



EAST OF ENGLAND FOUNDATION PROGRAMME

Foundation Doctor Representatives

Terms of Reference

Why do we need trainee representation?

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.

What do Representatives do?

The main role of the Foundation Year Representatives is to seek, collate and report the opinions of the trainees at the East Anglian Foundation School (EAFS) on issues such as:

- Education and training
- e-portfolios
- Careers advice

Specifically, the Foundation Year Representative will:

- 1) Liaise with the Trust Foundation Doctor Representatives to gain information on facts and opinions relating to the operation of the Programme.
- 2) Solicit trainee opinion via a variety of media.
- 3) Represent the views of Foundation trainees on matters discussed at the EAFS Board Meetings in person or by written report, twice a year.
- 4) Provide information to the School Management Team for reporting at national forums, such as the UKFPO meetings.
- 5) Assist in the effective communication between trainees and the School, and vice-versa.
- 6) Be proactive in supporting development of the EAFS Quality Management programme.
- 7) Provide an advisory resource to the EAFS Director, Manager and Management Board on issues regarding trainee policies and events.

The FD representatives will nominate some of their number to attend meetings and events such as:

- East of England Deanery Foundation Programme Quality Management visits
- EAFS Board Meetings
- FTPD forum
- Deanery focus groups
- National e-portfolio groups
- UKFPO Doctors advisory board
- Careers support meetings, locally and nationally

We anticipate these duties will be divided up between Representatives, so that each Representative would need to commit to approximately 2-3 days per year.

Provision of support to attend meetings

The East of England Multi-Professional Deanery will provide funding to Representatives to allow them to attend these meetings, and will pay travel expenses. Arrangements to cover absence from their Trust should be made in the usual way. Leave for East of England Foundation Programme meetings falls under professional leave and appointed Representatives will not be expected to use up annual leave for their duties. However, should a meeting fall during a time when fixed annual leave is booked. Representatives will be able to arrange for another Representative to attend.

How many Foundation Doctor Representatives are there, and how are they chosen?

In order to ensure a pool of trainees who can provide representation across all required roles, there will be four F1 foundation doctor representatives, and four F2 foundation doctor representatives, and an academic foundation doctor representative from both F1 and F2. Trainees will be contacted by email asking for those who are interested to submit a supporting statement of no more than 400 words outlining:

- Why they would like to be a FD representative
- What relevant experience of group representation they have
- How they would seek feedback from fellow trainees to ensure fair representation.
- Indicate if they have a specific area of interest.

Those expressing an interest should normally be foundation doctors undertaking a full two year foundation programme in the EAFS. The statements will be assessed by the Foundation School Director, Deputy Postgraduate Dean, nominated Foundation Training Programme Director, and current trainee representative.

In order to build continuity, student representatives from Cambridge and UEA Medical Schools on the East of England Foundation Programme Board will have the option to become a foundation doctor representative, if they remain within the East of England Foundation Programme, and likewise F1 representatives will have the opportunity to become F2 representatives.

Following a transition period in 2010 while we establish the full complement of Foundation Doctor Representatives, F1 trainees will be contacted in August and advised of the number of places available. Should F2 vacancies arise, then F1/F2 trainees will be advised, dependent on timing. Once the FD representatives have been selected, an Induction Day will be organised at the Deanery to discuss roles and responsibilities, and how communication may be facilitated. The FD representatives will need to rotate roles between them, and may indicate a specific interest for which they may take overall responsibility.

It is proposed that all Trusts within the East of England Foundation Programme should have at least one foundation doctor representative who collates feedback from their Trust. This will form a smaller core group with whom the FD representatives can then communicate. The focus groups will be formed with the Trust representatives and the FD representatives to address specific issues, and may occur 3-4 times per year.

Recognition of Achievement

The deanery and Foundation School greatly value trainee representation, and recognise that this should be evidenced through individual trainee portfolios. We will formally recognise this through provision of an annual certificate, as well as certificates to identify specific attendance at events such as focus groups.

How can I be represented in the East of England Foundation Programme?

