

## **Foundation Doctors' Advisory Board (FDAB)**

### **Terms of Reference (ToR)**

#### **1. Title**

- 1.1 Foundation Doctors' Advisory Board (FDAB).

#### **2. Purpose / Remit of the Group**

- 2.1 To facilitate two-way communication between foundation doctors and the UK Foundation Programme Office (UKFPO).
- 2.2 To provide a mechanism for promoting foundation doctor involvement in the future delivery of the Foundation Programme.
- 2.3 To discuss how the Foundation Programme is being implemented locally and make recommendations to foundation schools and the UKFPO for improvement.

#### **3. Key Objectives**

- 3.1 For the UKFPO to share information about developments in the Foundation Programme with foundation doctors.
- 3.2 For foundation doctors to share information with the UKFPO about what is working well and their recommendations for change.
- 3.3 To improve communication about the Foundation Programme with foundation doctors.
- 3.4 To provide a networking opportunity for foundation doctor representatives across the UK.
- 3.5 To empower foundation doctors to help shape improvements to foundation training and to help promote the work of the UKFPO.

#### **4. Meetings and Procedures**

- 4.1 Held three times a year (approximately November, February, and May).
- 4.2 Chaired in rotation by UKFPO Fellows.
- 4.3 Facilitated by the UKFPO Education and Support administrative team, with subject matter guidance by the UKFPO National Clinical Director.
- 4.4 Members who are unable to attend must arrange for a deputy to attend, as agreed with their foundation school.

4.5 Foundation schools and employing organisations are expected to facilitate foundation doctor (FD) participation in FDAB by granting leave and supporting FDs to attend meetings as appropriate.

4.6 The group may co-opt additional members as required.

4.7 Secretariat support is provided by the UKFPO.

- 4.7.1 The date and location/conference details of meetings will be circulated to FD representatives and foundation schools at least 6 weeks before the meeting to ensure adequate time to arrange attendance.
- 4.7.2 Formal minutes and an action log will be taken at every meeting and will be circulated to the membership. A copy will be shared with foundation school teams for information.
- 4.7.3 Items for inclusion on the agenda must be submitted to the central administrative team by no later than one week prior to scheduled meetings.
- 4.7.4 The decision to cancel a meeting will be at the discretion of the Head of UKFPO/UKFPO National Clinical Director.
- 4.7.5 Meetings will be held remotely via Microsoft Teams.

4.8 Recognition of attendance

- 4.8.1 Attendees will be sent a certificate of attendance detailing which meetings they attended.
- 4.8.2 UKFPO will produce and distribute certificates after all three meetings have taken place.
- 4.8.3 Certificates will be signed by the UKFPO National Clinical Director and Head of UKFPO.

4.9 The minutes for FDAB will be sent to FSDs and FSMs in a separate email after each meeting.

## **5. Quorum**

5.1 A minimum of one UKFPO Fellow and 15 foundation doctor representatives must be present for any meeting to take place.

## **6. Governance**

6.1 The group will act in an advisory capacity with no formal reporting structure into UKFPO.

6.2 The FDAB chair(s) and/or the Education and Support Senior Manager will report a summary of meeting discussions and outcomes at the next UK Foundation School Directors Committee meeting following each FDAB meeting (approximately November, March and May).

## 7. Review

7.1 The terms of reference will be reviewed and agreed by the UKFPO every three years.

7.2 The ToR will be shared with FDAB members before the first meeting of each training year and discussed at the first meeting.

## 8. Membership

8.1 Each foundation school will appoint, at the start of each training year, an F1 and an F2 doctor representative to represent the foundation school at FDAB meetings and undertake relevant activities within the foundation school. Depending on the size of the foundation school, additional representatives can be appointed.

8.1.1 UKFPO issues a foundation doctor representative role description to all foundation schools, for use in their regional appointment process. This ToR should be used in conjunction with the FD representative role description.

8.2 Only foundation school representatives (as described in 8.1) are invited to join FDAB. They should liaise with local (trust/health board) representatives and their general peer cohort as appropriate.

8.3 Membership includes the UKFPO Fellows, who chair the meeting, and relevant members of the UKFPO leadership and administrative teams for additional support to drive ideas forward.

8.4 Membership list:

Organisation / Role	Representatives
UKFPO Fellows (rotating FDAB chairs)	Annual appointments x2
F1/F2 Doctor Representatives	Appointees from all foundation schools
National Clinical Director, UKFPO	Mike Masding
Head of UKFPO	Elaine Colaço
UKFPO Education and Support Team	Administrative team, including secretariat

## 9. Agendas, topics and discussion points

9.1 Agendas will be developed by the UKFPO Fellows and UKFPO team, with contributions requested from FD representatives. Each meeting will include some elements of the following:

- 9.1.1 Review of previous minutes/actions
- 9.1.2 Reflections from FD representatives on their experiences and learning of representing their foundation school
- 9.1.3 Feedback from FD representatives on regional/foundation school training matters
- 9.1.4 Updates on and discussion about the projects of the UKFPO Fellows

9.1.5 External subject matter expert speakers

9.2 Agendas will be shared with the group membership at least one week prior to each meeting.

9.3 FD representatives are invited to present their work at FDAB adhering to the following guidelines:

- 9.3.1 Projects should be regional or national, involving FD cohorts in multiple LEPs OR projects should have been piloted locally (for example, in one LEP) with robust plans to roll out regionally or nationally.
- 9.3.2 Projects should be focussed on UK Foundation Programme training matters in the presenter's foundation school region (that is, should remain within the scope of FDAB – see 9.4 and 9.5 below).
- 9.3.3 If surveys or analysis of results is being presented, these should involve a reasonable number of respondents/data subjects.
- 9.3.4 Presenters must not make any unsubstantiated claims – all statements should be supported by clear evidence (general thoughts, concerns and successes can be communicated in the “feedback from FD reps” section of the agenda).

9.4 Topics that are **in scope** for FDAB discussion (non-exhaustive list) are **educational**:

- 9.4.1 Careers
- 9.4.2 Curriculum
- 9.4.3 E-learning (including elfh and SCRIPT)
- 9.4.4 E-portfolio (including formative and summative assessment)
- 9.4.5 Supervision
- 9.4.6 Teaching (core/non-core)
- 9.4.7 Prescribing Safety Assessment (PSA)

9.5 Topics that are **out of scope** for FDAB discussion (non-exhaustive list) are **contractual**:

- 9.5.1 Breaks
- 9.5.2 Direct clinical supervision
- 9.5.3 Guardian of Safe working (England)
- 9.5.4 Leave (annual leave/study leave)
- 9.5.5 Rotas (inc out of hours/on call)
- 9.5.6 SDT (England and Wales)
- 9.5.7 Expenses, pay, banding

(Any issues with these should be taken up with the employer or, if no response, then the local postgraduate team.)

## **10. Responsibilities**

### **10.1 UKFPO:**

- 10.1.1 Manage three yearly meetings, including facilitating agendas, speakers and facilities
- 10.1.2 Seek and listen to FD feedback and ideas, and commit to actions based on these where possible
- 10.1.3 Share information about developments in the FP with FDs
- 10.1.4 Facilitate networking opportunities for FD reps
- 10.1.5 Empower FDs to help shape improvements to foundation training and to help promote/raise awareness of the work of the UKFPO

### **10.2 FD representatives:**

- 10.2.1 Attend and engage in three yearly meetings, including suggesting discussion topics and feeding back from meetings/events attended as an FDAB member
- 10.2.2 Engage in two-way discussion with local FD peers (including local/trust/health board representatives if applicable)
- 10.2.3 Seek and listen to feedback and ideas from local FD peers and share these at FDAB meetings
- 10.2.4 Share FDAB meeting outcomes with local FD peers
- 10.2.5 Share information on how the FP is being implemented locally and make recommendations to the UKFPO for improvement
- 10.2.6 Engage in networking opportunities for FD representatives
- 10.2.7 Represent FDAB at UKFPO/endorsed external meetings and events

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## APPENDIX 1 – Meeting Governance / Reporting Structure

