

Appendix Two

Representative on the Resident Doctor Engagement Forum **Job Description**

Job Title: Regional representative on the resident doctor engagement forum (RDEF.)

Job Summary: Communication between resident doctors and decision makers at the deanery is essential to provide good quality training. The RDEF has been created to make sure this happens. By collecting feedback and helping us make improvements, you will make tangible changes to everyone's training. It really is a crucial role.

How it Works: Each school has one or two regional resident doctor representatives that sit on the RDEF. These will be selected from eligible representatives who put forward an expression of interest.

The forum meets four times a year to discuss educational issues that cannot be managed at trust or school level. They also share good practice and work with the deanery on new educational initiatives.

As a resident doctor sitting on the forum, you will collect information from other representatives and your peers to help improve their training.

For more details, please see the terms of reference.

Key Responsibilities: Resident doctor representatives have many opportunities to become involved in all sorts of work. However, the following parts are essential:

Collecting and representing the views of your peers

You will be a point of contact for other reps in your school, as well as any resident doctors who may want to speak to you directly. You will need to collect information on training from across the region using a variety of methods to make sure everyone's views are represented.

Attending the RDEF to represent resident doctors

You will be released from training to attend the quarterly RDEF. Here you will present issues and good practice from your school and discuss these with other reps from the region. You will then work with the deanery team to find workable solutions to problems, alongside ways to improve your training.

Reporting back to your colleagues

You will need to share the outcomes of these meetings, along with any changes being made to ensure your peers are aware.

Involvement in leadership and management

We sometimes require a resident doctor voice in specific meetings, trust visits or ARCP appeals. Individuals for these jobs will be drawn from the RDEF.

Other Opportunities: As well as this essential work, the RDEF offers members many other options for personal and career development.

Training

Each forum has a theme. Representatives will receive talks, teaching or training related to that theme at each RDEF.

Quality improvement work

The forum is an opportunity to share good practice. If you identify solutions that will help your school, you are perfectly placed to lead this work alongside other colleagues, your TPD and the deanery team.

Presentations

There will be the chance to present work you have done that may be of interest to other reps. This is a great opportunity to practice your skills and for your projects to be seen by senior leaders in the deanery.

Eligibility: You must be an elected regional resident doctor representative for your specialty to be eligible to run for the RDEF. We welcome people from all backgrounds who are enthusiastic about doing the job well.

Personal Specification: Some skills and qualities which are essential are:

- Good communication skills, including the ability to share and summarise information
- Approachability, with both your peers and senior clinicians
- Reliability and a willingness to take responsibility
- Initiative and ability to think about solutions to difficult problems
- Good organisational skills
- Willingness to work collaboratively
- An understanding that the post is to represent everyone's views, not just your own

Applications: If you are interested in becoming a representative on the RDEF, you should submit your expression of interest via the application form on <https://kss.hee.nhs.uk/resources-information/resident-engagement-forum/>. The format for the application is found on the next page.

Appendix three

Deputy Chair of the Resident Doctor Engagement Forum **Job Description**

Job Title: Deputy chair of the resident doctor engagement forum (RDEF.)

Job Summary: For the forum to run smoothly, it requires a chair and two deputy chairs.

The deputy chairs will work with the chair to collate feedback from representatives and draw up an agenda. You will shape the direction of the forum and contribute to teaching and training. You will also be responsible for leading meetings when the chair is unavailable.

Key Responsibilities: In addition to your work as a representative, the deputy chairs will also do the following:

Collating feedback

Alongside the chair, you will liaise with other representatives on the forum to ensure they are collecting feedback and bringing this to each meeting.

Organisation and steering the forum

Your role will be essential to making the forum relevant and interesting to those attending. You will collate the feedback from other representatives to create an agenda and decide a theme for each RDEF. You will be fully involved in designing the teaching and training elements of the meeting, and will have opportunities to present work you have been involved in.

Liaison with the deanery team

You will work with the chair to feed back specific issues that have been identified to relevant members of the deanery team. You may need to attend further meetings or get involved with designs of interventions.

Chairing

You will gain valuable experience in chairing sections of the meeting. You will also be expected to oversee the entire meeting if the chair is unavailable.

Eligibility: You must be an elected regional resident doctor representative and a member of the RDEF to run for this role. We welcome people from all backgrounds who are enthusiastic about doing the job well.

Personal Specification: Some skills and qualities which are essential are:

- Ability to speak confidently in public
- Good communication skills, including the ability to share and summarise information
- Good organisational skills
- Willingness to work collaboratively
- Good communication skills, including the ability to share and summarise information

- Approachability, with both your peers and senior clinicians
- Reliability and a willingness to take responsibility
- Initiative and ability to think about solutions to difficult problems

Applications: Two deputy chairs will be elected at the first RDEF of the academic year. An email will be sent asking for expressions of interest one month prior to this meeting, with applications to be submitted no later than one week before the meeting date.