

## Job Description

<b>Job Title:</b>	Trust Foundation Trainee Representative (F1 and F2)
<b>Responsible to:</b>	Foundation Training Programme Director (FTPD)
<b>Accountable to:</b>	Director of Postgraduate Medical Education (DPGME)
<b>Job Purpose:</b>	
<p>The primary role of the Trust Foundation 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 Trust Foundation Trainee Representative will be asked to seek and report the opinions of the Foundation trainees within their local Foundation School across topics such as careers advice, education and training and the NHS ePortfolio.</p> <p>This is a professional role that facilitates excellent prospects of networking with colleagues in HEE YH Postgraduate Medical and Dental Education.</p>	
<b>Expected Duties:</b>	
<ol style="list-style-type: none"> <li>1. To liaise with the other Trust Foundation Trainee Representative to gain and share information, facts and opinions relating to the local operation of the Foundation Programme and report these to the Foundation School Trainee Representatives to take forward.</li> <li>2. To be proactive in seeking trainee opinion via the local Trust communication networks.</li> <li>3. Attend local meetings: <ul style="list-style-type: none"> <li>• Trainee Representative Forums (NYEC, SYFS or WYFS)</li> </ul> </li> <li>4. To assist in the facilitation of effective communication between trainees and the Foundation School.</li> <li>5. To take an active role in promoting their Foundation School and Trust to Medical Students at the annual HEE YH Careers Fairs.</li> <li>6. To assist the Trust Foundation Administrator in the delivery of NHS ePortfolio training to new F1 doctors, and dissemination of key messages relating to the requirements of the local ARCP process.</li> </ol>	

7. To assist the FTPD and Foundation Administrator in the review of the HEE YH Training Days feedback to inform the future Training Days programme.
8. Work with, and support, their Foundation School Trainee Representatives.

August 2016