

Resident Doctors Engagement Forum (RDEF) Terms of Reference

1. Introduction

As part of our *Building KSS Together* work, the Resident Doctors Engagement Forum (RDEF) has been established to act as a liaison between the resident doctors and the senior management team in the region.

1.1 Purpose

The RDEF provides an opportunity for bi-directional communication and information dissemination between the deanery and resident doctors. This could be in relation to educational issues which cannot be managed at a local level or to good practice that may benefit others. There will also be the option to get involved in further management opportunities for interested representatives.

1.2 Objectives

The RDEF aims to:

- Provide a forum for two-way communication between resident doctors and senior leaders within the deanery team
- Address educational issues that need escalation above hospital or school board level
- Share good practice that addresses resident doctor education and wellbeing
- Discuss innovative solutions to issues that are relevant across all training programmes
- Provide feedback on educational proposals and initiatives from the Deanery
- Receive and discuss updates on national programmes and developments relevant to resident doctor training
- Provide a pathway to disseminate key headlines to local networks and forums

Please note that this forum is not to raise concerns around educational experience linked to the HEE Quality Framework. Concerns should be raised via local reporting routes, through schools or the escalating concerns process.

2 Roles and Responsibilities

Representatives are expected to collect data from their resident doctor group, contribute to the agenda, and cascade outcomes to their colleagues. The chair(s) and deputy chairs are expected to perform this work alongside creating an agenda and chairing each meeting.

Representatives are sometimes required for ARCP appeals, quality meetings or deanery visits. These will be drawn from members of the forum in the first instance.

Further details of each role are found in the job descriptions in *appendix two*.

2.1 Membership

Members are made up of regional representatives from each specialty school. For smaller schools there will be one representative. For larger schools, there will be two. More details on representative numbers can be found *appendix one*.

In addition, there will also be one representative for non-core reps for less than full time and international medical graduates. These will be nominated by members of the relevant forums.

At the beginning of each academic year, we will ask for expressions of interest from each elected group of school representatives. This will be done via email using information provided by Heads of School. In the event of more applications than places, reps will be selected by the chair and associate dean responsible for the forum. Representatives will remain in role for two years unless otherwise stated.

2.2 Executive team

The executive is made up of a chair and two deputy chairs. The deanery fellow will act as chair. Deputy chairs will be elected by members of the RDEF.

2.3 Deanery team

A deanery representatives will be present at each RDEF. The individual present will depend on the themes discussed. Possible attendees are listed below:

- Postgraduate Dean
- Associate Deans
- Head of Primary and Community Care
- Heads of School when appropriate to agenda

2 Meetings

The RDEF will meet quarterly and each meeting will be three hours long. All meetings will be hybrid to allow for maximum attendance. Each meeting will be themed, based on current deanery priorities.

3.1 Structure

The agenda will be split into three parts. The first section will be attended by representatives only and gives the opportunity to discuss relevant educational issues and share good practice. Items will be pre-submitted to shape the agenda, but there will also be the possibility to raise issues on the day.

The chair will agree with representatives which items need to be discussed with the Deanery team. This will occur in the second part of the meeting. Following this, the deanery will provide an update on relevant training issues.

The third section of the agenda will be used for learning that aligns with the meeting theme. This may be a presentation by a resident doctor representative, a talk from the deanery on a particular initiative or relevant teaching or training.

3.2 Attendance and leave

Representatives are expected to attend all meetings. Professional leave should be granted via trusts. Study or annual leave should not be used for attendance.

Meetings will be scheduled quarterly, with at least twelve weeks' notice of future forum dates. This should give adequate notice for booking leave.

In the event of an unavoidable absence, the representative should nominate another resident doctor representative from their programme to attend in their place. If this is not possible, any issues they have identified should be sent to the chair so they can be shared at the forum.

3.4 Quorum

Six members, to include the Chair or Vice Chair.

3.5 Administrative support

The deanery will provide administrative support for the venue bookings and creation of an agenda. This will be sent to attendees no later than one week in advance of each meeting. They will also assist with minute taking during the meeting and dissemination of these after.

3.6 Conflicts of interest

Members will declare any conflict of interest concerning any agenda items to the Chair in advance of the meeting. If members are excused from all or part of a meeting due to a conflict of interest, it will be at the discretion of the Chair whether they should receive the minutes.

3.7 Confidentiality

Members should consider discussions and subsequent documentation to be confidential unless indicated otherwise by the Chair.

4. Reporting

The forum will disseminate and share information with resident doctors via their relevant representatives. Agendas and minutes also will be shared on the KSS website.

The RDEF is not a decision-making board so no formal reporting or governance structures required at this time.

5. Accountability

The RDEF is accountable to Peter Anderson, Associate Dean with responsibility for resident doctor representation.

6. Review

These Terms of Reference will be reviewed annually.

Appendix one

Number of representatives for each school.

School	Number of representatives
Anaesthetics	Two
Emergency medicine	Two
Foundation	Two (one FY1, one FY2)
General practice	Two
Histopathology	One
Intensive care medicine	One
Obstetrics and gynaecology	One
Ophthalmology	One
Paediatrics	One
Public health	One
Psychiatry	Two
Core surgical training	One
Higher surgical training	Two
Internal medicine training	One
Higher medicine training	Two

Appendix Two

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

Job Title: Regional representative on the resident doctors 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 Doctors 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.

Appendix four

Example Application Form

The application form itself can be found here: <https://kss.hee.nhs.uk/resources-information/resident-engagement-forum/>

Name:

Grade:

School:

I am an elected regional resident doctor representative for my programme: Yes ☐ No ☐

How long have you been a resident doctor representative for?:

Why are you suitable for this role? Please reference the job description and personal specification when completing this. (250 words)

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Please give examples of work you have done as a resident doctor representative (250 words):

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