

Job Description

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| Job Title: | Foundation School Trainee Representative (F1 and F2) |
| Responsible to: | Deputy Foundation School Director (DFSD) |
| Accountable to: | Director of Postgraduate Medical Education (DPGME) |
| Job Purpose: | |
| <p>The primary role of the Foundation School 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) Foundation Schools and to help shape the future direction of Foundation training within the Trusts.</p> <p>The Foundation School Trainee Representative will be required to work with the Trust Foundation Trainee Representatives to collate and provide information about how the Foundation Programme is being implemented locally across their Foundation School (NYEC, SYFS or WYFS) and make recommendations to HEE YH for improvement.</p> <p>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.</p> <p>In addition, the Foundation School Trainee Representative will be expected to democratically represent their peers, Trust and Foundation School at regional and national levels.</p> | |
| Expected Duties: | |
| <p>In addition to the duties undertaken as Trust Foundation Trainee Representative (please see separate job description), the Foundation School Trainee Representative will be expected to:</p> <ol style="list-style-type: none"> 1. Arrange and chair Trainee Representative Forums within their Foundation School to identify any local training needs. 2. Report findings from Trainee Representative Forums to the Deputy Foundation School Director, FSC and FDAB. 3. Attend local and national meetings: <ul style="list-style-type: none"> • Trainee Representative Forums (NYEC, SYFS or WYFS) • Foundation School Committee (FSC) (NYEC, SYFS or WYFS) • Foundation Doctor Advisory Board (FDAB) • HEE YH Foundation Schools Away Day | |

4. Voice the relevant opinions of their peers, even those not personally endorsed.
5. Motivate the trainees they represent and encourage involvement and action in the Foundation School decision making processes.
6. Assist in the dissemination of key deadlines and information from the Foundation School to the trainees they represent.
7. Assist in the creation, development and implementation of new information guides and protocols for trainees.
8. Work with the Programme Support team to ensure the HEE YH Foundation Schools website is fully utilised and up to date.

August 2016