

# London Foundation School guidance for Foundation Doctor Representatives

## Roles and Responsibilities

### Introduction

Foundation Doctor (FD) feedback is a very important part of medical training. The London Foundation school welcomes feedback and to hear about issues faced by individuals or cohorts of foundation doctors.

Every hospital/ LEP should have locally appointed reps for both F1 and F2. These will provide feedback at a local level. Trusts are directly responsible for employer related topics such as rotas, banding, and exception reporting.

The London Foundation School is divided into 5 areas, aligned with the 5 integrated Care Systems (ICS), so North-West, North-Central, North-East, South-East and South-West. Each area has a Foundation Training Committee (FTC), chaired by the area deputy Foundation School Director (FSD). We anticipate each area to have a F1 and a F2 representative, so London FS will have 10 FD reps in total. Academic representatives will be nominated separately.

The representatives are invited to attend quarterly regional FTC meetings and may be invited to attend School board meetings. They may also be requested to help at different events such as the Programme Fair, Quality review visits and ARCP appeals. There are also opportunities to sit on the Foundation Doctor Advisory Board (FDAB) which is a national panel.

### Opportunities include:

- Regular meetings with (deputy) FSD
- Local Education Provider (LEP) faculty committees
- FS management committee
- Foundation Board
- Attendance at Foundation school open days
- FDAB National Committee

### Selection and Appointment

During August, FDs are invited to express their interest in being a representative on various committees/groups. Each LEP should have at least one F1 and one F2 representative, whose role is to liaise with the LEP FDs and the local faculty group. During August the postgraduate centre manager (or equivalent) arranges the election of F1 and F2 representatives. By the end of September, details of those elected will be available to all FD within the LEP, and the relevant foundation school operational team.

For School representatives, expressions of interest are requested. Anyone interested in being a FS representative, should submit a 250 word statement explaining why they wish to take part and how they would ensure that they represent the views of their peers. Representatives are drawn from those who submit suitable expressions of interest and also reflect the diversity of London Foundation School.

Please state your level of training F1/F2/SFP.

Selection is made by the FSD and Deputy FSDs/academic TPD.

The F1 representative may be invited to continue their role into the F2 year at the discretion of the FSD/Deputy FSDs.

By mid-September, details of those elected are passed to the Operations Department central foundation team.

Please remember- representatives are meant to represent all FD colleagues which means communicating with individuals and other representatives in the Trusts, collating and summarising received information to deliver a verbal report at the local faculty group (LEP), FD rep meetings and Foundation Board. SFPs should contact their academic rep directly.

### Representatives elected are encouraged to:

- Contribute to the management structure and decision-making process of foundation training in London at Trust and Foundation School level
- Provide FD input to the development of new, or revision of existing, policies implemented in relation to foundation training
- Provide feedback from FDs on the quality of their training programmes
- Liaise with the FD representatives on the foundation school board
- Advise FDs on appropriate referral route, i.e. local issues should be referred to the education centre or to medical staffing, and educational issues to the educational supervisor/FTPD or foundation school director (FSD)

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### Engagement with Role

As this role involves representing the interests of colleagues, it is important the representatives make every effort to attend scheduled meetings. If the LEP faculty group does not feel that a representative is able to attend meetings on a regular basis, or fully engage with representation, then the rep may be removed from post so that another FD may be appointed.

### Foundation Training Committee (FTC)

Each FTC should have at least one F1 and one F2 representative whose role is to liaise with the LEP representatives and FDs within the foundation school and present a verbal report at the management committee.

At least one of the representatives from each school must attend the national FDAB meeting.