

Guidance for Foundation Doctor Board Members and Representatives Roles and Responsibilities

(Revised following discussion with the 2009/10 FD Reps on 8 June 2010)

Introduction

The London Deanery and its Foundation Schools oversee Foundation Doctor (FD) training from qualification through the foundation years of medical practice.

The London Deanery aspires to involve Foundation Doctors at all levels of the management of Foundation training:

- LEP Faculty Committees
- Foundation School Management Committees
- London Foundation Training Operational Group
- London Foundation Training Board

To facilitate this, a network of Foundation Doctor Board members and representatives has been established and those elected encouraged to:

- contribute to the management structure and decision-making process of foundation training in London
- contribute to Quality Management systems undertaken at Deanery and Foundation School level and Quality Control systems undertaken at Local Faculty 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

Foundation Doctor Representation

A tripartite system has been established to capture the views of Foundation Doctors:

Local Education Provider

Each LEP should have at least one F1 and one F2 representative whose role is to liaise with the LEP trainees and the Local Faculty Group.

Selection

During Induction the Postgraduate Centre Educational Manager (or equivalent) arranges the election of F1 and F2 representatives. Details of those elected are posted on Synapse and passed to:

- every FD within the LEP
- the FD Board members
- the relevant FS Manager
- the Deanery Foundation Programme Manager

Duties

The LEP FD representatives are appointed to:

- have regular contact with all F1/F2s (e.g. at the end of teaching sessions);
- gather feedback from F1/F2 FDs;
- represent local FDs on the LEP Local Faculty Group
- liaise with the FDs elected to serve on the FS Management Committees and the London Foundation Training Board (see below);
- advise FDs on appropriate referral route eg local issues should be referred to the Education Centre or to medical staffing; educational issues to Educational Supervisors/Foundation Training Programme Director or the FS Director.
- Participate in training events held at the Deanery

Foundation School Management Committee (FSMC)

Each FSMC should have at least one F1, one F2 and one Academic FD representative whose role is to liaise with the LEP reps and trainees within the Foundation School.

Selection

In early August the FS Managers circulate a copy of the FSMC representative job description and related documentation to F1 trainees inviting them to self-nominate themselves, by way of a supporting statement, to serve on the FSMC. The supporting statements are then considered by the FSD and Academic Lead/s.

The F1 representative may be invited to continue their role into the F2 year at the discretion of the Foundation School Director.

Duties

The FSMC representatives are appointed to:

- liaise with and obtain feedback from the LEP representatives/academic trainees
- attend meetings of the FS Management Committee
- attend meetings of the London Foundation Doctor Feedback Group and be an active contributor to the Foundation Doctor Representative Group on Synapse
- attend as a Visitor at any London Foundation School or Deanery Quality Management Visit (optional, but strongly encouraged).
- If trained appropriately take part in Deanery QM visits to Foundation programmes at LEPs where they are not working (generally FY1 reps will attend as observers and FY2 reps will attend as part of the QM visiting team).
- Participate in training events held at the Deanery

London Foundation Training Board (LFTB)

There should be at least one F1, one F2, one Academic FD representative, (covering North East, North Central, North West FSs and South London LEPs) appointed to serve on the LFTB.

Selection

When the Deanery receives contact details of those elected to act as LEP and FSMC representatives those appointed are invited to self-nominate themselves, by way of a supporting statement, to serve on the Board. The supporting statements are then considered by the Chair of the LFTB in conjunction with the Lead Dean for Foundation.

The F1 LFTB representative may be normally invited to continue their role into the F2 year at the discretion of the Chair.

Duties

The LFTB F1, F2 and academic representatives are appointed to:

- liaise with and obtain feedback from the LEP and FSMC representatives
- attend meetings of the London Foundation Doctor Feedback Group
- submit written reports for consideration by the LFTB
- play a full role in the management programme of the LFTB
- produce and circulate, via Synapse, a London Foundation Bulletin including advice on action taken in response to trainee feedback
- assist in the arrangement of pan-London trainee events eg Academic Forum, Synapse training
- encouraged to undertake a developmental role related to Foundation Training
- if possible obtain feedback from flexible FDs

JUNE 2010