundation schools directors and hear how we are implementing projects to improve foundation.

When 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, and any of the other reps that can attend.

There is also a HEE EoE trainees meeting that you will be invited too, it is anticipated that you should attend at least one of these. This is a half day meeting.

Once in the year, we would like you to organise a meeting of the foundation reps from the EBH and EAFS hospitals as a half day altogether. You may find it easiest to have this meeting on the same day as one of the other half day meetings at Victoria House

Projects:

During your tenure as a Trainee Rep we ask that you devise and undertake a project of your choosing. This might involve:

- Supporting take-up for an undersubscribed specialty
- Improving engagement with taster sessions at your Trust
- Researching higher training pathway choices taken by ex-Foundation trainees

You should submit a proposed outline to the Foundation School during your first FY1 rotation. Before the end of your second year, you should submit an informal project report of up to 1000 words, which will be featured on the Foundation Schools website.

We also would like you to liaise with the Foundation School Director to take an active role in one of the projects being centrally led. Projects that have been developed include: resilience training roll out; careers counselling skills development; a cultural competency training package for non UK graduates joining the NHS for the first time.

Website:

We will have a trainee representative page on the website, where we would like your photo, your project/interests and your hospital base. You May like to add your email, or have queries passed through the foundation administrator.

HEE EoE 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.

APPENDIX

Minimum days out of trust to perform role

1. Quality assurance visit = 1
2. Foundation schools board meeting = ½ day
3. Foundation doctor advisory board meeting = 1
4. Trainees rep meeting = ½ day
5. Foundation trainees meeting = ½ day