

## **Foundation doctor foundation school representative role description**

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### **General**

The primary role of the foundation doctor (FD) foundation school representative is to help shape improvements to Foundation Programme training across the UK through dialogue with the UKFPO, primarily via the Foundation Doctors' Advisory Board (FDAB), and to help promote and raise awareness of the role of, and resources provided by, the UKFPO.

Representatives will be asked to share information about their experience of the Foundation Programme and operational support, as well as feedback from other foundation doctors, including local education provider (LEPs; NHS trusts or health boards) representatives, and make recommendations to the UKFPO for improvement. The main aspect of the role is to communicate with LEP reps within their school, to feed into national sharing networks such as FDAB. Foundation school reps are a key link in the chain to bring the voices of foundation doctors working and training in the NHS to national NHS leaders.

The role of the FD representative is a professional one that facilitates excellent prospects for networking with like-minded doctors in postgraduate training and professionals from across the UK. UKFPO FD representatives are appointed by their foundation school and are expected to represent foundation doctors within their foundation school at FDAB and other national/UK-wide events. Through this, engaged FD representatives will develop their leadership skills as well as their skills in representing the views of their peers and facilitating continuous two-way feedback between the UKFPO and UK foundation doctors.

### **Expected duties**

1. Attending and participating in FDAB meetings.
  - a. Attendance at FDAB meetings is mandatory for all FD representatives. If unable to attend, they must (1) nominate a deputy and (2) inform the UKFPO of the extenuating circumstances resulting in them not being able to attend.
  - b. UKFPO issues a Terms of Reference (ToR) for FDAB. The FDAB ToR should be read alongside this role description.
2. Motivating foundation doctor colleagues by encouraging their involvement and action in Foundation Programme processes.
3. Collecting from and sharing feedback with their local cohort of foundation doctors for all meetings they attend as a representative.
4. Signposting foundation doctor colleagues to the UKFPO bulletin and website for information.

5. Voicing relevant opinions of peers – even those that the representative may not personally support or endorse.
6. Raising training issues at FDAB meetings and reporting back to foundation doctors in their foundation school, thus ensuring the foundation doctor perspective is considered in all relevant decisions.
7. Helping to disseminate UKFPO information to peers, ensuring they have the most up-to-date information and knowledge to get the most out of the Foundation Programme.
8. Contributing to the content of the UKFPO bulletin and website with relevant examples of local innovation and good practice in training.
9. FD representatives will be invited to volunteer to attend a number of UKFPO delivery and steering groups – two to three representatives per group. Not all FD representatives are expected to take such a role; however, all representatives are expected to consider how they can engage with UKFPO sharing and improvement of practice processes.

### **Completion of role**

Representatives will receive a Certificate of Participation at the end of the training year detailing the meetings they have attended. The certificate will be issued by the UKFPO via email.

### **Understanding of foundation school and local representation**

Most LEPs appoint local FD representatives, who take part in activities that support FDs working at that LEP. All UK foundation schools appoint foundation school FD representatives, who take part in activities that support FDs training in that foundation school.

This role description outlines UKFPO's expectations of foundation school representatives, including their attendance at the three FDAB meetings of the training year. Foundation schools may have further expectations for their representatives to take part in regional or foundation school-based activities as part of their representative role.

The expectations of LEP representatives will be issued by the relevant LEP and/or foundation school. Foundation school representatives should liaise with their local LEP representatives, if applicable, as well as their FD peer cohort as a whole, as part of their representative duties.

It is expected that there will be at least one FY1 and one FY2 foundation school representative per school, with ideally a deputy for each and potentially two or three lead representatives in some of the larger schools. Representatives of a foundation school should work closely together and be able to feedback at FDAB and to their foundation school cohort on behalf of the whole foundation school. Representative groups from each foundation school may find it helpful to meet before each FDAB to agree on what they will be feeding back on behalf of the foundation school. The group could also meet after FDAB to agree on how to feedback to their foundation school cohort on what was discussed at FDAB. See [chart below](#) for summary.

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Flow of feedback

