

# Yorkshire and Humber Foundation School Trainee Representatives (Trust and Regional Representatives)

## YHFS Trust Trainee Representatives: Appointments and Duties

### Appointing a YHFS Trust Trainee Representative

After the start of the training year, each trust will aim to appoint their F1 and F2 Trust Foundation Trainee Representatives. In previous years, trusts have been able to appoint more than one representative per foundation year. There should, where possible, be a minimum of 1 Trust rep per foundation year, (1 x FY1, 1 x FY2 for each trust) and 1 Regional rep for East Yorkshire, 1 for West Yorkshire and 1 for South Yorkshire

It is at the sole discretion of the trust as to how they appoint, and who they appoint. An application form for the role can be found, along with the job description and contact information, on the HEE website:

[http://www.yorksandhumberdeanery.nhs.uk/foundation\\_training/trainees/trainee\\_representatives/](http://www.yorksandhumberdeanery.nhs.uk/foundation_training/trainees/trainee_representatives/)

The trainee should send their application form to the agreed trust contact to be reviewed (usually the Foundation administrator or Foundation Training Programme Director). The trust will then inform the Foundation School of the appointed Trust reps. If they have stated that they would also like to be a YHFS Regional Trainee representative, their application will be forwarded to the foundation school ([foundation.yh@hee.nhs.uk](mailto:foundation.yh@hee.nhs.uk)) and will be considered by the Deputy Foundation School Director for their region.

### Duties of the YHFS Trust Trainee Representatives

The primary role of the YHFS Trust 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), YHFS and to help shape the future direction of Foundation training within the Trusts.

The YHFS Trust Trainee Representative will be asked to seek and report the opinions of the Foundation trainees within their local region across topics such as careers advice, education and training and the NHS ePortfolio.

This is a professional role that facilitates excellent prospects of networking with colleagues in HEE YH Postgraduate Medical and Dental Education.

Expected duties:

1. To liaise with the other YHFS Trust Trainee Representative to gain and share information, facts and opinions relating to the local operation of the Foundation Programme and report these to the YHFS Regional Trainee Representatives to take forward.

## Foundation School Trainee Representatives

2. To be proactive in seeking trainee opinion via the local Trust communication networks.
3. Attend Trainee Representative Forums to aid the YHFS Regional Trainee Representatives feed information back ahead of the Foundation School Committee meetings (FSCs).
4. To assist in the facilitation of effective communication between trainees and the Foundation School.
5. To take an active role in promoting their Foundation School and Trust to Medical Students.
6. To assist the Trust Foundation Administrators in the delivery of NHS ePortfolio training to new F1 doctors, and dissemination of key messages relating to the requirements of the local ARCP and other key processes.
7. To assist the Foundation Training Programme Directors (FTPDs) and Foundation Administrators in the review of the HEE YH Training Days feedback to inform the future Training Days programme.
8. Work with, and support, the YHFS Regional Trainee Representatives.

### Appointing a YHFS Regional Trainee Representative

After the YHFS Trust Trainee Representatives have been appointed by their trusts, those who have indicated a desire on their application form to be considered for the role of YHFS Regional Trainee Representative will be passed on to the Deputy Foundation School Director(s).

Once all applications have been received, the Deputy Foundation School Director(s) will make a prompt decision on one representative for FY1 and one for FY2 for each region in YHFS. The FY1 YHFS Regional Trainee Representative from the previous year will have the option of staying on into the FY2 YHFS Regional Trainee Representative without a formal appointment process. If, however, they decide to step down from the role, we will use the process as outlined above.

The YHFS Regional Trainee Representatives will also become the representatives for YHFS at the UKFPOs Foundation Doctors Advisory Board (FDAB). The UKFPO must be notified of the names and email address of the FDAB representatives **no later** than 31st August.

### Duties of the YHFS Regional Trainee Representatives

The primary role of the YHFS Regional 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), YHFS and to help shape the future direction of Foundation training within the Trusts.

The YHFS Regional Trainee Representative will be required to work with the YHFS Trust Trainee Representatives to collate and provide information about how the Foundation Programme is being implemented locally across their region (NYEC, SY or WY) and make recommendations to HEE YH for improvement.

## Foundation School Trainee Representatives

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.

In addition, the YHFS Regional Trainee Representative will be expected to democratically represent their peers, Trust and YHFS at regional and national levels.

In addition to the duties undertaken as a YHFS Trust Trainee Representative (please see separate job description), the YHFS Regional Trainee Representative will be expected to:

1. Arrange and chair Trainee Representative Forums within their region to identify any local training needs.
2. Report findings from Trainee Representative Forums to the Deputy Foundation School Director, Foundation School Committees (FSCs) and the UKFPOS Foundation Doctors Advisory Board (FDAB).
3. Attend local and national meetings:
  - Trainee Representative Forums (NYEC, SY or WY)
  - Foundation School Committee (FSC) (NYEC, SY or WY)
  - Foundation Doctor Advisory Board (FDAB)
  - YHFS Away Day
  - Academic Presentation Day (if available)
  - Overseas induction (FY2 representative - if available)
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 YHFS website is fully utilised and up to date.