

Guidance for Foundation Doctor Representatives (KSSFS)

Roles and Responsibilities

(Revised in August 2023)

Introduction

Feedback from doctors in Postgraduate Training (DrPGT) is a very important part of medical training. The Kent, Surrey and Sussex (KSS) Foundation School wants to receive DrPGT feedback to hear about problems being faced by individuals or the entire cohort of foundation doctors quickly and efficiently.

Every hospital/ LEP should have reps appointed for both F1 and F2 that provide feedback at a trust level; this usually solves the majority of problems faced on a day-to-day basis. Trusts are directly responsible for rotas, banding, and exception reporting.

If issues remain after attempts at local resolution or there are systemic issues with training, patient safety or a problem that arises directly with the foundation school, this is something the Foundation representatives would take to the FS Directors.

The KSSFS representatives are invited to attend board meetings several times a year and help out at different events such as the Programme Fair. They are also invited to sit on the Foundation Doctor Advisory Board which is a national panel and helps guide new curriculum changes and problems nationally with the programme as a whole.

Opportunities include:

- Local Education Provider (LEP) faculty committees
- KSSFS Advisory and Development Forum
- Attendance at Foundation school open days
- FDAB National Committee

Appointment

During August/September, foundation doctors are invited to express their interest in being a representative on various committees/groups. Each Trust will arrange their local reps separately for this process.

Anyone interested in representing Foundation Doctors at central meetings should submit a statement of no more than 100 words explaining why they wish to take part and how they would ensure that they represent the views of their peers. Representatives are drawn from those who submit suitable expressions of interest and could reflect the diversity of KSSFS.

Please remember - representatives are meant to represent all FD colleagues which means communicating with individuals and other representatives in the Trusts, collating and summarising received information to deliver a verbal report at the local faculty group (LEP), FD rep meetings and Advisory and Development Forum. Academic FDs should contact their academic rep directly.

Representatives elected are encouraged to:

- Contribute to the management structure and decision-making process of foundation training at Trust and Foundation Board level.
- Provide FD input to the development of new, or revision of existing, policies implemented in relation to foundation training.
- Provide feedback from FDs on the quality of their training programmes.
- Review the annual GMC trainee survey results with the foundation training programme director (FTPD) and provide a report on discussions to the Operations Department and the foundation school.
- Liaise with the FD representatives on the foundation school board.
- Advise FDs on appropriate referral route, i.e. local issues should be referred to the trust education centre or to medical staffing, and educational issues to the educational supervisor/FTPD or foundation school director (FSD)

Local Education Provider (LEP)/Trust

- Each trust should have at least one F1 and one F2 representative, whose role is to liaise with the local foundation doctors and the local faculty group. During August the postgraduate centre manager (or equivalent) arranges the election of F1 and F2 representatives. By the end of September, details of those elected will be posted on the KSS website and notified to foundation doctors locally, and the relevant foundation school operational team.

Engagement with Role

- Acting as a Foundation Rep involves representing the interests of colleagues, so it is important the representatives make every effort to attend scheduled meetings. If the trust faculty group does not feel that a representative is able to attend meetings on a regular basis, or fully engage with representation, then the rep may be removed from post so that another trainee may be appointed.

STFS Advisory and Development Forum

- The Forum should have at least one F1, one F2 and one academic FD representative whose role is to liaise with trust representatives and DrPGT within the foundation school and present a verbal report at the management committee.

Selection is made by the FSD.

Contact details of all FD representatives may be made publicly available as required.