

KSS Foundation School Representative Job Description - August 2025

Job Title: KSS Foundation School Resident Representative (Deanery Level)

Job Summary: We have over 1360 foundation doctors at 13 different Trusts, so the KSSFS Foundation Representatives have an important role. They are responsible for collaborative communications from the Foundation Trust Reps and Residents across the KSS back to the Foundation School Team.

Each year KSSFS appoints the following Representatives from the incoming FY1 cohort:

F1

- Lead Foundation School Resident Representative (usually a 2-year appointment)
- Deputy Foundation School Resident Representative (usually a 2-year appointment)

For continuity, the F1 Doctor Representatives generally will hold the role for the entire two years of their Foundation training in KSSFS, moving to become the F2 Doctor Representative in their second year. They may, of course, choose to step down from their role at the end of F1 if they wish. If a representative does give up their role in F1, the same application process will be used to appoint an F2 Rep before August. It is therefore important to give KSSFS adequate notice to allow for succession planning, if that is the intention.

There will also be a representative for SFP and LTFT residents but one of the Lead or Deputy Reps can represent these cohorts if relevant. If not, other Reps may be appointed depending on yearly requirements.

Resident representatives are essential for us to provide good quality training. By collecting feedback, helping us make improvements, and communicating back to your peers you will enable tangible changes to the quality of Foundation training. It really is a crucial role.

Key Responsibilities: The foundation representative role has many opportunities to become involved in all sorts of work. However, the following parts are essential:

Attending and participating in National FDAB meetings is mandatory.
Signposting foundation doctor colleagues to the UKFPO bulletin and website for information.
KSSFS representatives will be invited to volunteer to attend a number of UKFPO delivery and steering groups

Attending meetings to represent your peer group
This may include local faculty groups, Local education Boards, attendance at the KSS Advisory and Development Meetings (3 times a year), Quality visits to other local Trusts and or Foundation Welcome events.

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.

Collecting and representing the views of your peers

You will be an important point of contact for your colleagues, and often the first person to hear of any issues or problems they may be encountering.

The above is supported by online Meetings with the Foundation Head of School and or Deputy three times a year.

Other Opportunities: The experience of each FR representative differs, but there is often the opportunity to get involved in quality improvement for your Foundation School. You may also want to look at becoming a FPUK Fellow (appointed in FY2) as well as attending National Foundation Doctors Presentation Day (NFDPD). You should discuss this with your TPD.

Personal Specification: Any resident doctor can become a Foundation School representative. We welcome people from all backgrounds who are enthusiastic about doing the job well. 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

The Foundation School Director and deputy will provide a framework and some expectations on your role. You can also find out more on the KSS website and from the FPUK Foundation Representative Job Description: *Foundation School Representative KSS/FPUK*

Foundation Representative Timeline

How to apply

During August, foundation doctors will be invited to express their interest in being a representative by submitting a statement of up to 100 words, explaining why they wish to take part and how they would ensure that they represented the views of their peers. After long Listing we will invite appropriate candidates to a short online interview to collect the appointments

By applying, you agree that your email address can be shared with Trust reps so they are able to provide you with feedback for the School committee meetings.

Further information available at:

[Foundation Doctor School Representative Role Description](#)
[FDAB meeting Terms of Reference](#)
[KSS Guidance for Trust Foundation Doctor Representatives](#)

